



MINISTRY OF EDUCATION  
STATE DEPARTMENT FOR TECHNICAL, VOCATIONAL EDUCATION  
AND TRAINING  
**THE KISIWA NATIONAL POLYTECHNIC**

Knowledge and Skills for better life  
P. O. BOX 657 – 50200, BUNGOMA (KENYA)  
Cell Phone: 0110096090

Email: [kisiwainstitute@yahoo.com](mailto:kisiwainstitute@yahoo.com) or [info@kisiwanationalpoly.ac.ke](mailto:info@kisiwanationalpoly.ac.ke) or  
[principal@kisiwanationalpoly.ac.ke](mailto:principal@kisiwanationalpoly.ac.ke)



OFFICE OF

REGISTRAR

THE

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 a modular (Level ..... ) course in.....

You are required to report at the Institute for registration on **5<sup>th</sup> January, 2026** but not later than **9<sup>th</sup> January 2026**. 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.
- Smart phone (**Mandatory**)
- Original and photocopy of your birth certificate.
- 2 spring files, 2 reams of printing papers (Paper line) & 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, Water buckets, Plates, mosquito net and other personal effects.

**NOTE:**

- All students anticipating to apply for sponsorship to make a copy of the admission letter.
- There is limited accommodation on first come first served basis.
- It is a criminal offence to give falsified information.
- Specific course requirements are attached for your action.
- The medical form attached **MUST** be filled by a qualified medical officer in a government medical facility

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

**CODE OF REGULATIONS**

All must commit to abide by the rules and regulations of KISNAP by appending their signatures against the rules and regulations form.

Welcome to a TVET Institution of Choice.



All Correspondence should be addressed to the Principal  
ISO: 9001:2015 CERTIFIED INSTITUTION



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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 2025/2026

The Fees to be paid in two (2) installments as indicated below:

PARTICULARS	1ST INSTALMENT (KSHS)	2ND INSTALMENT (KSHS)	TOTAL (KSHS)
Tuition	12,000.00	12,000.00	24,000.00
Activity	1,200.00	1,200.00	2,400.00
Medical/Insurance/Attachment	1,200.00	1,200.00	2,400.00
Administration	2,100.00	2,100.00	4,200.00
Repairs Maintenance	500.00	500.00	1,000.00
Electricity, Water Conservancy	1,000.00	1,000.00	2,000.00
Personnel Emolument	5,000.00	5,000.00	10,000.00
Local Transport & Travelling	1,000.00	1,000.00	2,000.00
Material Fee	8,000.00	8,000.00	16,000.00
Assessment (Exam)	3,000.00	3,000.00	6,000.00
<b>Total</b>	<b>35,000.00</b>	<b>35,000.00</b>	<b>70,000.00</b>

### Other levies include;

- Registration fee Kshs. 500.00
- Student welfare Kshs. 900.00 per year
- Hostel fees of 6,000.00 per semester (Residents only)
- TVETA fees Kshs. 500.00 per year
- Student ID Kshs. 500 (New students only)
- Caution money Kshs. 1,000.00 (New students only)
- Meals will be served on Pay As You Eat (PAYE)

### NOTE.

- All payments are payable to KISIWA NATIONAL POLYTECHNIC THROUGH KENYA COMMERCIAL BANK ACCOUNT NO. 1179849035
- NO CASH PAYMENT IS ALLOWED WHATSOEVER

Approved by:

MR. EMMANUEL WAMALWA  
**CHIEF PRINCIPAL**

