



Date: 21/11/2025

OFFICE OF THE REGISTRAR

Letter of Offer

Dear,.....

.....

REG.NO:

(Please read this offer carefully and comply with requirements for admission)

Upon expressing interest in joining us, we are pleased to inform you that you have been granted the offer to pursue.....

We are further pleased to inform you that, subject to this offer or your placement, you are eligible for a Government Scholarship, Loan and Bursary to assist with your educational expenses. If you need Government financial support, you **MUST** make an application for consideration through the official website www.hef.co.ke. In case the Government Scholarship, Loan and Bursary do not cover the entire cost of your programme; the deficit will be met by your parent/guardian.

Kindly note that you are expected to report to College on **5TH JANUARY 2026** for commencement of the term **JAN 2026**.

With this Letter of Offer are attached the following documents for your perusal and action.

- i) UTVC Rules and Regulations and Bond of Conduct.
- ii) Medical Form.
- iii) List of Requirements for Science, Technology, Engineering, Agriculture and Mathematics and Business related courses.
- iv) The Fee Structure.
- v) List of Mandatory Requirements for Admission and Application of Government Scholarship.
- vi) Guideline on the Government of Kenya new TVET Funding Model.
- vii) Declaration by Parent/Guardian for Hospital Treatment.

1. REGISTRATION /ADMISSION REQUIREMENT

Trainee must carry the original and copies of the following documents at the Office of the Registrar

- ✓ This offer of Admission.
- ✓ Original and Photocopy of K.C.S.E & K.C.P.E Certificate/Slip.
- ✓ Original and Photocopy of K.C.S.E & K.C.P.E Leaving Certificate.
- ✓ Original and Photocopy of Birth Certificate.
- ✓ Original and Photocopy of ID Card- both sides.
- ✓ KRA pin.
- ✓ 2 spring file.
- ✓ 2 passport size photo – Recent.
- ✓ 1 ream of photocopying paper

2. GAMES AND SPORTS

You are expected to participate in games and therefore every student is required to come with;

1. One pair of games skits
2. One pair of rubber shoes.

3. LOCATION OF THE COLLEGE

The College is located in Sega Town, 2km along Sega –Ukwala Road, next to Ligose Primary School.

Congratulations for being selected for the course and wish you the best of luck in your studies

**Ms Linda Ayuku W.
PRINCIPAL/BOG
Secretary.**

DECLARATION BY PARENT /GUARDIAN FOR HOSPITAL TREATMENT

Please indicate below the hospital where you wish your son/daughter should be admitted in case of serious illness.

- a) Sega Mission Hospital and I am prepared to pay extra hospital charges
- b) Ukwala Sub-County Hospital and I am prepared to pay the hospital charges
- c) Sega Cottage Hospital (**Private**) and I am prepared to pay the hospital charges

Student Name

Signature of
parent/Guardian/Sponsor

RULES AND REGULATIONS.

We consider our students to be mature and responsible adults and have sense of maturity. Decent behavior, decent dressing, commitment to studies, respect to self and to others and obedience to authority are to be displayed by all without supervision. However, minority of students may lack these traits and may need to be guided along a set of rules.

- 1. All students must obey, respect and follow instructions from members of staff.
- 2. All students are expected to look after the college property entrusted to them in aid of training by guarding against loss or damage.
- 3. If a tutor is out of classroom or workshop, the class must maintain silence and good order during the period of sessions.
- 4. All students are encouraged to participate in various games and sports activities during games times. UTVC rules and regulations are to be observed when teams go out to represent the college.
- 5. Punctuality must be observed in all college functions:
During class hours, students will not leave the college compound without a valid leave pass.
- 6. There shall be no use of hard drugs within the precinct of the College, Classrooms, Laboratories, Workshops and Drawing rooms.
- 7. Students should respect others freedom of worship. Where certain religious beliefs and rites conflict with the rules, college rules shall stand paramount.
- 8.
- a) Non-attendance to any subject will lead to automatic referral irrespective of being absent with permission
- b) Visitors are not allowed into the classes when the lessons are in session.
- c) Non-teaching and teaching staff residents are out of bounds to all students.
- 10. Fighting, use of abusing languages, possession of dangerous drugs, being drunk and disorderly and stealing is prohibited.
- 11. Female students are advised to guard against pregnancy during their whole course of training.
- 12. Unless otherwise stated lights shall be off at 11.00 p.m. for any private studies

PENALTIES

Infringements of any of the rules and regulations may be met with the following penalties.

- a). Suspension or expulsion
- b). In case of criminal offence, (See rule 10) the offender(s) may be handed over to the police.
- c). Loss of privileges e.g. Boarders who do not adhere to the rules may be deprived of the boarding facility.

