



## LETTER OF ADMISSION

**TO:** ..... **ADM. NO:** .....

I am pleased to inform you that you have been offered a chance to study

.....  
The reporting date is ...**30<sup>th</sup> August 2023**..... Admissions take place during working days from **8:00 a.m. to 5.00 p.m.** Welcome.

### FEES STRUCTURE 2023

COURSE	Term 1 (KSH)	Term 2 (KSH)	Term 3 (KSH)	TOTAL (KSH)
Diploma in Business Courses, Certificate in Business Courses, Diploma, Certificate and Artisan in Technical Courses	23,000.00	18,000.00	15,420.00	<b>56,420.00</b>
	<b>23,000.00</b>	<b>18,000.00</b>	<b>15,420.00</b>	<b>56,420.00</b>

### **ALL NEWLY ADMITTED STUDENTS WILL PAY AN ADDITIONAL FEE OF:-**

A: Registration Fee	500/-
B: Student Id Card	400/-
C: Caution Money	1000/-
D. Students Welfare	1200/-
E. KUCCPS Placement Fee	1500/-
<b>Total</b>	<b>4,600/-</b>

### **N.B .Attachment fee Ksh. 2,000 (Payable before attachment)**

1. Fees once paid not refundable
2. Personal cheques or cash are not acceptable
3. School fees is payable through bankers cheque, money order or banking slip for direct deposit to **CHUKA TECHNICAL AND VOCATIONAL COLLEGE - EQUITY BANK-CHUKA BRANCH A/C NO. 0140262845461 OR LIPA NA MPESA (PAYBILL BUSINESS NO. 247247 THEN ACCOUNT NO. 222990).**
4. Ensure that name and ID No. of the student is written at the back of the cheque.
5. Students will be advised on KNEC Examination fees to be paid i.e. one term preceding the examination period for all Technical courses and for Business courses.
6. Students placed by KUCCPS will get Government capitation of Kshs. 30,000.00 per year.
7. Students are advised to apply for HELB Loan.
8. Hostels are available at the neighborhood. The College will assist the students to find rooms for accommodation.
9. Students to provide their own meals or buy on a Pay as You Eat (PAYE) system.

### LOCATION

The College is situated 8 km off Chuka Town and 5 Km off Chuka - Kaanwa Road in Tharaka Nithi County, Meru South Sub-County, Mariani Ward at Mwanjati.

**WELCOME TO CHUKA TECHNICAL AND VOCATIONAL COLLEGE.**

**PETER NJOROGE R. KAMAU**  
**PRINCIPAL**

**PRINCIPAL**  
**CHUKA TECHNICAL & VOCATIONAL COLLEGE**  
**P. O. Box 753 - 60400, CHUKA**  
**Date: .....**



THE M. O. H

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.....

THE PRINCIPAL  
Chuka Technical and Vocational College  
P O Box 753- 60400,  
CHUKA

## MEDICAL CERTIFICATE OF FITNESS

This is to certify that ..... (Student name) invited to take  
..... (Course) in your college has been checked on the fitness, thus:

1.	Eyes and Visions		
	Unaided Right	Left	
	Aided right	Left	
	Colour Blind		
	Visual Field		
2.	Nose and Throat		
	Is Nosal Breathing Habitual? Adenoids?		
3.	Ears	Right	
	Hear Voice	Left	
4.	Mouth and Teeth		
5.	Glands in the Neck		
6.	Check Heart, Lungs with special reference to any tubercular tendencies		
7.	Spinal Column		
8.	Urine		
	Stool		
9.	Spleen Liver		
	Piles and Varicose veins		
10.	Any other weakness defects or disease e.g Cholera other Nervous disorder		
	Veneral disease or Rheumatic tendency		
11.	If one is desirable in any special direction		
	Please give particulars (General Observations)		
12.	Pregnancy		

### Signature & Rubber stamp of registered medical practitioner

Address .....

Date .....

This form **must** be completed by a registered doctor. Payment for the examination is sole responsibility of the applicant.



