



REGISTRATION FORM

1. Please complete all sections of this form
2. Attach a copy of National ID/Passports, result slip or examination certificate, School leaving certificate and birth certificate.
3. This form should be returned with a non-refundable fee of kshs.1,500(One Thousand Five Hundred Shillings) deposited into the college account.

PERSONAL DETAILS

(I) APPLICATION NO.....ADMISSION NO. _____

(II) DEPARTMENT _____ **COURSE** _____

Full Names:		HUDUMA NO:	
Date of Birth (dd/mm/yy)		ID No:	
Phone No:		Nationality	
Email Address:		Gender:	
Religion:	District:		
County	Constituency		
Location	Sub -Location		
Nearest Police Station	Village		
Full names of	Mother		Phone No
	Father		Phone No
	Guardian		Phone No
P.O BOX	birth cert no		
Mode of entry	KUCCPS	SELF	N.Y.S

III. ACADEMIC INFORMATION

Name of Institution/ School Attended	Year	Certificate e.g. KCPE, KCSE	Grade
Primary:	<i>From :</i>		
Index No	<i>To :</i>		
Secondary :	<i>From :</i>		
Index No	<i>To :</i>		
Tertiary:			
Any other (Profession):			

IV.) ADDITIONAL INFORMATION

How did you learn about Keroka Technical Training Institute? (Please tick all that apply)

Institute Website Newspaper Advertisement Former Student Friends
 Family Radio/Advertisement Career teacher Fair/Exhibition



VI.) CO-CURRICULAR ACTIVITIES

Sports.....
Hobby.....
Any Other.....

VII) DECLARATION

I certify that the information I have given in this application form is correct and to the best of my knowledge.

Applicants' Signature:..... *Date:*.....

VIII.) RECOMMENDATION

(FOR OFFICIAL USE ONLY)

Approved

Disapproved

Comments.....
.....

Registrar's Signature:..... Date.....

Receipt NO

Admission Letter Issued..... Date:.....Signature.....

PRINCIPAL
KEROKA TECHNICAL TRAINING INSTITUTE
P. O. Box 440 - 40202
KEROKA

Cheruiyot K. Sammy.
PRINCIPAL/SECRETARY BOG.



DOCUMENTS REQUIRED During REGISTRATION

- a) On admission day you MUST bring the following Original document s: -
 - i) Letter of admission
 - ii) National Identity Card
 - iii) K.C.S.E./KCPE Certificate / Result Slip
 - iv) Birth certificate -
- b) You are also expected to bring Two Certified Copies
 - i) K.C.S.E./KCPE Certificate/Result Slip
 - iii) Identity Card (both sides)
 - iv) Birth certificate
- c) Two certified Passport Size photo taken within the last three months

IMPORTANT INFORMATION ON COURSE OF STUDY FOR ALL STUDENTS

In addition to training in the subjects of the course offered, you will be required to study and pass the following common subjects as well to enhance your overall competence

- i) COMMUNICATION SKILLS
 - ii) COMPUTER CLASS
 - iii) Life Skills
 - iv) Entrepreneurship
- (i) All students are required to bring two (2) reams of A4 80gms printing papers Pens, ruler, pencils, erasers, sharpeners, spring files, and at least 5 A4 Exercise Books



- (ii) All students must submit a duly filled and completed Medical Examination Form from a government Hospital - NB: The Institute reserves the right to conduct its own medical examination on any student at any time (see attached medical form.)
- (iii) Attendance to scheduled activities is compulsory which include lectures, assemblies, field trips, sports and games etc-No exemption can be granted from these routines on grounds of religious beliefs.
- (iv) You will be issued with copies of an Academic Policy and Code of Regulations and will be required to read and declare your readiness in writing/signature to strictly comply to all the rules and regulations without exception.
- (v) Academic performance and training is continuously assessed and monitored with final exam by KNEC at the end of the study with progress report issued every term and the Parent/ Guardian should always keep track on the performance of the student.
- (vi) The Institute is multi-denominational and each one is free and encouraged to practice one's faith provided that by doing so they do not infringe on the rights of other students and community