BOND OF CONDUCT.

RULES AND REGULATIONS DECLARATION

I have read through the rules and regulations of the college and promise to abide by them. I have also noted the penalties to be met in case of my deviation from the rules.

PART I DECLARATION OF UNDERTAKING

I will always abide by all rules including other Ugenya Technical and Vocational College policy provisions and regulations throughout my training.

In agreement to this, I further promise that:

1. I will always follow the prescribed requirement of the training programme I am registered in.
2. I will not indulge in any type of indiscipline including unauthorized assembly or association within the Polytechnic.
3. I will regularly and punctually attend all the classes and will record full attendance enabling me eligibility to sit prescribed examinations.
4. I will bear individual and/or collective responsibility for any/all damages and expenses incurred as a result of individual or collective disobedience, demonstration or unrest during my period of training effective from the date of my admission.
5. I will personally bear ALL consequences of criminal acts that may be preferred against me by authorized Government of the Republic of Kenya.

I HAVE COMPLETELY UNDERSTOOD AND IN ACCORDANCE APPEND MY SIGNATURE
NAME _____ ADM NO. _____ SIGNATURE _____

WITNESSES

Guardian/Sponsors Name _____ ID No _____.
Sign _____ Date _____

PART II (For Official Use)

Data verified by

NAME _____ SIGNATURE _____

Confirmed by

NAME _____ SIGNATURE _____

MEDICAL REPORT OF APPLICANT.

PART I: To be completed by a Registered Medical Officer, FAILURE TO DISCLOSE Medical history in full may lead to rejection of the applicant.

A. Name (block letters) _____

Sex _____ Date of Birth _____ Address._____

B Medical Situation/History

1. Tuberculosis	16. Epilepsy
2. Pneumonia	17. Nervous Breakdown
3. Pleurisy	18. Psychiatric
4. Asthma	19. Eye Disorder
5. Rheumatic	20. Ear, nose & throat disorder
6. Allergic disorder	21. Skin disease
7. Heart disease	22. Sickle Cell
8. Gastric/Duodenal ulcer	23. Gynecological disorder
9. Recurrent Indigestion	24. Tropical disease/malaria
10. Jaundice	25. Operations
11. Kidney disorder	26. Serious accidents
12. Varicose veins	27. Any other serious disorder
13. Rupture	28. Neurological disorder/polio
14. Diabetes		
15. Dysentery		

C If any question above is answered Yes, please give the following:-

(a) Year	(b) Treatment Received	(c) Any Recurrences OR Lasting Effects

PART 2: Medical examiners report (additional)

Important: The objective of the examinations is to determine whether the candidate is physically and medically fit to undertake a course of study or training at Ugenya Technical and Vocational College subject to the pressure of the learning environment.

SIGNATURE **OFFICIAL STAMP** **DATE**

A	General appearance consistent with stated Age Health Weight Urinalysis SG Sugar Alburnen Deposit Eyes VA Ears acuity Nose & Throat Teeth Locomotor System Upper limbs Lower Limbs Cardiovascular System Pulse rate - BP	Yes/No BL	D	Respiratory system Chest movement Breath sounds Alimentary system Abdomen liver Spleen Hernia sites Reproductive system Menstrual History WR VDBL Kleir Central Nervous System Pyschariatric assessment Reflexes Others not covered above
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Please comment on significant medical history

a). Specify any current medical treatment _____

b). Is the candidate likely to need further treatment at the Polytechnic? _____

c). Do you consider the applicant fit to undertake the proposed training? _____

d). Doctor's Name. _____ Sign _____

OTHER REQUIREMENTS

STATIONERY

- 1.0 7 A4 Exercise books, 6 single ruled and 1 square ruled for all Trainees admitted to UTVC.
- 1.1 4 Ball point Pens
- 1.2 Scientific Calculator
- 1.3 White Dust-coat,10 for Students pursuing ICT

A. FOR STUDENTS PURSUING SCIENCE, TECHNOLOGY, ENGINEERING, AGRICULTURE, MATHEMATICS COURSES

- 3.1 Plastic or Wooden T- Square, 900mm
- 3.2 One 45^0 set square about 200mm
- 3.3 One 30^060^0 set square about 300mm
- 3.4 A Steadler Eraser
- 3.5 Steadler Pencils, (HB& 2H) and Masking tape
- 3.6 Blue overall for students in Engineering Departments
- 3.7 White Laboratory Coat for students in Applied Science Department
- 3.8 Standard Technical Drawing Board
- 3.9 One spring file

5.0. OTHERS

Letter from the sponsor/guardian specifying who is responsible for the payment.

