



Fix Colored
Passport



MINISTRY OF EDUCATION
STATE DEPARTMENT FOR VOCATIONAL
AND TECHNICAL TRAINING

THE KITALE NATIONAL POLYTECHNIC
P.O BOX 2162 -30200 KITALE
Tel No: 0721379304, 0712549873
Website: www.kitalenationalpolytechnic.ac.ke
E-mail address; knpreistry@gmail.com,
kitalenationalpolytechnic@gmail.com

ADMISSION LETTER

KUCCPS PLACED []
DIRECT APPLICANT []

Name:.....
Admission Number:.....
Date:.....

RE: OFFER OF ADMISSION

We are pleased to inform you that you have been offered a place to pursue a:

2-year Course in.....Level 4
2-year Course inLevel 5
3-year Course in.....Level 6
In.....Department

Reporting Date:.....

REGISTRATION REQUIREMENTS

When reporting, bring along the following:

- i. Letter of admission (original and a photocopy)
- ii. Two Colored passport size photos.
- iii. Your National ID card and a photocopy of each side. Two copies
- iv. Originals and two photocopies of your academic (KCSE & KCPE) and school leaving certificates for verification.
- v. Medical report (Fill attached form)
- vi. Original and photocopy of your birth certificate for verification
- vii. Adequate stationery and other requirements as per the demands of the course (see attached document).
- viii. An active E-mail address.
- ix. Adequate personal effects. Beddings & mattress cover (institution will provide a mattress for boarders)

Thank you for choosing The Kitale National Polytechnic.

AKOLA JOHN OTIENO
CHIEF PRINCIPAL KITALE NATIONAL POLYTECHNIC



OTHER CONDITIONS

1. Fees Payment

- i. Fees is Paid as per the fees structure(attached)
- ii. ALL fees are paid through:
ABSABank
Account Name: Kitale National Polytechnic
ACC NO. 0038219650

2. Health Requirements

- i. Complete the medical form attached.
- ii. Present yourself to a registered medical practitioner who will complete the form so as to make it available by the day you report.
- iii. The college reserves the right to require a medical examination of any student at any time during training.

3. Code of Regulations

As a condition of admission, you will be required to undertake in writing your commitment to the rules and regulations set out in this document, (copy available on our website) and abide by all rules and regulations for students at Kitale National Polytechnic.

4. Progress in Training

- i. In order to retain your place in the polytechnic you will be required to maintain good academic standards.
- ii. In addition to having the minimum entry requirements for admission into respective programs, please note that lectures are mandatory. Students must attain the stipulated contact hours and pass internal assessments in their respective courses. Details are outlined in the Academic Policy.
- iii. Trainees undertaking Engineering Programs but have not met the Minimum grade in mathematics and physics shall attend bridging courses in the Polytechnic.

5. Boarders

- i. Boarding Space is available on First-Come First Serve-basis
- ii. All boarders should book in advance by making inquiries through **0712549873**
- iii. Meals will be on Pay as you eat basis.





THE KITALE NATIONAL POLYTECHNIC

P.O. BOX 2162, KITALE

TEL. 0202380086, 0721379304, 0780379304 Email: kitalenationalpolytechnic@gmail.com
[,knpreistry@gmail.com](mailto:knpreistry@gmail.com)

FEES

Introduction

Trainees joining the institution in September 2023 will pay fees as per the Government new funding model. Fees Payable will be Ksh 67,189 per year.

Fees Payment (Sources of Funding)

Following your placement in this institution, you are eligible for a Government Scholarship, Loan and Bursary to assist with your education expenses. If you need Government Financial support, you **MUST** make an application for considerations through the official website 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.

