

MINISTRY OF EDUCATION
STATE DEPARTMENT FOR TECHNICAL, VOCATIONAL EDUCATION AND TRAINING

MULANGO TECHNICAL AND VOCATIONAL COLLEGE



P.OBOX377-90200

KITUI

EMAIL: mulangotvc@gmail.com

PHONENO. 0114083536



TO:.....

Date:

Address:

REF.NO:

RE: ADMISSION LETTER.

We are pleased to inform you that you have been offered a place in this institution to pursue Course, Level..... effective on **6TH, JANUARY, 2026.**

You are urged to keenly go through the details of this letter before filing it with the required details. Your acceptance will grant us an opportunity to equip you with much needed knowledge and skills for employability.

STUDENT'S REGISTRATION REQUIREMENTS.

On admission day, you are required to **bring** the following documents:

- (a) A Copy of Admission Letter.
- (b) Two (2) Passport Size Photographs (Taken Within the Last Three Months).
- (c) Original Identity Card and Two Copies.
- (d) Original K.C.S.E. Certificate/Result Slip and Two Copies.
- (e) Original K.C.P. E. Certificate/Result Slip and Two Copies.
- (f) Original School-Leaving Certificate and Two Copies.
- (g) Original Birth Certificate and Two Copies.
- (h) A dully completed medical examination certificate.
- (i) One ream of printing papers – JK

Attached to this letter you will find a full admissions package, along with specific information on how to accept the offer. We ask you to respond on acceptance of the offer within two weeks as there are many candidates who are waiting for any unacceptance vacancy.

I wish you success in your academic pursuit in the College.

Sincerely,

Josiah Mwanja
Principal, Mulango TVC

1. HEALTH REQUIREMENT

Bring duly completed and certified medical examination certificate. Find a copy attached on page 7 to be filled by a Medical Doctor from a (Government/Mission hospital.)

2. DEPARTMENTAL REQUIREMENTS.

Attached at the back of the letter is a list for details of course requirements.

3. RULES AND REGULATIONS.

Attached at page 4 is a copy of the rules and regulations. You are required to sign the declaration form to indicate your willingness to adhere strictly to all rules and regulations pertaining to students of **Mulango Technical and Vocational College.**

4. PROGRESS DURING TRAINING.

A copy of the Academic Policy is available at the Secretary's desk indicating progression during your training.

5. FEES.

Attached at page 5 is a copy of fees structure details.

6. MODE OF PAYMENT.

The fees should be paid in total by bankers' cheque or deposited directly to Mulango Technical and Vocational College, Account Number: 1333640455, Kenya Commercial Bank, Kitui Branch. You can also use our pay bill Number 522533 Account No. 7922596#Admission Number to Deposit the money to the above bank account number and send us the message as a prove of payment. Cash will not be accepted.

7. HELB LOANS.

After admission, a student is required to apply for a Loan from **Higher Education Loans Board.**

8. ACCOMMODATION

Accommodation will not be provided at the College. However, there are affordable private hostels and rental houses within the environs of the college.

9. PERSONAL DETAILS

Attached on page, 7 are personal details form and The Kenya Universities and Colleges Central Placement Service (KUCCPS) application form.

**MULANGO TECHNICAL VOCATIONAL COLLEGE STUDENT'S PERSONAL
DETAILS APPROVAL FORM**

Section A: Student's Particulars

Student's Name _____

ID/NO _____ Gender: Male [] Female []

Date of Birth: _____ Religion _____

Course Admitted _____ ADM.NO: _____

Year of Study _____ Department _____ Date Admitted _____

Student Status (Boarder/Day Scholar) Tick Appropriate;

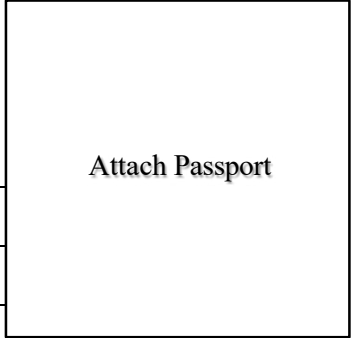
Mobile Number _____ Physical Address _____