PERSONAL EFFECTS

You are required to bring with you: -

- ✓ Adequate and decent personal clothing; Keroka is occasionally cold.
- ✓ Two pairs of plain bed-sheets, bath towels, Three blankets and a bed cover, pillow and two pillow cases
- ✓ A pair of games shoes, Toilet and washing soaps, a spoon, normal size cup & a plates, Sufficient pocket money for “Eat as you Pay” system
- ✓ *NB.The above items are at the discretion of individuals if they intend to reside outside the Institute*
- ✓ Students are expected to be members of at least one and a maximum of two (2) Clubs/Societies that are registered in the Institute

DEPARTMENTAL REQUIREMENTS

REQUIREMENTS FOR ALL ENGINEERING COURSES

S/N o.	Items Requirement	S/No .	Items Requirement
1.	SMP Table	5.	Scientific Calculator
2.	T-square	6.	Two sets-squares-60 ⁰ /30 ⁰ and 45 ⁰ /45 ⁰
3.	Engineering Drawing Set	7.	Two pencils – HB and 2Hor 4H Staedtler
4.	Eraser & Sharpener		

ELECTRICAL & ELECTRONICS DEPARTMENT	
	Dust coat, Tester, Pliers, Screw drivers (Flat and Star), Ball pen hammer, Stripping knife & Soldering iron (100w)
	<p><u>Reading Materials</u></p> <p>i. <i>Principles of Electrical Engineering and Electronics by V.K. Mehta & Rohit Mehta</i></p> <p>ii. <i>Fundamentals of Electrical Engineering and Electronics by B.L Theraja</i></p> <p>iii. <i>Higher Engineering Mathematics 7th Edition by John Bird</i></p> <p>iv. <i>Electrical Circuit Theory and Technology 6th Edition by John Bird</i></p>
AUTOMOTIVE ENGINEERING DEPARTMENT	



Overall/dust coat, Industrial boots, Two spring files & Steam Tables			
Reference Materials			
i. Hillier's Fundamentals of Motor Vehicle Technology 6 th Edition			
ii. The repair of Vehicle Bodies 5 th Edition By W.A. Livesey & A. Robinson			
iii. Motor Vehicle Technology for Mechanics by P.P.J Read & V.C Reid			
BUILDING & CIVIL ENGINEERING DEPARTMENT			
MASONRY			
Grey Dust Coat			
LAND SURVEY and PLUMBING			
Tape Measure 5M		Dark Blue Dust Coat	
Pipe Wrench size 14 (2Pcs)		Hacksaw Frame heavy duty (1 pc)	
Leather gloves (a pair)			
Reading Materials			
Plumbing level four trainee guide by Pearson			
Water and waste water Engineering by Mcgraw Hill			
SCIENCE LABORATORY TECHNOLOGY			
1.	White dust coat	4.	Six A4 single ruled 200 pages exercise books
2.	Scientific calculator	5.	One a4 square 200 pages exercise book
3.	A4 graph book	6.	Five spring files
Reading Materials			
HOSPITALITY MANAGEMENT DEPARTMENT			
(a) FOOD & BEVERAGE PRODUCTION			
1.	Chef's jacket	7.	Skirt/trouser checked, black and white)



2.	Chef's hat	8.	Low heeled black leather shoes (black)
3.	Apron	9.	Oven/kitchen gloves
4.	Kitchen towels	10.	Recipe cards (1pkt)
5.	Kitchen knife		
6.	Scarf Artisan Green Certificate Module I Pink Diploma Module I Yellow Diploma Module II Red		

Reference Materials

Practical cookery 13th edition by David Foskett
The Theory of Hospitality and Catering for Level 3 and 4 by David Foskett

(b) FOOD & BEVERAGE SERVICE

1.	Skirt/trouser (black)	4.	Waiter's service cloth
2.	White shirt (long sleeved)	5.	Glass cloth
3.	Half Coat Artisan -Light Blue Craft -Maroon Diploma -Black	6.	Dust Coat (white)

Reference Materials

Food & beverage service 9th Edition by John Cousins

MECHANICAL ENGINEERING DEPARTMENT

(a) WELDING AND FABRICATION

Green overall, Clear goggles, Leather gloves, Ear muffs, Welding hat, Steel tape measure, Leather apron & Safety boots

Reading Materials

- i. *Principles of Welding Technology 2nd Edition by L.M Gourd*
- ii. *The science and practice of welding volume 1 welding science and technology by A.C Davies (9th Edition)*