Other Charges

Other applicable charges are as follows;

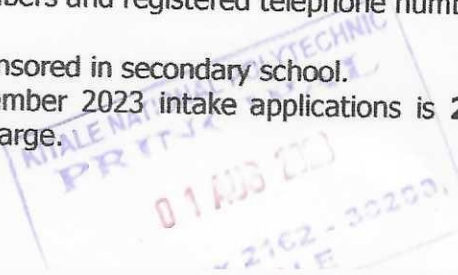
S/NO	Item	Amount
1	Application Fee	500
2	KUCCPS Placement Fee	1500
3	TVETA Quality Assurance Fee	500
4	Student ID	500
5	Boarding Fee (Optional)	6000

REQUIREMENTS FOR APPLICATION FOR SCHOLARSHIPS AND LOANS

Successful application for scholarship and loans will require:

- i. Valid email address
- ii. Valid telephone number (must be registered in your name to apply for a loan)
- iii. KCPE and KCSE index numbers and Year of Examination
- iv. Passport size photo
- v. Copy of your National ID (for loan application)
- vi. College admission letter.
- vii. Your parents registered telephone number
- viii. Your parents national ID number
- ix. Death certificate if any of your parent is deceased and registered telephone numbers.
- x. Your birth certificate
- xi. Two guarantors (Can be your parents) ID numbers and registered telephone numbers (for loan application)
- xiii. Copy of the sponsorship letter if you were sponsored in secondary school.

NB: Visit www.hef.co.ke to apply. Deadline for September 2023 intake applications is **27th/8/2023**. This service is will be offered at the Polytechnic free of charge.





THE KITALE NATIONAL POLYTECHNIC
P.O BOX 2162 -30200
KITALE Tel No: 0202380086

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ADMISSION FORM:

This form must be completed properly and handed in by all students admitted in the Institute for record purposes:

1. Student details:

Name: Admission No: Year:
Intake: Date of birth: Gender: National ID No:
..... Marital status: KCSE Index Number: Year:
KCPE Index Number: Year:
Student type (e.g., KUCCPS, Direct Applicant) Other organizations:
Program Name:
(e.g., Medical Engineering level 6)
Religion: Telephone: Email Address:
Place of birth: Citizenship: County:
Sub-county: Location: Sub-Location:
Village Name of your Chief:
Disability/Medical Condition: (If any, fill the disability form)

2. Parent's/Guardian's details:

Emergency Contact Name: Telephone No.
Relationship: Email Address:
Is father alive? Yes/No Contact address:
Phone contact (if any) What is his occupation:
Mother's Name:
Is she alive? (Yes/No) Her contact address:
Phone No. (if any) What is her occupation?
Student Signature: Date:

KITALE NATIONAL POLYTECHNIC
PRINCIPAL
01403 200
P. O. Box 2162 - 30200,
KITALE



**THE KITALE NATIONAL POLYTECHNIC
P.O BOX 2162 -30200
KITALE.**

DECLARATION FORM:

I..... ADM.NO:
Course/Class..... do declare that I will abide by and comply to the
Polytechnic rules and regulations and all other institutional policies.

Student's Sign ID No Date.....

&

Witnessed by the parent/Guardian/Sponsor

I ID. No..... Being the parent (guardian) sponsor of
..... Adm. No.....
Course.....

Have witnessed the declaration of the stated student and that I will endeavor to pay all termly fees in full
as per prevailing fee structure and that the student will comply with all requirements laid down by the
Polytechnic and which may be issued by the Polytechnic Administration from time to time.

Signature of parent..... Date.....

Address of parent..... Tel. No.....

County Sub-county.....

Location..... Sub-location.....

Chief's Name

Assistant Chief's Name.....

Registrar's Comments/remarks

.....

.....

Sign..... Date.....





**THE KITALE NATIONAL POLYTECHNIC
P.O BOX 2162 -30200
KITALE**

MEDICAL REPORT:

NAME..... INDEX No.....

Course to be undertaken.....

1. Eyes and Vision

Unaided left-

Unaided right-

Color blindness-

Visual field-

2. Ear, Nose & Throat

Is nasal breathing habitual

Adenoids-p-

Hearing voice-right &Left

3. Spinal column.....

4. Mouth & Teeth

5. Chest, Heart.....

With special reference to any tubercular tendencies

6. Urine.....

Feces.....

7. Spleen, liver, Biles and varicose veins.....

8. Any other weakness, defect or disease e.g. defects of speech, incaltwithing or spasm, chora or other nervous disorder, venereal diseases, or rheumatic teniency.

9. General observation

If care is desirable in any special area give particulars (e.g. ulcers, asthma).

The polytechnic will charge an annual medical fee of Kshs. 600/=

10. Any Physical challenges.....

Signature.....Date:



Note: This form must be filled by a government county referral Medical office