County _____ Sub-County _____ Location _____ Village _____

_____ Last Primary School Attended _____ KCPE Index NO.

_____ Marks _____ Last Secondary School Attended _____

_____ KCS.E Index NO _____ Points Scored _____ Grade _____



Section B: Parents/Guardian's Particulars

Who pays fees? Parent/Guardian/Self (Tick one)

Father's/Guardian's Name _____ Occupation _____

Address _____ ID/NO. _____ Mobile No _____

Mother's Name _____ Occupation _____

Address _____ ID/NO. _____ Mobile No _____

Next of Kin

Surname: _____ Other Names _____

Tel _____ ID No _____ Relationship _____

Email _____

Do you have any form of disability? [Yes][No]

If Yes, State the nature of disability.

Part C: Student's Declaration

I _____ (Student's Name) certify that the information filled above is true to the best of my knowledge and ability

Sign _____ Date. _____

Part D: Registrar's Office Approval

I _____ (Name) certify that the information filled above is true to the best of my knowledge and ability.

Sign _____ Date. _____

RULES AND REGULATIONS

1. Class attendance and punctuality **shall** be observed, failure to which a student shall face Disciplinary action.
2. Consumption of drugs and substances, i.e. beer. Bhang, cocaine etc. may lead to expulsion of a student from the College.
3. Fighting, rudeness and any anti-social behavior may lead to suspension or expulsion from the College.
4. Student's grievances shall be presented through the right channel. Inciting utterances or misbehavior shall lead to disciplinary action.
5. It is illegal for student to pass through anywhere else other than the designated gates when entering and leaving the College. Failure to adhere to that shall lead to disciplinary action.
6. There should be no movement of furniture or any other movable equipment from their designated places without permission.
7. Students shall only hold meetings after clearing with the Dean of students. Otherwise, any illegal meeting shall lead to disciplinary action.
8. Vandalism and any kind of theft is a criminal offence and may lead to suspension or being sub charge
9. Students are expected to familiarize themselves with the College Academic Policy
10. All students **shall** punctually attend scheduled assemblies and other College functions.
11. Appropriate dressing (e.g.in workshops, classrooms etc.) is expected from all students
12. Wearing of caps and hats in classrooms, assemblies or any other College functions shall not be allowed and may lead to disciplinary action.
13. Any leave from the College will be authorized by the Office of the Dean of Students.
14. Students shall respect and adhere to the administration and training procedures and structures established by the College.
15. Students should respect the rights and privileges of other students.

These rules and regulation will be subject to review from time to time.

STUDENTDECLARATION

I _____ (Student's Name) ID No.: _____
have read, understood and agreed to abide by the above rules and regulations before admission.

Sign _____ Date: _____

WITNESS

Parent / Guardian Name: _____ Sign: _____ Date: _____

REVISED MINISTRY OF EDUCATION FEE STRUCTURE FY2025-2026

VOTE HEAD	TERM ONE	TERM TWO	TERM THREE
Tuition	3415	3415	3415
Personal Emoluments Teaching	3912	3912	3912
Repair Maintenance & Improvement	1328	1328	1328
Local Travelling & Transport	2016	2016	2016
Activity	1037	1037	1037
Electricity Water & conservancy	1168	1168	1168
Insurance	159	159	159
Administration	2868	2868	2868
I C T Integration	1000	1000	1000
Gratuity	195	195	195
Casuals and Contracted Services	1320	1320	1320
Capacity Building	378	378	378
Practical	9600	9600	9600
Personal emoluments Non-Teaching	2654	2654	2654
Development	950	950	950
Assessments	3000	3000	3000
TOTALS	35,000	35,000	35,000

OTHER PAYMENTS

- Ksh. 500 student ID payable once
- Ksh. 500 Registration fees payable once
- Ksh. 1000 Students activities payable once per academic year
- Ksh.500 TVETA Registration per academic year
- Ksh. 500 KUCCPs per academic year
- Students welfare Ksh. 500

PLEASE NOTE

1. For Kenyan trainees approved by KUCCPs **he/she May** qualify for Government grants amounting to **Ksh 33,595 and Ksh 20,157** per year for the needy students or **Ksh 21,500 and 32,251** for the less needy students and HELB Kitty allocation.

