



MINISTRY OF EDUCATION
STATE DEPARTMENT FOR TECHNICAL, VOCATIONAL EDUCATION
AND TRAINING



Knowledge and Skills for better life
P. O. BOX 657 – 50200, BUNGOMA (KENYA)
Cell Phone: 0110096090
Email: kisiwainstitute@yahoo.com or info@kisiwatech.ac.ke
principal@kisiwatech.ac.ke

OFFICE OF THE REGISTRAR

Dear.....

RE: OFFER OF ADMISSION

Following your application for admission, Kisiwa Technical Training Institute is pleased to inform you that you have been offered opportunity to pursue ;Artisan/Certificate/Diploma course in The course will take duration of years.

You are required to report at the Institute for registration on 4th May 2023 but not later than 8th May 2023 and later embark on your studies. You are supposed to bring the following items on reporting:

- Letter of admission and two coloured pass port size photographs .
- Your National ID card and a photocopy of each side.
- Originals and photocopies of K.C.P.E, K.C.S.E and school leaving certificates for verification.
- Medical report (see attached form).
- Original and photocopy of your birth certificate.
- 2 spring files & a Scientific Calculator.
- Other requirements as per the demand of the course (see attached document).
- Personal effects (Stationery, Mattress, Bed sheets, Bed covers, Soaps, Towel, Shoes, Water buckets, Plates and mosquito net.

NOTE:

- (i) All students anticipating to apply for sponsorship to make a copy of the admission letter.
- (ii) There is limited accommodation on first come first served basis.
- (iii) It is criminal offence to give falsified information.

NOTE CAREFULLY: In addition to having the minimum entry requirements for admission, there are specific requirements for departmental programs.

4. HEALTH REQUIREMENTS.

- (a) You must be physically and mentally fit to pursue the training program. Forms to enable you get complete medical check-up is enclosed. You should therefore present yourself to a registered medical practitioner who should complete the form so as to make it available by the day you report.
- (b) The Institute will not accommodate expectant students of whatever status. Any students who become expectant while undergoing training program in the Institute will be required to seek leave of absence for a period of one year before resuming her studies. The Institute reserves the right to require a medical examination of any student any time during training.

5. CODE OF REGULATIONS

As a condition of admission you will be required to undertake in writing your commitment to the rule and regulations and abide by all rules and regulations for students at this Institute on admission.

Welcome to a TVET Institution of Choice.

KISIWA TECHNICAL TRAINING

Sincerely,

2. FEB 2023

P. O. BOX 657-50200,
BUNGOMA

Mrs. Anna Wasibva

REGISTRAR

FOR: THE PRINCIPAL



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MEDICAL REPORT

NAME.....ID NO.....

Course to be undertaken.....

1. Eye and vision
Unaided left-
Unaided right-
Colour blindness-
Visual field-
2. Ear, nose & Throat
Is nasal bleeding habitual
Adenoids
Hearing voice-right & left.
3. Spinal
column.....
4. Mouth &
teeth.....
5. Chest, Heart
With special reference to any tubercular
Tendencies.....
Urine.....
Feaces
6. Spleen, Liver, Bile and Varicose Veins.....
7. Any other weakness, defect or disease e.g. defects of speech, in caltwithing or spasm,
cholera or other nervous disorder, venereal diseases, or rheumatic
tendency.....
8. General
observation.....
If care is desirable in any special area give particulars (e.g. ulcers,
Asthma).
Signature.....Date: Stamp



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FEE STRUCTURE FY 2022/2023

Fees is Ksh 56,420.00 which is payable in two (2) installments as shown below.

PARTICULARS	1ST INSTALMENT (KSHS)	2ND INSTALMENT (KSHS)	TOTAL (KSHS)
Tuition	12,100.00	12,100.00	24,200.00
Personal emolument	5,760.00	5,760.00	11,520.00
EWC	600.00	600.00	1,200.00
RMI	1,500.00	1,500.00	3,000.00
LT&T	900.00	900.00	1,800.00
Attachment & Medical Insurance	1,500.00	1,500.00	3,000.00
Library	900.00	900.00	1,800.00
Activity	900.00	900.00	1,800.00
Administration	2,100.00	2,100.00	4,200.00
Student Union	450.00	450.00	900.00
Robotics & TVET Fairs	1,500.00	1,500.00	3,000.00
TOTALS	28,210.00	28,210.00	56,420.00

You are advised to apply for HELB loan to ease the burden of fees payment though you may also benefit from Government capitation. The above amount of money is exclusive of:

- (i) Hostel fees of 5,000/-per term
- (ii) National Examination Fees
- (iii) Professional bodies fees
- (iv) Meals will be served on Pay As You Eat (PAYE) system
- (v) Student ID Kshs.500 (New students only)

NB. All payments are payable to **KISIWA TECHNICAL TRAINING INSTITUTE THROUGH KENYA COMMERCIAL BANK (K.C.B), BUNGOMA BRANCH ACCOUNT NO. 1179849035 or MPESA PAYBILL NUMBER 174355**. No cash payment is allowed whatsoever

Approved by:

The Principal

Dr. Godfrey Murunga

