



**KIPSOEN TECHNICAL & VOCATIONAL COLLEGE**  
**OFF ELDORET-ITEN ROAD.**  
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### ADMISSION CHECKLIST

Every **NEW STUDENT** must to avail the following:

- 1) Original and Copies of National ID, Birth Certificate and Academic certificates,
- 2) Duly **FILLED** admission forms (Medical form **MUST** be completely filled by a government medical officer),
- 3) Fee deposit slip,
- 4) Check for your respective **course requirements** from the table below:

COURSE	REQUIREMENTS	QUANTITY
<b>Secretarial Studies (Computerized) (Both Certificate &amp; Diploma)</b>	<ul style="list-style-type: none"> <li>▪ Re-Writable CD</li> <li>▪ A4 Exercise Books- 200 page, Single ruled</li> <li>▪ Shorthand Textbook by Pittman (<i>Blue Color</i>)</li> <li>▪ Printing Papers</li> <li>▪ Spring File</li> <li>▪ Shorthand Notebook</li> <li>▪ 110 HB Pencils</li> <li>▪ Typing Textbook by Archie Drummond) <i>**Can be photocopied from course trainer</i></li> </ul>	<ul style="list-style-type: none"> <li>▪ 1 Piece</li> <li>▪ 6 Pieces</li> <li>▪ 1 Ream</li> <li>▪ 1 Piece</li> <li>▪ 1 Piece</li> <li>▪ 2 Pieces</li> </ul>
<b>ICT (Diploma)</b>	<ul style="list-style-type: none"> <li>▪ Re-Writable CDs</li> <li>▪ A4 Exercise Books-200 page, Square</li> <li>▪ A4 Exercise Books-200 page, Single ruled</li> <li>▪ Spring file</li> <li>▪ A laptop (<i>If possible</i>)</li> <li>▪ Pen-drive/Flash Disk</li> </ul>	<ul style="list-style-type: none"> <li>▪ 2 Pieces</li> <li>▪ 1 Piece</li> <li>▪ 8 Pieces</li> <li>▪ 1 Piece</li> <li>▪ At least 4GB</li> </ul>

<b>Garment Making</b>	<ul style="list-style-type: none"> <li>▪ A Pair of scissors</li> <li>▪ Paper Cutting Scissors</li> <li>▪ A Tape measure</li> <li>▪ Ruler</li> <li>▪ Pencil</li> <li>▪ Eraser (Rubber)</li> <li>▪ French Curves</li> <li>▪ A Tracing wheel</li> <li>▪ 5M Brown Paper</li> <li>▪ A Thimble</li> <li>▪ A Pile of Office Pins</li> <li>▪ A Half Rim Plain of 4 Sizes</li> <li>▪ A Drawing Book</li> <li>▪ Hand Needles</li> <li>▪ Book 1-Needle Work for Schools and Colleges, By Melita Neal</li> </ul>	<ul style="list-style-type: none"> <li>▪ 1 Piece</li> <li>▪ 1 Piece</li> <li>▪ 1 Piece</li> <li>▪ 1 Piece</li> <li>▪ 1 Piece</li> <li>▪ 1 Piece</li> <li>▪ 1 Piece</li> <li>▪ 1 Piece</li> <li>▪ 1 Piece</li> <li>▪ 1 Piece</li> <li>▪ 1 Piece</li> <li>▪ 1 Piece</li> <li>▪ 1 Piece</li> <li>▪ 1 Piece</li> </ul>
<b>Agriculture</b>	<ul style="list-style-type: none"> <li>▪ A4 Exercise Books-200 page, Single ruled</li> <li>▪ Gum-Boots</li> <li>▪ Overall- (<b>Dark Green</b>)</li> </ul>	<ul style="list-style-type: none"> <li>▪ 13 pieces</li> </ul>
<b>Engineering-</b> <ul style="list-style-type: none"> <li>▪ <i>Electrical &amp; electronics</i></li> <li>▪ <i>Mechatronics</i></li> <li>▪ <i>Building &amp; Civil</i></li> </ul>	<ul style="list-style-type: none"> <li>▪ A4 Exercise Books-200 page, Square</li> <li>▪ A4 Exercise Books-200 page, Single ruled</li> <li>▪ Biro Pens-Assorted</li> <li>▪ Dust Coat/Overall (<b>Royal Blue</b>)</li> <li>▪ Safety Boots</li> <li>▪ T-Square</li> <li>▪ Engineering Set</li> <li>▪ Set Squares</li> <li>▪ A Scientific Calculator (<b>FX 570 MS Casio</b>)</li> <li>▪ Drawing Pencils i.e 110HB, 2H (Clutch Pencil)</li> <li>▪ SMP Table (Mathematical Table)</li> <li>▪ Measuring Tape</li> </ul>	<ul style="list-style-type: none"> <li>▪ 1 Piece</li> <li>▪ 8 Pieces</li> <li>▪ 1 Pair</li> </ul>

**NOTE:**

- *The above items will facilitate learning and training;*
- *The list of requirements may change based on the trade area. This will be communicated promptly.*

