

MINISTRY OF EDUCATION

STATE DEPARTMENT OF VOCATIONAL & TECHNICAL TRAINING

SIRISIA TECHNICAL & VOCATIONAL COLLEGE



Technology for better life  
P.O. BOX 77-50208, SIRISIA (KENYA)  
TEL 0725523839/0724507732/0703547217  
Email: sirisiavocational@gmail.com  
Website: www.sirisiatvc.ac.ke

When Replying please quote

Date: 13<sup>th</sup> OCTOBER 2025

Ref.No. STVC/REG/ADM/F01

NAME:.....

**ADMISSION LETTER**

**RE: OFFER OF ADMISSION AND JOINING INSTRUCTIONS**

Further to your application for admission in this Institute, we are pleased to inform you that you have been placed to pursue

COURSE			
DURATION		LEVEL	

**NB: THIS OFFER IS SUBJECT TO YOUR PRESENTATION OF VALID ORIGINAL ACADEMIC DOCUMENTS AND RELEVANT TESTIMONIALS.**

1. You are required to plan to report at the Institute for registration and be ready to embark on your program by **5<sup>th</sup> January 2026 and not later than 16<sup>th</sup> January 2026** .No allowance will be made for any delay, and if you will not have reported by this date, you will forfeit the offer.

**2. CREDENTIALS AND OTHER REQUIREMENTS AT REGISTRATION.**

**When reporting, bring the following documents without which you will not be registered;**

- This letter of admission and two colored pass port size photos.
- Your National ID card and a photocopy of each side.
- Originals and photocopies of academic and school leaving certificates for verification.
- Medical report (see attached form)
- Original and photocopy of your birth certificate. Each applicant is required to produce
- Two reams of A-4 **size** printing papers (Paperline) on admission.
- Spring files & a Scientific Calculator
- Other requirements as per the demands of the course (see attached document)



*All correspondences should be addressed to the Principal*

Kshs 500 Registration Fees

Prospective trainees are reminded that it is a criminal offence to present any false information to this Institute.

**All students anticipating to apply for sponsorships to make a copy of the admission letter and fee structure.**

### **3. REQUIRED PAYMENTS.**

Refer to the fees structure attached.

**Fees shall be paid by bank pay in slip, bankers' cheque payable to SIRISIA TECHNICAL AND VOCATIONAL COLLEGE, KENYA COMMERCIAL BANK, Bungoma Branch, and Account 1281480851.**

**NOTE CAREFULLY:** In addition to having the minimum entry requirements for admission into respective programs, students must attain the stipulated contact hours and pass the internal exams in their respective courses- details of which are outlined in the **Academic Policy**.

### **4. HEALTH REQUIREMENTS.**

- a) You must be physically and mentally fit to pursue the training program. Forms to enable you get a complete medical check-up are enclosed. You should therefore present yourself for medical check-up to a registered Government Medical Practitioner who should complete the form so as to make it available by the day you report.
- b) The Institute will not accommodate pregnant students of whatever status. Any students who become expectant while undergoing a training program in the Institute will be required to seek leave of absence for a period of one year before resuming her studies. The Institute reserves the right to carry out a medical examination of any student any time during training.

### **5. CODE OF REGULATIONS**

- a) As a condition of admission you will be required to undertake in writing your commitment to the rules and regulations and abide by all rules and regulations for students at this Institute on admission.
- b) Lectures for regular courses are conducted from Monday to Friday starting from **8:00am to 5:00pm**.

**Welcome to a TVET Institution of choice.**

**CLARA A TIMOTHY**

**SENIOR PRINCIPAL/BOG SECRETARY**

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# SIRISIA TECHNICAL AND VOCATIONAL COLLEGE

P.O BOX 77-50208, SIRISIA Email: [sirisiavocational@gmail.com](mailto:sirisiavocational@gmail.com)

## MEDICAL REPORT

NAME ID No

Course to be undertaken.

1. Eyes 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, Biles and varicose veins.
7. Any other weakness, defect or disease e.g defects of speech, incaltwithing or spasm,chora or  
other nervous disorder, venereal diseases, or rheumatic teniency
8. General observation

If care is desirable in any special area give particulars (e.g ulcers,asthma).

Signature. Date:Stamp.

