



KITALE NATIONAL POLYTECHNIC

P.O BOX 2162-30200, KITALE

Tel No: 0721379304, 0712549873

Website: www.kitalenationalpolytechnic.ac.ke

E-mail address: knregistry@gmail.com, kitalenationalpolytechnic@gmail.com, info@kitalenationalpolytechnic.ac.ke

OFFICE OF THE REGISTRAR ACADEMICS

REF: ADM/REG/F 54

Date: _____

Dear _____,

RE: OFFER OF ADMISSION

We are pleased to inform you that you have been offered a place to pursue _____
_____ in _____ Department

Reporting Date: 31ST AUGUST 2026

REGISTRATION REQUIREMENTS

When reporting, bring along the following:

- i. Letter of admission (original and a photocopy)
- ii. Two Colored passport size photos.
- iii. Your National ID card and a photocopy of each side. Two copies
- iv. Originals and two photocopies of your academic (KCSE & KCPE) and school leaving certificates for verification.
- v. Medical report (Fill attached form)
- vi. Original and photocopy of your birth certificate for verification
- vii. Adequate stationery and other requirements as per the demands of the course (see attached document).
- viii. An active E-mail address.
- ix. Adequate personal effects. Beddings & mattress cover (institution will provide a mattress for boarders)

Thank you for choosing The Kitale National Polytechnic.

DR. TOM MULATI
CHIEF PRINCIPAL



OTHER CONDITIONS

1. Fees Payment

- i. Fees is Paid as per the fees structure(attached)
- ii. ALL fees are paid through:
ABSA Bank
Account Name: Kitale National Polytechnic
ACC NO. 0038219650

2. Health Requirements

- i. Complete the medical form attached.
- ii. Present yourself to a registered medical practitioner who will complete the form so as to make it available by the day you report.
- iii. The college reserves the right to require a medical examination of any student at any time during training.

3. Code of Regulations

As a condition of admission, you will be required to undertake in writing your commitment to the rules and regulations set out in this document, (copy available on our website) and abide by all rules and regulations for students at Kitale National Polytechnic.

4. Progress in Training

- i. In order to retain your place in the polytechnic you will be required to maintain good academic standards.
- ii. In addition to having the minimum entry requirements for admission into respective programs, please note that lectures are mandatory. Students must attain the stipulated contact hours and pass internal assessments in their respective courses. Details are outlined in the Academic Policy.
- iii. Trainees undertaking Engineering Programs but have not met the Minimum grade in mathematics and physics shall attend bridging courses in the Polytechnic.

5. Boarders

- i. Boarding Space is available on First-Come First Serve-basis
- ii. All boarders should book in advance by making inquiries through : **0720851605/0712 549 873**
- iii. Meals will be on Pay as you eat basis.



THE KITALE NATIONAL POLYTECHNIC

P.O. BOX 2162 -30200
KITALE, TEL NO: 0721379304, 0712549873

ADMISSION FORM:

This form must be completed properly and handed in by all students admitted in the Institute for record purposes:

1. Student details:

Name: Admission No:
Year: Intake: Date of birth:
Gender: National ID No: Marital status:

KCSE Index Number: Year:

KCPE Index Number:
Year:

Student type (*e.g., KUCCPS, Direct Applicant*) Other organizations:

Program Name:

(*e.g., Medical Engineering level 6*)

Religion: Telephone:

Email Address:

Place of birth:

Citizenship: County:

Sub-county: Location: Sub-Location:

Village Name of your Chief:

Disability/Medical Condition: (*If any, fill the disability form*)

2. Parent's/Guardian's details:

Emergency Contact Name: Telephone No:

Relationship: Email Address:

Is father alive? *Yes/No* Contact address:

Phone contact (*if any*) What is his occupation:

Mother's Name:

Is she alive? (*Yes/No*) Her contact address:

Phone No. (*if any*) What is her occupation?