(b) MECHANICAL ENGINEERING (PRODUCTION) OPTION

1.	Green Overall, Safety Boots, Clear Goggles & Steam Table
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Reading Materials			
i. <i>A text book of Manufacturing Technology (Manufacturing Processes) 2nd Edition by R.K Rajput</i>			
ii. <i>Workshop Technology By S.K Garg</i>			
INSTITUTIONAL MANAGEMENT DEPARTMENT			
FASHION AND DESIGN & GARMENT MAKING			
1.	Quarter (1/4) scale	7.	Tracing wheel
2.	French curves	8.	30cm Ruler
	Shears or the Big scissors	9.	Paper cutting scissors
4.	2H or 4H and HB pencils	10.	Photocopying papers
5.	White dust coat	11.	Eraser
6.	Hand needles	12.	Packet of office pins & office Glue
Reading Materials			
i. <i>Metric Pattern Cutting men wear by Winfred Aldrich 10th edition</i>			
ii. <i>Metric Pattern Cutting women wear by Winfred Aldrich 10th edition</i>			
ICT AND LIBRARY SCIENCE DEPARTMENT			
ICT & COMPUTER			
Ten pieces of Rewritable CDs			
Reading Materials			
<i>Longhorn Secondary Computer Studies form 1,2 & 3 by S. Mburu & G. Chemwa</i>			
LIBRARY SCIENCE			
Reading Materials			
i. <i>Preservation of Library Collections by Prajapati Gorindbbai Bhagwatiben 1st edition</i>			
ii. <i>Foundations of Library and Information Science by Prajapati Shantilal Rakeshkomar 1st edition</i>			
BUSINESS AND ENTREPRENEURSHIP STUDIES DEPARTMENT			
Social Work & Community Development			
Business Management			
Scientific Calculator			
Reading Materials			
<i>Financial Accounting by Frank Wood</i>			
<i>Business Law by Saleemi</i>			
Supply Chain Management			
Scientific calculator			
Reading Materials			
<i>Principles of Procurement & Finance by Saleemi</i>			



	<i>Supply Chain Management & Purchasing Principles by Saleemi</i>	
	<i>Warehousing Operations by Saleemi</i>	
	Human Resource Management	
	Scientific Calculator	
	<u>Reading Materials</u>	
	<i>Principles of Human Resource Management by Saleemi</i>	
	<i>Financial Accounting by Frank Wood</i>	
	Accountancy	
	Scientific Calculator	
	<u>Reading Materials</u>	
	<i>Financial accounting by Frank Wood</i>	
	<i>Taxation by Saleemi</i>	
	<i>Managerial Accounting by Saleemi</i>	
	Secretarial Studies	
	Three Shorthand Notebooks	Three HB110 Pencils
	A Ream of Printing Papers – Paper One	
	<u>Reading Materials</u>	
	i. <i>Typing 1st Course 6th Edition by Archie Drummond & Anne Coles</i>	
	ii. <i>Pitman New Era Shorthand (anniversary Edition)</i>	
	iii. <i>Pitman New Era Shorthand Dictionary</i>	

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APPROVED TVET FEES STRUCTURE, FOR THREE TERMS COURSE.

	FEES PER VOTEHEAD, FOR GOVERNMENT SPONSORED STUDENTS.(KUCPCS)	TERM 1.	TERM 2.	TERM 3.	TOTAL
1.	PERSONAL EMOLUMENT.	3,840.00	2,340.00	1,340.00	7,520.00
2.	TUITION.	2,500.00	1,650.00	555.00	4705.00
3.	ELECTRICITY WATER & CONSERVANCY.	1,100.00	1,100.00	1,100.00	3,300.00
4.	LOCAL TRANSPORT & TRAVELING.	1010.00	995.00	585.00	2,985.00
5.	REPAIRS MAINTANANANCE & IMPROVEMENT.	550.00	550.00	550.00	1,650.00
6.	INDURSTRIAL ATTACHMENT & MEDICAL INSURANCE FEE.	300.00	1,850.00	750.00	2,900.00
7.	ACTIVITY FEE.	1,120.00	1,120.00	1,120.00	3,360.00
	TOTAL AMOUNT.	10,420.00	10,000.00	6,000.00	26,420.00
	SELF SPONSORED OR BY OTHER SPONSORS.	20,420.00	20,000.00	16,000.00	56,420.00

OTHER LEVIES PAYABLE EXCLUSIVE HOSTEL AMOUNT.

