



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 or [info@kisiwatech.ac.ke](mailto:info@kisiwatech.ac.ke) or  
[principal@kisiwatech.ac.ke](mailto: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 a modular (Level ..... ) course in.....  
You are required to report at the Institute for registration on **4<sup>th</sup> May, 2026** but not later than **22<sup>th</sup> May 2026**. You are supposed to bring the following items on reporting:

- i. Letter of admission and two coloured pass port size photographs .
- ii. Your National ID card and a photocopy of each side.
- iii. Originals and photocopies of K.C.P.E, K.C.S.E and school leaving certificates for verification.
- iv. Smart phone (**Mandatory**)
- v. Original and photocopy of your birth certificate.
- vi. 2 spring files, 2 reams of printing papers (Paper line) & a Scientific Calculator.
- vii. Other requirements as per the demand of the course (see attached document).
- viii. Personal effects (Stationery, Mattress, Bed sheets, Bed covers, Soaps, Towel, Water buckets, Plates, mosquito net and other personal effects.

**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 a criminal offence to give falsified information.
- iv. Specific course requirements are attached for your action.
- v. 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.**

Yours Sincerely,

Mrs. Anna Wasilwa  
**REGISTRAR ACADEMICS**  
FOR: THE PRINCIPAL



*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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Website: [www.kisiwanationalpoly.ac.ke](http://www.kisiwanationalpoly.ac.ke)

### FEE STRUCTURE FY 2025/2026 (REVISED)

The fee is Kshs. 32,000.00 (thirty-two thousand shillings only) per module, distributed to vote heads as shown in the table below

S/No.	PARTICULARS	AMOUNT(KSHS)
1.	Tuition	12,000.00
2.	Activity	1,200.00
3.	Medical/Insurance/Attachment	1,200.00
4.	Administration	2,100.00
5.	Repairs Maintenance	500.00
6.	Electricity, Water Conservancy	1,000.00
7.	Personnel Emolument	5,000.00
8.	Local Transport & Travelling	1,000.00
9.	Material Fee	8,000.00
	<b>Total</b>	<b>32,000.00</b>

#### **NB**

A module is equivalent to one term. There's a maximum of three modules in one academic year. Other levies include:

- (i) Registration fee Kshs. 500.00
  - (ii) Student welfare Kshs. 900.00 per year
  - (iii) Hostel fees of 6,000.00 per semester (Residents only)
  - (iv) TVETA fees Kshs. 500.00 per year
  - (v) Student ID Kshs.500 (New students only)
  - (vi) Caution money Kshs. 1,000.00 (New students only)
  - vii) Meals will be served on Pay As You Eat (PAYE)
  - viii) Assessment fee (Exam fee) will be determined by the examining body
- All payments are payable to **THE KISIWA NATIONAL POLYTECHNIC THROUGH KCB ACCOUNT NO. 1179849035 OR CO-OP BANK ACCOUNT NO. 01129290592000**
- **NO CASH PAYMENT IS ALLOWED WHATSOEVER**

Approved by:

  
MR. EMMANUEL WAMALWA  
**CHIEF PRINCIPAL**



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