



MINISTRY OF HIGHER EDUCATION SCIENCE AND TECHNOLOGY
MATHIOYA TECHNICAL VOCATIONAL COLLEGE

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MOTTO: HANDS ON SKILLS FOR SELF RELLIANCE



ADMISSION FORM

Name:

Address

YEAR OF ADMISSIONCOUNTY _____

DEPARTMENT

COURSE ADMITTED IN: _____ Duration: _____

Following your application for a course in this College, I am glad to communicate that you were successful and you have been admitted to undertake the above-mentioned course. Success for any course whatever the duration 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 subjects relevant to the course. Let the Polytechnic's motto evoke the required commitment for the end results expected of you, "**HANDS ON SKILLS, SELF RELLIANCE**".

Please report for admission on _____ but not later than _____ during working hours. Due to the great demand of available places in the course, any delay in reporting will mean immediate replacement from the long waiting list.

The institute, which is mixed Day is located five (5km) from kiria-ini town along Kiriai-Ini Muranga road.

FEES COLLECTION A/C- **1222518767** KCB MURANG'A BRANCH

GENERAL INFORMATION

1. CO- CURRICULAR ACTIVITIES

The institute encourages students to fully participate in co-curriculum activities. There are many clubs and societies and all students must belong to one or more clubs and societies provided their meeting times do not coincide. There are also many games and other sporting activities in the institute. Students are therefore encouraged to participate.

There is an active students welfare body whose officials (Councilors) are democratically elected. All students are members of this body. The Councilors play a major role in the students' welfare. The students should respect them as their choice of leaders.

2. COURSE TEXTBOOKS & TOOLS.

The institute will provide textbooks necessary for your courses through the library services. These books are not enough for all. Students are therefore, requested to bring some textbooks relevant to their courses of study. Some of the textbooks and tools are listed in the enclosed list (as recommended by the respective departments). To cut cost on books, students are encouraged to make use of the internet.

3. OTHER TRAINING MATERIALS

(a) Writing materials.

The College will not provide writing materials e.g. notebooks, exercise books or foolscaps. Students are requested to purchase enough materials before they report. In addition to the training materials, secretarial students should purchase a ream of A – 4 plain papers (white) for typing.

(b) Games and Sports

Games and sporting activities are seriously taken in the college. For effective participation of games, please bring an appropriate game uniform and rubber/canvas shoes.

4. PHOTOGRAPHS

Two passports size photographs recently taken should also be brought on admission.

5. MEDICAL CERTIFICATE.

A blank form for medical examination is enclosed. Please bring it on admission dully filled by a government doctor, to certify that you are medically fit to be a student.

7. EXAMINATIONS

Whereas the final external examination will be set by the Kenya National Examinations Council/K.A.S.N.E.B. the internal examinations set by the Institute will be taken seriously. Any student performing poorly may be barred from proceeding or altogether discontinued from the course. Referrals are only up to a maximum of ANY TWO subjects; above that, the overall result is fail.

8. INSTITUTE RULES AND REGULATIONS

There are basic rules and regulations to be observed by all training students as basis for good routine and harmony necessary for peaceful pursuit of both training and learning. All students

are required to familiarize themselves with the same and adhere to them strictly, Failure to which appropriate disciplinary action will be taken.

9. STUDENTS, PARENTS/GUARDIANS RECORD FORM

A blank form for students is enclosed. Please read it thoroughly and fill in the blanks as comprehensively as possible and sign the relevant areas accordingly.

10. When reporting, you should bring originals of Certificates or Result slip, National Identity Card, Birth Certificate and School-leaving certificates for identification, to be given back after verification.

NB: The applicant should ensure that he/she has read and understood all the information contained in these instructions.

We look forward to meeting you on the above specified date and wish you a successful stay with us.

JACKSON MBAE
PRINCIPAL

MATHIOYA TECHNICAL AND VOCATIONAL COLLEGE
S T U D E N T, P A R E N T S / G U A R D I A N S
R E C O R D F O R M

(Fill and sign this form before admission)

ADM. No.....

(For office use)

1. Surname _____ Other names _____

2. Date of birth _____ Id/Card No. _____

Age _____

3. KCSE/KACE Index No (Any other-) YEAR.....

4. Results Mean Grade _____ Level _____

5. School attended _____

6. Course admitted to take _____

7. Religion _____ Denomination _____

8. (a) Father's (or Guardians) Name _____

Address _____ Location.....

Tel. No. (If any) _____

Profession _____

(b) Mother's Name _____

Address _____ Profession _____

Home (Permanent Address) _____ Location-----

Tel. No. (If any) _____

(c) Who pays your fees ? _____ Relation _____

9. Write names, siblings, and where they are, either in school (name the schools) or working, indicate where.

	NAME	Brother/Sister	Place
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

10. Games or athletic race most interested in order of interest

(a) _____

(b) _____

(c) _____

(d) _____

11. Level of participation of any activity in the previous school.

(a) National _____

(b) Provincial _____

(c) District _____

(d) Divisional _____

(e) Locational/Zonal _____

(f) Inter-house _____

12. Has any riot (strike) taken place in your previous school during your study there? Yes/No

(a) If yes, what were the grievancies?

(b) What part did you play?

13. (a) The information given above is true to the best of my knowledge.

(b) I promise if admitted to work hard and never to participate in any riot or strike that may be organized in the Institute.

(c) I also promise to respect the property of my fellow students, teachers, institute and that of the public for as long as I will stay here as a student.

Signature_____ Date_____

Witnessed _____ by

Parent/Guardian.....Sign.....

I-----being the parent/guardian of-----
commit myself to meet all financial and/or any other obligations as demanded by the
institution.

IDNO-----Sign-----Date