



KIPSOEN TECHNICAL & VOCATIONAL COLLEGE

P.O. BOX 344-30700, ITEN.
Off Eldoret-Iten Road.

Email: info@kipsoentvc.ac.ke /
kipsoentvc@gmail.com

TEL: 0797 868 786 /
0739 868 786

Website: www.kipsoentvc.ac.ke



TO: 08219103104/2023

Ref: KTVC/APP/GSP/2023/190

Dear STEPHEN MBURU WANJOHI,

Date: 24th August, 2023

Affix
passport
photo

RE: OFFER OF ADMISSION.

COURSE: DIPLOMA IN COMPUTERIZED SECRETARIAL STUDIES

I am pleased to inform you that you been successfully placed by KUCCPS to the above course, **Congratulations!** Following Government directive to implement CBET courses starting September, you will be required to take an equivalent CBET course assessed by TVET-CDACC.

The official reporting /registration date is on **04/09/2023** and ends on **08/09/2023**.

During the admission, you will be required to have the following:

- **Original and Copies of your academic certificates**
- **Original and Copies of your National ID/Passport**
- **Two (2) recent passport size photos (Blue background)**
- **Copy of your Birth certificate**
- **Copy of your KRA pin**
- **Copy of your School leaving certificates**

Fee is **Ksh.67, 189** per year and payable to the college account.

You qualify to apply for Funding through Higher Higher Education Financing Portal on www.hef.co.ke.

Student not fully funded will be required to pay the remaining fees to the college account and provide payment slip.

You are also advised to seek guidance from **Registry** on issues concerning **KUCCPS, HEF** funding, bursaries and other sources of funding on need basis.

ATTACHED are copies of;

- **Joining Instructions to Students**
- **Admission Biodata Form**
- **Fees Structure**
- **Medical Examination Report**
- **Specific Course Requirement/Learning Materials**
- **Rules And Regulations Governing Students' Discipline at KTVC-Iten**

NB: Submit this letter and dully filled admission booklet during admission. Booklet could be downloaded from our website www.kipsoentvc.ac.ke, downloads section.

Your faithfully,

Tanui K. Erick
REGISTRAR (For Principal)



Correspondence to:

THE PRINCIPAL,
KIPSOEN TECHNICAL & VOCATIONAL COLLEGE
P.O BOX 344-30700, ITEN

PLEASE make a COPY of your admission letter after filling every detail for your PERSONAL FILE