NB:

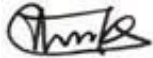
1. The parent/guardian is entitled to pay fee balance of Ksh 15,500 on admission
2. Re-allocation will be on 100% fees payment.
3. All fees to the college must be paid on the reporting/opening day of the term. Payment **MUST** be deposited in the Account, Pay bill or in form of banker's cheques.

ACCOUNT NUMBER: 1333640455**BANK: KCB KITUI BRANCH****ACCOUNT NAME: Mulango Technical And Vocational college**

ADDITIONAL INFORMATION FOR UNIVERSITIES/TVETS FUNDING

- Following your placement in this institution, you are eligible for a Government Scholarship, Loan and Bursary to assist in 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 program, the deficit will be met by your parent/guardian.

Josiah Mwanja



Principal, Mulango TVC

CERTIFICATE OF MEDICAL EXAMINATION (BY A GOVERNMENT HOSPITAL)

I hereby certify that I have this day of I examined (Students Name)
.....and found him/ her physically fit to undertake
training in your college.

Vision

Posture.....

Dentition.....

Urine:.....

Stool.....

Blood Pressure.....

Hears.....

Does the person suffer from ASTHMA?

.....Rheumatism.....Anyother

findings Is there anything that will affect the
person's studies:

.....

Status/Recommendation:.....

Doctor's Name:.....

Signature:.....

Address:.....

Official stamp

KUCCPSDETAILS

PERSONAL DATA (Fill all the fields necessary)

Surname: _____ Other Names: _____

Tel _____ P.O. Box _____ Code: _____
_____ MULANGO
County Code _____ Ward Code _____ Constituency Code _____
_____ Location: _____ Sub-Location: _____
_____ Village _____
Gender _____ Date of Birth _____ ID/NO _____
Email: _____

STUDENTDETAILS

Admission No: _____ Date of Admission: _____
KCPE Index _____ Year _____ KCPE Marks _____
KCSE Index _____ Year _____ **KCSE** Mean Grade: _____
Course _____ Program Type _____
Course Duration _____ Sponsorship _____

PARENTS/GUARDIANDETAILS

Father.

Surname: _____ Other Names _____
Tel _____ ID No _____ Email _____

Mother:

Surname: _____ Other Names _____
Tel _____ ID No _____ Email _____

Next of kin.

Surname: _____ Other Names _____
Tel _____ ID No _____ Relationship _____
Email _____

Student's Declaration

I _____ (student's full name) certify that the information filled above is true to the best of my knowledge and ability
Sign _____ Date: _____

Registrar's Approval

Name _____ Signature _____ Date: _____

ADMISSION REQUIREMENTS.

The college does not provide writing materials to students. Every student should come with enough foolscaps, at least seven (7) A4 size 200 pages exercise books, pens & pencils (2H/3H or 2B). A separate list of textbooks will be given at the department based on the departmental requirements.

1. ENGINEERING

All Engineering Students will be required to buy the following for their own use: -

1. Engineering set square 45x45 and 60x30 and protractor (transparent).
2. T square – 100cm Long.
3. Engineering drawing set.
4. One roll of masking tape
5. Scientific calculator – Casio FX 82 MS
6. Eraser (steadler)
7. Drawing pencils (steadler) – HB and 2H
8. SMP advanced table.
9. One ream of drawing papers (A3) or drawing book (A3) size.
10. Steam tables (for Level 5 and 6 in automotive engineering students)
11. Psychometric chart (for Level 6 in automotive engineering students)

2. FOOD & BEVERAGE

LEVEL 6

1. UNIFORM.

A. Production (Culinary Arts)

- | | |
|--|------------------------------|
| 1. Checked Skirt/trouser – 1 | 2. Necker's chef (red) – 2 |
| 3. Chefs jacket - 1 | 4. A set of knives |
| 5. Chef's hat - 1 | 6. Cleaning cloth - 2 |
| 7. Chef apron - 1 | 8. Food handlers certificate |
| 8. Low healed black leather shoes (closed) | |
| 10. Dish cloth (kitchen towel) – 2 | |