Student Signature: Date:



FEES

Fee is Payable Per Year as shown in the table below:

Vote Ref	Vote Head	Amount (Kshs)
KNP/01	Tuition	32,689
KNP/02	Assessment	8,400
KNP/03	Personal Emolument	9,000
KNP/04	Activity	3,600
KNP/05	Medical Fee and Attachment Insurance	2,400
KNP/06	Repairs, Maintenance & Improvement	3,000
KNP/07	Electricity, Water Conservancy	3,600
KNP/08	Local Transport & Travelling	4,500
	TOTAL	67,189

Application Fees - Kshs 500 - Payable Once on Admission
 Student Union Fee - Kshs 1,000 - Payable Once Per Year
 Accommodation Fee - Kshs 6,000 - Optional/ Per Term

FEES PAYMENT

a) Bank: Absa Bank, Kitale Branch Account Name: Kitale National Polytechnic Ac Number: **0038219650**

b) Mpesa Paybill: Paybill Number: **277758** Account Number: Full Admission Number

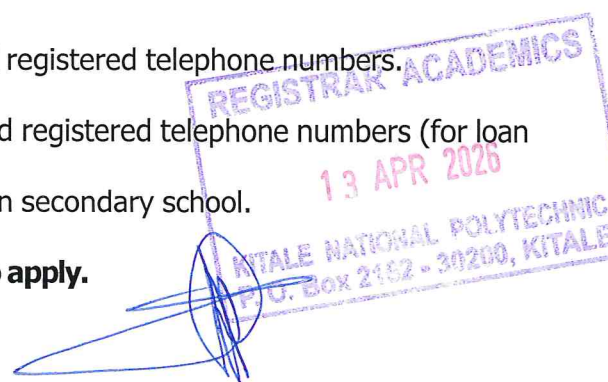
You are eligible for Government Scholarship, Loan and Bursary to assist with your education expenses

Requirements for application for scholarships and loans

Successful application for scholarship and loans will require:

- i. Valid email address
- ii. Valid telephone number (must be registered in your name to apply for a loan)
- iii. KCPE and KCSE index numbers and Year of Examination
- iv. Passport size photo
- v. Copy of your National ID (for loan application)
- vi. College admission letter.
- vii. Your parents registered telephone number
- viii. Your parents national ID number
- ix. Death certificate if any of your parent is deceased and registered telephone numbers.
- x. Your birth certificate
- xi. Two guarantors (Can be your parents) ID numbers and registered telephone numbers (for loan application)
- xiii. Copy of the sponsorship letter if you were sponsored in secondary school.

NB: Visit www.hef.co.ke to apply. **All Trainees are encouraged to apply.**



THE KITALE NATIONAL POLYTECHNIC
P.O. BOX 2162 -30200
KITALE.

DECLARATION FORM:

I ADM.NO:
Course/Class..... do declare that I will abide by and comply to the
Polytechnic rules and regulations and all other institutional policies.

Student's Sign ID No Date.....

&

Witnessed by the Parent/Guardian/Sponsor

I ID.No

Being the parent (guardian) sponsor ofAdm.

No..... Course.....

Have witnessed the declaration of the stated student and that I will endeavor to pay all termly fees in full
as per prevailing fee structure and that the student will comply with all requirements laid down by the
Polytechnic and which may be issued by the Polytechnic Administration from time to time.

Signature of parent..... Date.....

Address of parent..... Tel. No.....

County Sub-county.....

Location..... Sub-location.....

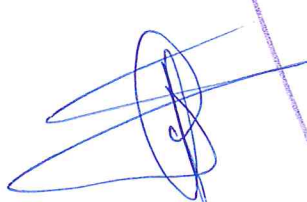
Chief's Name

Assistant Chief's Name.....

Registrar's Comments/remarks

.....

Sign: Date:


REGISTRAR ACADEMICS
13 APR 2026
KITALE NATIONAL POLYTECHNIC
P.O. Box 2162 - 30200, KITALE

L.F.