**MINISTRY OF EDUCATION  
STATE DEPARTMENT OF VOCATIONAL AND TECHNICAL TRAINING  
CHUKA TECHNICAL AND VOCATIONAL COLLEGE**

P.o. Box 753- 60400 Chuka Email: [chukatechnical@gmail.com](mailto:chukatechnical@gmail.com)  
WEBSITE: [www.chukatechnicalcollege.ac.ke](http://www.chukatechnicalcollege.ac.ke)  
Mobile No. 0717694181, 0732996053,



## STUDENT PERSONAL DATA FORM

### 1. PERSONAL DETAILS

Name: ..... ID NO: ..... TEL: .....

KRA PIN: ..... Date of Birth: ..... County: .....

Sub-County: ..... Constituency: .....

Location: ..... Nearest Police Station: .....

Sub Location: ..... Village/Estate: .....

KCPE INDEX NO..... YEAR OF KCPE..... Marks/Grade.....

KCSE INDEX NO..... YEAR OF KCSE..... Grade.....

BIRTH CERTIFICATE NO.....

PRIMARY SCHOOL POSTAL ADDRESS..... CODE..... TOWN.....

SEC SCHOOL POSTAL ADDRESS..... CODE..... TOWN.....

### 2. Marital Status:

.....  
Name and Address of spouse (if married): .....

### 3. Parental Details

(a) Father's Name: ..... ID NO: ..... (Attach photocopy if alive)  
Deceased or alive: ..... Occupation ..... Tel: ..... KRA PIN:.....

(b) Mother's Name: ..... ID NO: ..... (Attach photocopy if alive)  
Deceased or alive: ..... Occupation ..... Tel: ..... KRA PIN:.....

### 4. Guarantors

Guarantee to pay fees (**If not parents**, State relationship & occupation), including HELB Loan guarantor.  
Name: ..... Relationship: ..... Occupation..... KRA PIN.....  
Address ..... ID..... Tel: ..... Signature .....

5. Give names and address of at least two persons who can be contacted in case of emergency.

Name:	Relationship	Tel Number/ Address
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a)	.....	.....
b)	.....	.....

6. Do you suffer from any impairment and or disability? If yes, give details:  
.....

9. The parent/Guardian/Sponsor will offset the expenses incurred upon admission in any hospital.

# **BASIC (COMPULSORY) REQUIREMENTS DURING ADMISSION**

## **Admission Requirements for ALL NEW Trainees**

Original and copy of KCSE certificate / results slip.  
Original and copy of secondary school leaving certificate  
Original and copy of birth certificate.  
1 recently taken passport size photograph.  
Original and copy of National Identity card (if above 18yrs).  
Original and copy of KCPE certificate  
Original and copy of KRA PIN certificate  
Fully filled admission letter

### **Minimum Requirements:**

Diploma: KCSE Grade C- (Minus) and above  
Certificate: KCSE Grade D (Plain) and above  
Artisan: KCSE Grade D- (Minus) and above  
or just KCPE Certificate

## **COURSE REQUIREMENTS ON ADMISSION**

### **BASIC REQUIREMENTS FOR ALL COURSES OFFERED IN COLLEGE**

- 1 dozen A4 200 pages exercise books
- Scientific calculator
- Enough pens & four HB Pencils
- Aim Ruler, spring file and a Notebook

### **DIPLOMA, CERTIFICATE & ARTISAN IN ENGINEERING COURSES**

1. Pencils 2B, HB, 2H
2. College 4 figure Mathematical tables (SMP)
3. T-Square 600mm
4. ½ ‘ ‘ Masking Tape
5. 1 Spring File and a Notebook
6. Engineering Drawing Set
7. Set Square (30 – 60) , (45 - 45)
8. A2 Size Drawing Board
9. Plumb bob, line & building trowel for **Certificate in Building & Artisan in Masonry**

### **EXTRA ITEMS FOR CERT & ARTISAN IN ELECTRICAL ENGINEERING**

- (a) Phase tester
- (b) Bending spring (20mm)
- (c) Pliers (medium size)
- (d) Screw driver(flat and star) with insulating rubber medium size
- (e) Electrician knife
- (f) Hack saw blade
- (g) Multi-Meter
- (h) Spirit level (300mm)
- (i) Tape measure (3m)
- (j) Ball pen hammer (medium size)
- (k) Soldering gun
- (l) Solder sucker
- (m) Soldering gun holder
- (n) Navy blue dust coat
- (o) Safety boots