B. Sales and service.

- | | |
|----------------------------|----------------------|
| 1. Black skirt/trouser – 1 | 2. Waiter cloth – 2 |
| 3. Black bow tie - 1 | 4. Yellow duster - 1 |

- 5. Black half coat - 1
- 7. Glass cloth - 1
- 9. Long sleeved white shirt/blouse
- 10 linen: -

- A) 2 table cloth - 1½ m x 1½ m (damask material)
- B) 2 slip cloth – Red - 1m x 1m (Damask material)
- C) 8 napkins white - 19 – inch (Damask material)
- D) 1 sideboard liner - 1m x 17inch (Damask material)
- E) E) Tray cloth (Red):-

- 1 round diameter 11 inch with white lace (Damask material) – red
- 1 rectangle 12 – inch x 16 inch with white lace (Damask material) – red

LEVEL 5

1. UNIFORM.

A. Production (Culinary Arts)

- Checked skirt/ trouser – 1
- Chef's jacket - 1
- Chef's hat - 1
- Chef's apron - 1
- Low healed black leather shoes(closed)
- Dish cloth (kitchen towel) – 2
- Necker's chef (red) – 1
- A set of knives
- Cleaning cloth - 2
- Oven gloves – pair
- Food handlers certificate.

B. Sales and service.

- 1. Black skirt/trouser – 1
- 3. Black bow tie - 1
- 5. Black half coat - 1
- 7. Glass cloth - 2
- 9. Long sleeved white shirt/blouse
- 110 linen: -
- 2. Waiter cloth – 2
- 4. Yellow duster - 1
- 6. Opener
- 8. Name tag holder

- A) 2 table cloth - 1½ m x 1½ m (damask material)
- B) 2 slip cloth – Red - 1m x 1m (Damask material)
- C) 8 napkins white - 19 – inch (Damask material)
- D) 1 sideboard liner - 1m x 17inch (Damask material)
- E) Tray cloth (Navy Blue):-

- 1 round diameter 11 inch with white lace (Damask material) – red
- 1 rectangle 12 – inch x 16 inch with white lace (Damask material) – red

LEVEL 4

UNIFORM.

A. Production (Culinary Arts)

- 1. Checked Skirt/trouser – 1
- 3. Chefs jacket - 1
- 2. Necker's chef (red) – 1
- 4. A set of knives

- | | | | |
|--|-----|------------------------------|-----|
| 5. Chef's hat | - 1 | 6. Cleaning cloth | - 2 |
| 7. Chef apron | - 1 | 8. Food handlers certificate | |
| 8. Low heeled black leather shoes (closed) | | 9. Oven gloves - pair | |
| 10. Dish cloth (kitchen towel) | | | |

B. Sales and service.

- | | |
|--|----------------------|
| 1. Black skirt/trouser – 1 | 2. Waiter cloth – 2 |
| 3. Black bow tie - 1 | 4. Yellow duster - 1 |
| 5. Black half coat - 1 | 6. Opener |
| 7. Glass cloth - 2 | 8. Name tag holder |
| 9. Long sleeved white shirt/blouse | |
| - 110 linen: - | |
| A) 2 table cloth - 1½ m x 1½ m (damask material) | |
| B) 2 slip cloth – Red - 1m x 1m (Damask material) | |
| C) 8 napkins white - 19 – inch (Damask material) | |
| D) 1 sideboard liner - 1m x 17inch (Damask material) | |
| E) Tray cloth (Orange):- | |

- 1 round diameter 11 inch with white lace (Damask material) – red
- 1 rectangle 12 – inch x 16 inch with white lace (Damask material) – red

NOTE: Color of linen will change from intake to intake and from level to level.

3 SECRETARIAL/STUDIES/OFFICE ADMINISTRATION

1. Short hand Note Book – 4pieces
2. Pitman New Era Short Hand Anniversary Edition By Adrey O’Dea, Joan Sykes al
3. Short Hand Dictionary
4. Oxford Advanced Learners Dictionary
5. Keyboarding 7 Document Processing 6th Edition By Archie Drummond & Ann – Coles.

