

MINISTRY OF EDUCATION
STATE DEPARTMENT OF VOCATIONAL AND TECHNICAL TRAINING
GATUNDU SOUTH TECHNICAL AND VOCATIONAL COLLEGE



P. O. Box 102 - 01030 GATUNDU,
Telephone: 0797 255 245
E - Mail: gatundusouthtvc@gmail.com

PROFESSIONAL AND TECHNICAL SKILLS TO EMPOWER

FOLIO NO: _____

ADM.NO: _____ *GSTVC/ADM/REG/F2*

NAME: _____

P.O BOX: _____

DURATION: _____

COURSE: _____

RE: ADMISSION LETTER

I am pleased to inform you that you have been offered a vacancy to train at Gatundu South Technical and Vocational College to pursue the above mentioned course. You are required to report on _____ but not later than _____

This offer has been made on the basis of the statement of your qualifications in the application form and the attached copy of the Kenya National Examination Council result slips/certificates and is therefore, subject to verification by the College at the time of reporting. It is also subject to your acceptance to pay the required fees as indicated in the fees structure and your agreement to adhere to the rules and regulations governing the conduct and discipline of trainees of Gatundu South Technical and Vocational College.

Please note that at the time of reporting you will be required to produce this **admission letter** and originals and also copies of the following documents: - **KCSE & KCPE result slips or certificates, School leaving certificate, National ID, Birth Certificate and 2 colored passports.**

All fees should be paid to the College account: **Account Name: GATUNDU SOUTH TECHNICAL AND VOCATIONAL COLLEGE Account No. 1257918133 Kenya Commercial Bank Ltd, Gatundu Branch.** Personal Cheques are unacceptable.

You are advised to apply for a loan from the Higher Education Loans Board (HELB). The application form should be filled online through the Boards Website <http://www.helb.co.ke>.

Enclosed, please find the joining instructions and the following forms are mandatory during admission and should be duly completed as instructed and presented to the College on the reporting date.

- ❖ Registration form - GSTVC/ADM/REG/F3
- ❖ Medical form - GSTVC/ADM/REG/F4
- ❖ Declaration form - GSTVC/ADM/REG/F5

I take this opportunity to congratulate you on your admission to Gatundu South Technical and Vocational College and wish you success in your pursuit for innovative skills and competence.

NB: Ensure you retain a copy of your admission letter before submitting the original copy.

Yours sincerely,

Registrar