



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@kisiwanationalpoly.ac.ke or
principal@kisiwanationalpoly.ac.ke

OFFICE OF THE REGISTRAR

Dear.....

RE: OFFER OF ADMISSION

Following your application for admission, The Kisiwa National Polytechnic is pleased to inform you that you have been offered opportunity to pursue a modular course in.....
You are required to report at the Polytechnic for admission on 1st **September, 2026** but not later than **11th September 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: All students are eligible to apply for HELB and Scholarship through HEF Portal.

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 CHIEF 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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FEE STRUCTURE FY 2025/2026

Fees is Kshs. 67,189.00 which is payable in three (3) terms as shown below.

PARTICULARS	TERM I (KSHS)	TERM II (KSHS)	TERM III (KSHS)	TOTAL (KSHS)
Tuition	11,001.00	11,000.00	11,000.00	33,001.00
Personal emolument	4,496.00	4,496.00	4,496.00	13,488.00
EWC	1,000.00	1,000.00	1,000.00	3,000.00
RMI	1,200.00	1,200.00	1,200.00	3,600.00
LT&T	1,000.00	1,000.00	1,000.00	3,000.00
Attach & Medical Insurance	1,500.00	1,500.00	-	3,000.00
Activity	1,200.00	1,200.00	1,200.00	3,600.00
Administration	1,500.00	1,500.00	1,500.00	4,500.00
TOTALS	22,897.00	22,896.00	21,396.00	67,189.00

The above fee is exclusive of;

- (i) Hostel fees of 6,000.00 per semester (Residents only)
- (ii) Meals will be served on Pay As You Eat (PAYE)

- All payments are payable to *The KISIWA NATIONAL POLYTECHNIC THROUGH KCB ACCOUNT NO. 1179849035 OR CO-OP BANK ACCOUNT NO. 01129290592000 or Paybill 400222 Account number 9053#Name*
- NO CASH PAYMENT IS ALLOWED WHATSOEVER

Approved by:

CHIEF PRINCIPAL
KISIWA NATIONAL POLYTECHNIC
SIGN: [Signature] DATE: 24/4/2026

Mr. Emmanuel Wamalwa
CHIEF PRINCIPAL



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