4. FASHION DESIGN & CLOTHING TECHNOLOGY

Course Requirement – Level 4.5and 6.

STATIONERY.

1. Plain paper (2Reams) A4
2. Scientific Calculator.
3. Ruled papers fool scalp A4 (1Ream)
4. Biro pens and eraser
5. Pencils – HB, 2H, 4H

6. Exercise books A4 200pgs
 - i. Squared – 1 (ii) Ruled - 6 (iii) A3 Drawing book – 2
7. A set of French curves
8. Mathematical Geometrical set
9. Fabric cutting shears
10. Paper cutting scissors
11. Dress making tape measure
12. Assorted Machine Needles size 12, 14 and 16 (both flat and round)
13. Ruler 30cm (transparent)
14. Drawing Set Square (big) 30 x 60
15. Bobbin & bobbin case for Electrical Machine and domestic manual machine.
16. Needle Clamp for Domestic manual machine and Electric machine)
17. Clip BOARD
18. Dressmaking pins
19. ¼ Scale ruler
20. Box file – 3 pieces
21. Industrial gloves
22. Mouth masks (white)

OTHER ADDITIONAL REQUIREMENTS PER COURSE.

COURSES	REQUIREMENT
MOTOR VEHICLE MECHANICS	PLIERS, SCREW DRIVER (FLAT & STAR), A SET OF SPANNERS AND OVERALL-NEVY BLUE, HARD SOLED BLACK LEATHER CLOSED SHOES.
METAL PROCESSING TECHNOLOGY	16 FT TAPE MEASURE, TRI- SQUIRE, NEVY – BLUE, HARD SOLED BLACK LEATHER CLOSED SHOES.
ELECTRICAL AND ELECTRONICS	TESTER, PLIERS, SCRE DRIVER (FLAT & STAR) 5 M TAPE MEASURE, SPIRIT LEVEL – 1 FT, 20MM BENDING SPRING, GREY DUST COAT, HARD SOLED BLACK LEATHER CLOSED SHOES.
MASONRY	5 M TAPEMEASURE, BUILDERS TROWEL, BUILDERS SQUARE, PLUMB BOB, BUILDERS LINE, MASONARY CHIESEL, HAMMERSBROWN DUSTCOAT, HARD SOLED BLACK LEATHER CLOSED SHOES.
APPROPRIATE CARPENTRY AND JOINERY	5 M TAPEMEASURE AND DUSTCOAT BROWN DUSTCOAT AND HARD SOLED BLACK LEATHER CLOSED SHOES.
FASHION DESIGN AND GARMENT MAKING	1 TAPE MEASURE, SCISSORS SMALL AND BIG, 1 BOX PINS, 6 THREADS, 1 PKT HAND NEEDLES, 1 PKT MACHINE NEEDLES, 6, 1 RULER, 3 PENCILS, RUBBER, PENS, 1 DRAWING BOOK, 4 RULES BOOKS, FRENCH CURVES, AND SKY-BLUE DUST COAT.

HAIRDRESSING AND BEAUTY THERAPY	4 PKTS ROLLERS, ASSORTED COMBS (TAIL 2, AFRO 2, WOODEN COMBS 1, STYLLING 2, RAKE COMB 1, 1 PKT MAKE UP KIT, 3 MEDIUM TOWELS, AND A PAIR OF SCISSORS. HOTPINK DUST COAT.
FOOD AND BEVERAGE	CHEFS JACKET, APRON, KITCHEN CLOTHES, CHEFS HAT, SERVICE CLOTHES, BLACK TROUSER OR SKIRT, WHITE LONG-SLEEVED SHIRT OR BLOUSE, RED NECK TIE, BLACK BOW TIE, LINEN. SET OFKNIVES
PLUMBING	5MTRS TAPE MEASURE, BROWN DUSTCOAT/OVERALL, WELDING GOOGLES, TINSNIP, HARD SOLED BLACK LEATHER CLOSED SHOES, RUBBER MALLET, CHIESEL.3/4" AND 1"