1.	a) KNEC EXAMINATION REGISTRATION (Amount depends on the course and Module.) b) KNEC Exam practical materials (amount depends on Department & course.)	
3.	Student Council/Student union. (Kshs.300 per year.)	300.00
4.	Student Smart Card/ID(Paid once on admission)(Only for new students.)	600.00
5.	Admission Registration Fee (Paid once on admission) (Only for new student.)	1,500.00
6.	Meals,(pay as you eat.)	
	TOTAL	2,400.00

NB Hostel fee (Limited vacancies, Served on 1st come 1st serve.) (Kshs. 3000.00 per semester.)

MODE OF PAYMENT.

- i) Deposit at **KCB Bank Keroka Branch.** Account No.**1106814134.**Account Name: **KETTI Operations.**
- ii) Banker's cheque should be paid to Keroka Technical Training Institute.
- iii) Lipa karo na KCB via M-pesa – business number 522123, account number 51139K followed by student national ID continuously without spacing.

NB The fee above should be paid in full on admission, **No cash and personal cheques payment will be accepted.** For the Government sponsored students, the Government will cater for Kshs. 30,000 per year under the capitation programme. Students are advised to apply for **HELB LOAN** in case of any financial challenges.

- Any student wishing to defer a course should communicate to the Registrar and Finance Department to avoid billing.
- It is mandatory for all students to proceed for Industrial Attachments when due.

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APPROVED TVET FEES STRUCTURE, FOR TWO TERMS COURSE.

	FEES PER VOTEHEAD, FOR GOVERNMENT SPONSORED STUDENTS.(KUCPCS)	TERM 1.	TERM 2.	TOTAL
6.	PERSONAL EMOLUMENT.	4,760.00	1,140.00	5,900.00
7.	TUITION.	4,398.00	1,928.00	6,326.00
8.	ELECTRICITY WATER & CONSERVANCY.	1,650.00	1,650.00	3,300.00
9.	LOCAL TRANSPORT & TRAVELING.	1,493.00	1,492.00	2,985.00
10.	REPAIRS MAINTANANANCE & IMPROVEMENT.	825.00	825.00	1,650.00
6.	INDURSTRIAL ATTACHMENT & MEDICAL INSURANCE FEE.	1,614.00	1,285.00	2,899.00
7.	ACTIVITY FEE.	1,680.00	1,680.00	3,360.00
	TOTAL AMOUNT.	16,420.00	10,000.00	26,420.00
	SELF SPONSORED OR BY OTHER SPONSORS.	31,420.00	25,000.00	56,420.00

OTHER LEVIES PAYABLE EXCLUSIVE HOSTEL AMOUNT.

1.	a) KNEC EXAMINATION REGISTRATION (Amount depends on the course and Module.) b) KNEC Exam practical materials (amount depends on Department & course.)	
3.	Student Council/Student union. (Kshs.300 per year.)	300.00
4.	Student Smart Card/ID(Paid once on admission)(Only for new students.)	600.00
5.	Admission Registration Fee (Paid once on admission) (Only for new student.)	1,500.00
6.	Meals,(pay as you eat.)	
	TOTAL	2,400.00

NB Hostel fee (Limited vacancies, Served on 1st come 1st serve.) (Kshs. 3000.00 per semester.)

MODE OF PAYMENT.

- iv) Deposit at **KCB Bank** Keroka Branch. Account No. **1106814134**. Account Name: **KETTI Operations**.
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STUDENTS MEDICAL EXAMINATION FORM

All Students are requested to complete **Part 1** of this Form and proceed to have **Part II** completed by the medical Officer examining the Student.

PART 1

a)
 Surname..... Other.....

REG.ADM.NO.....

Date of Birth..... COUNTY.....

SUBCOUNTY..... Religion.....

COURSE..... Marital Status.....

Parent's / Guardian's Name.....

TEL. NO.....

b) Have you ever been admitted into a Hospital? **Tick appropriately** Yes No

If so, state reason for admission and date

.....