## **STUDENT DECLARATION**

I .....(Official name), of ID Number .....  
....., a trainee at the **Chuka Technical and Vocational College**  
commit myself through this statement that I have (shall) read the said *Rules and Regulations Governing the Organization, Conduct and Discipline of Students* as spelt out in the **Students Code of Conduct of Chuka TVC**, fully understanding its content therein, shall diligently abide by its provisions throughout my student life in this institution.

Signature .....

Date:.....

## **COURSES – SEPTEMBER 2023 INTAKE**

<b>S/N</b>	<b>COURSE</b>	<b>LEVEL</b>
1	Diploma In Building Technology	Module 1, 2 & 3
2	Diploma in Civil Engineering	Module 1, 2 & 3
3	Diploma in Mechanical Engineering (Production Option)	Module 1, 2 & 3
4	Diploma in Electrical and Electronic Engineering	Module 1
5	Diploma in Business Management	Module 1, 2 & 3
6	Diploma in Human Resource Management	Module 1, 2 & 3
7	Diploma in Supply Chain Management	Module 1, 2 & 3
8	Diploma in Agriculture	Module 1, 2 & 3
9	Diploma in ICT	Module 1, 2 & 3
10	Diploma In Quantity Survey	Module 1
11	Diploma In Banking And Finance	TEP
12	Diploma In Land Surveying	TEP
13	Diploma In Cooperative Management	Module 1
14	Diploma In Water Engineering	Module 1
15	Certificate in Building Technology	Module 1, 2
16	Certificate in Plumbing	TEP
17	Craft Certificate in ICT	Module 1, 2
18	Certificate in Electrical and Electronics Engineering (Power Option)	Module 1, 2
19	Certificate in Business Management	Module 1, 2
20	Certificate in Human Resource Management	Module 1, 2
21	Certificate in Supply Chain Management	Module 1, 2
22	Certificate in Computerised Secretarial Studies	Stage I, II & III
23	Certificate in Social Work and Community Development	Module 1, 2
24	Certificate in Mechanical Engineering (Production Option)	Module 1, 2
25	Craft Certificate in Agriculture	TEP
26	Certificate In Banking And Finance	TEP
27	Certificate In Cooperative Management	Module 1
28	Artisan in Electrical Installation and Electrical Wireman	TEP
29	Artisan in Welding and Fabrication	TEP
30	Artisan in Masonry	TEP
31	Artisan Certificate in Motor Vehicle Mechanics	TEP
32	Artisan in Plumbing	TEP
33	Artisan in Carpentry and Joinery	TEP
34	Artisan in General Agriculture	TEP
35	Artisan Certificate in Storekeeping	TEP
36	Artisan Certificate in Clerk-Typist	TEP
37	Artisan Certificate in Salesmanship	TEP
38	Diploma in Fashion Design and Clothing Technology	Module 1
39	Craft Certificate in Fashion Design and Garment Making	Module 1
40	Artisan Certificate in Fashion Design and Garment Making	TEP
41	Diploma in Hair Dressing and Beauty Therapy	Module 1
42	Craft Certificate in Hair Dressing and Beauty Therapy	Module 1
43	Artisan Certificate in Hair Dressing and Beauty Therapy	TEP
44	Certificate in Automotive Engineering	Module 1
45	Diploma in Automotive Engineering	Module 1
46	Diploma in Mechanical Engineering (Plant Option)	Module 1
47	Certificate in Mechanical Engineering (Plant Option)	Module 1
48	Computer Packages (3Months)	Beginner, Intermediate & Advanced
49	Certificate in Computer Aided Design (CAD) (3Months)	Beginner, Intermediate & Advanced
50	Diploma in Social Work and Community Development	Module 1
51	Certificate in Water Technology	Module 1
52	Certificate in Land Survey	TEP