



**MINISTRY OF EDUCATION**  
**(State Department of Vocational & Technical Training)**  
**KIENI TECHNICAL AND VOCATIONAL COLLEGE**  
 P.O BOX 316 – 10102, KIGANJO, Tel: 0791-917 471;  
 E-mail: kienitech2019@gmail.com; info@kienitvc.ac.ke  
 Website: www.kienitvc.ac.ke



**KTC/ADM/F-02**  
**ADMISSION LETTER**

**Vision**

To build technological skills for sustainable livelihood.

**Mission**

To produce skilled graduates for transformation of livelihood through technology and innovation.

Admission No: .....651..... Date...2/8/2023.....

**NAME: WINNIE MAKENA** Address:.....

Id/Card No.....County.....Sub County.....

Course...CERTIFICATE IN INFORMATION COMMUNICATION TECHNOLOGY...  
 ..... PROGRAMME

CODE.....3915889.....

Mobile No.....717513969.....

Alternative No.....717399773.....Relationship.....

Following your application for a Course in this College, I am glad to inform you that you have been successful placed by KUCCPS and you have been admitted to undertake the above Course. Success in any Course will depend largely on how you will conduct yourself in its pursuit.

To be successful you must be self-disciplined, determined, dedicated, devoted, and hardworking in all aspects and in all units relevant to the Course. Let the Colleges motto evoke the required commitment for the end results expected.

Please report for Admission on...4/09/2023..... during the official working hours. The College is a middle level Technical Training College located in Lusoi Division, Nyeri along Nyeri Nanyuki road after the Chaka trading center on your way to Narumoru town.

Fees collection is paid on or before the opening day of the term in bankers' cheque or deposit in Kieni Technical & Vocational Training Account Number: **1256958972** at any KCB Branch.

PRINCIPAL  
 KIENI TECHNICAL COLLEGE  
 P.O BOX 316 KIGANJO  
 Tel: 0791 917 471  
 Sign: *[Signature]* Date: .....



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Personal Cheques will not be accepted. For Bankers' cheques outside Nyeri an additional **KSH 200** will be charged.

### **1. CO-CURRICULAR ACTIVITIES**

The College encourages students to fully participate in co-curricular activities like games, clubs and societies. There will be opportunities for students to participate in sporting activities in the College. You are required to carry a training kit/tracksuit /games uniform for sports.

### **2. MEDICAL CERTIFICATE**

A blank form for medical examination is enclosed. Please bring it on admission dully filled by a government medical doctor to certify the student's health status.

### **3. EXAMINATIONS/ ACADEMIC POLICY**

External examinations are set by Curriculum Development Assessment Certification Council (CDACC), the Kenya National Examinations Council (KNEC), K.A.S.N.E.B., and National Industrial Training Authority (NITA) among other examination bodies and the internal examinations by the College. Trainees will be provided an academic policy to guide them.

### **4. REGULATIONS**

There are basic rules and regulations to be observed by all students in the College and students are required to familiarize themselves with the same. Failure to adhere to rules and regulations will lead to appropriate disciplinary action being taken. A set of rules and regulations will be issued to all trainees.

### **5. STUDENTS PERSONAL DETAIL AND DECLARATION FORM**

An admission form for students personal details is enclosed. Please read it thoroughly and fill as comprehensively as possible. Sign the relevant areas accordingly.

### **6. Other Requirements;**

- Text books & tools:** Trainees are required to buy textbooks and the relevant course requirements and tools as per the department requirements.
- Writing materials:** Trainees are required to buy notebooks, plain papers and foolscaps





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**DECLARATION:** I.....**ID. No.** .....declare that;

1. The information given above is correct to the best of my knowledge;
2. If admitted I will work hard and never to participate in any illegal activities;

Signature ..... Date .....

**1. PARENT’S/GUARDIANS COMMITMENT**

I.....ID.No.....

Promise to support **Kieni Technical and Vocational College** to achieve its goals, and I will always meet my financial obligation to the College.

Signature ..... Date .....

**2.FOR OFFICIAL USE ONLY:**

Principal’s Signature: ..... Date: .....

**NOTE: TVET FUNDING SOURCE,**

Following your placement in this institution, you are eligible for a government scholarship, loan and bursary to assist with educational expenses. If you need government financial support, you **MUST** make an application for consideration through the official website [www.hef.co.ke](http://www.hef.co.ke). In case the Government scholarship, loan and bursary do not cover the entire cost of your programme, the deficit will be met by your parent/guardian

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Principal  
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