Date.....

c) Have you had any of the following illnesses? **Tick appropriately.**

Tuberculosis or other chest infection? Yes No

Fits, nervous disease or fainting attacks? Yes No



Any disease of the digestive system?	Yes	<input type="checkbox"/>	No	
Any disease of Genital urinary system?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Allergies to food or drugs?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Malaria?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Sexual transmitted disease?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Covid-19?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

If the answer to any of the above is yes, please give details with date.....

.....

Date.....

If there are any relevant details of your medical history not covered by the above questions, please give particulars

.....

Have you been immunized/ vaccinated against any of the following diseases?: **Tick appropriately?**

i)	Smallpox? Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Date:.....
ii)	Tetanus? Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Date.....
iii)	Covid -19? Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Date:.....

I hereby declare and confirm that the details of the information provided above is true, complete and correct to the best of my knowledge and shall undertake the sole responsibility to notify you immediately of any changes.

Name of Student..... Date:.....



Signature Tel. No.....

PART II

(To be completed by the Examining Medical Officer)

a) Height..... Weight.....

b) Visual Acuity:

Without Glasses R.6/ L./6.....

With Glasses R.6..... L./6.....

c) Hearing: Right ear.....left ear.....

d) Condition of:

Teeth:.....

Nose.....

Throat

e) Lymphatic glands

Circulatory system.

Pulse



.....
Blood pressure

.....
.....

f) Respiratory system

g) Abdomen

.....
.....

h) Urine.....albumen.....sugar.....

i) Any observable physical defects in addition to general records of observation:
If any, please
specify.....

j) Is the student on any treatment?.....
If any, please
specify.....

k) Blood Khan Test

l) Any other observation of importance

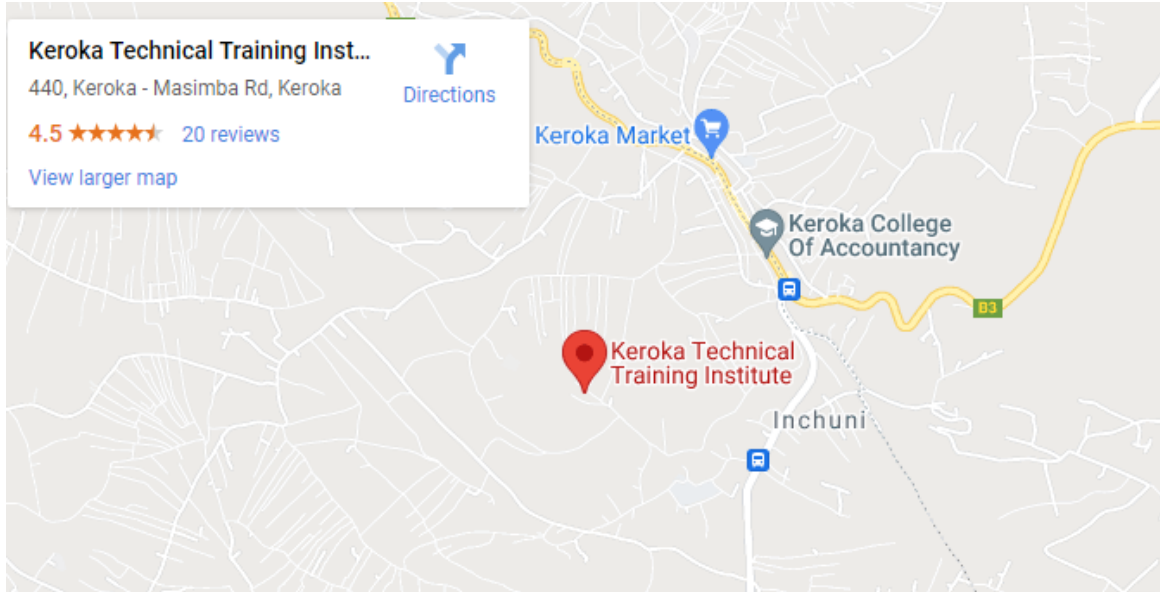
Date:.....Name of Medical Officer.....



Stamp.....

ACCESS TO THE COLLEGE

- The Institute is situated in Kisii County, about seven (1.5Km) from Keroka Town, off Masimba_ - Nyangusi Road.



WE APPRECIATE YOUR SELECTION OF KETTI AS A COLLEGE OF YOUR CHOICE. WE SHALL INORDINATELY ENDEAVOUR TO EXCEED YOUR EXPECTATION ON YOUR CAREER DEVELOPMENT.

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