**Note: This form must be filled by a registered Medical Practitioner in a Government Institution.**

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**MINISTRY OF EDUCATION  
STATE DEPARTMENT FOR VOCATIONAL EDUCATION AND  
TRAINING**



**SIRISIA TECHNICAL & VOCATIONAL COLLEGE**

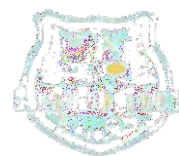
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**FEES STRUCTURE FOR 2025/2026**

STUDENTS FEES	TERM ONE(Kshs)	TERM TWO (Kshs)	TERM THREE (Kshs)
TUITION	3,415	3,415	3,415
Personal Emolument Teaching	3,912	3,912	3,912
Repair Maintenance &improvement	1,328	1,328	1,328
Local Travelling and Transport	2,016	2,016	2,016
Activity	1,037	1,037	1,037
E.W.C	1,168	1,168	1,168
Insurance	159	159	159
Administration	2,868	2,868	2,868
ICT Integration	1,000	1,000	1,000
Gratuity	195	195	195
Casuals & Contracted Services	1,320	1,320	1,320
Capacity Building	378	378	378
Practical	9,600	9,600	9,600
Personal Emolument Non-Teaching	2,654	2,654	2,654
Development	950	950	950
Assessments	3,000	3,000	3,000
<b>TOTAL</b>	<b>35,000.00</b>	<b>35,000.00</b>	<b>35,000.00</b>

**1. Students will also be required to pay:**

- (a) Ksh.500 for registration
- (b) Ksh.500 for student ID
- (c) Ksh.600 for student union per year
- (d)Ksh.500 for KUCCPS adoption
- (e)Ksh. 500 for TVETA

2. Accommodation can be obtained from around the institution and students to cater for their meals.

3. Examination and assessment TVET CDACC fees shall be collected in advance.

**NOTE:**

**All Students are required to apply for HELB and SCHOLARSHIP at the College Helb desk**

i. All fees payment should be deposited to the institute account directly.

ii. Account name:Sirisia Technical &Vocational College.

Bank: Kenya Commercial Bank Bungoma Branch Account

Number: **1281480851.**

**PAYBILL NO.522123**

**ACCOUNT NUMBER-58123Kadmission No.(eg 58123K0001) CASH PAYMENT**

**IS NOT ACCEPTABLE.**

**Approved by**

CLARA A TIMOTHY

Senior principal/BOG Secretary

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**Course requirements:**

ENGINEERING COURSES	GENERAL AGRICULTURE	ICT & BUSINESS COURSES	FASION DESIGN	HIM HAIRDRESSING
<p>T Square Fx 82 Calculator 240V (415V) Tester (Electrical engineering students) Engineering Drawing et .Drawing book A3 Set square. . HB Pencile,2HHB, . Overall or Dust Coat Navy Blue in Color . Engineering Boots 0.1.SMP Table 1.Steam Table 2.Tape measure 3. Fabric and Stars 4. Screw drivers 5.1.Smartphone</p>	<p>1. Gumboots 2. Jembe 3. Panga/Slasher 4. Dust Coat [Dark Green in Colour] 5. 1.Scientific calculator 6. 1 ream of foolscaps 7. 1 pair of Gloves 8. 1 pair of Agricultural Mask</p>	<p>1. White Dust coats 2. 1.Scientific calculator (Business) 3. 2 CD RW 4. 8GB &amp; above Flash Disk 5. Enough A4 note books 6. Glossy printing papers (ICT) 7. Adjustable antistatic ESD wristband (ICT)</p>	<p>1. Tape measure. 2. Tailors pin. 3. Tailors chalk. 4. Fabric/material. 5. Paper scissors. 6. Fabric scissors. 7. Office glue. 8. Seam reaper. 9. Thimble. 10. Machine needle size 18 flat. 11. Hand needles. 12. Threads (different colors to match fabric color). 13. Tracing wheel. 14. Manilla papers. 15. Quarter scale. 16.30-cm ruler. 17.1-meter ruler. 18. Box file. 19. French curve (curve set). 20. HB Pencils. 21.Crayons. 22. Needle holder (Manual Singer) 23.Bobbin + case (Metallic Manual Singer)</p>	<p>-Apron(purple 1) -Towels (medium size) 4 -Shampoo 1 Litre -Styling pins 1 set -1 pair of scissor - Braids 5 pieces(Black) - Afro-Comb</p> <p>BEAUTY THERAPY</p> <p>1. Apron (purple 1) 2. Towels (Face towels while 2) (Medium towels 4) 3. Manicure set 4. Make-up set</p>

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## **REQUIREMENTS FOR ELEGIBILITY FOR NEW FUNDING MODEL**

- a. Valid email address
- b. Valid telephone number (must be registered by your name)
- c. KCPE and KCSE index numbers and their years
- d. Passport size photo
- e. Copy of national ID
- f. College admission letter
- g. Parent's registered phone number
- h. Birth certificate
- i. Death certificate, if any, of deceased parent
- j. Two guarantors (can be parents) ID numbers and registered phone numbers
- k. Copy of sponsorship letter if you were sponsored in secondary school

### **NOTE**

Following your placement in this college, you are eligible for a government Scholarship, Loan and Bursary to assist with your education expenses. If you need Government financial support, you **MUST** make an application for consideration through the official website:

[www.hef.co.ke](http://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.