

# TAITA TAVETA NATIONAL POLYTECHNIC

P.O. BOX 34 CODE 80300 TEL:0202169229, VOI

Email: [principal@cit.ac.ke](mailto:principal@cit.ac.ke)/[registrar@cit.ac.ke](mailto:registrar@cit.ac.ke)

Website: [www.cit.ac.ke](http://www.cit.ac.ke)

**ISO 9001:2015 Certified**

**Our Vision: To Be A Centre Of Excellence For Education & Training In Science and Technology**



**Our Ref:** TTNP/BS/OAL6/M24/K/757

**Date:** 29<sup>TH</sup> APRIL, 2024

Applicant's Name: MWAINU SYLVIA WUGHANGA

I am pleased to inform you that Taita Taveta National Polytechnic has accepted your request for admission to train for **Secretarial Studies/ Office Administration Level 6** in the Department of **Business Studies**.

The reporting date shall be on **6<sup>th</sup> May, 2024**.

## Requirements

1. *Original & Copies of Student KCSE & KCPE Academic Certificates, Leaving Certificate, National ID & Birth Certificate.*
2. *Two recent colored passport-size photographs*
3. *A completed medical certificate (form enclosed)*
4. *Personal effects i.e., blanket, mosquito net, bed covers & toiletries*

You must attain at least a 75% class attendance threshold in both online and face-to-face sessions in order to be allowed to sit for all examinations. For you to progress to the next module, you **MUST** have successfully completed the preceding module in line with the College Academic Policy.

You are expected to pay at least 75% of the module fee at the beginning of each module and the balance before sitting for end-of-module examinations. This fee is not inclusive of accommodation and meals.

The college does not allow any change of program mid-stream. This should be done in advance.

All trainees must pay full fees before examination registration.

Trainees' accommodation within the College is limited and shall be allotted on a first book first served basis upon payment of full fees.

The college accommodation fee is **Kshs. 4,500.00** per term exclusive of meals. Meals are on Pay- As-You-Eat basis.

Non-Resident Trainees are expected to arrange and meet the cost of their own accommodation.

Yours faithfully,



**Geoffrey Nyambeche**  
**Registrar**  
**For: PRINCIPAL**



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**Our Ref:** TTNP/BS/OAL6/M24/K/758

**Date:** 29<sup>TH</sup> APRIL, 2024

Applicant's Name: **WARDA DAMA KALUME**

I am pleased to inform you that Taita Taveta National Polytechnic has accepted your request for admission to train for **Secretarial Studies/ Office Administration Level 6** in the Department of **Business Studies**.

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**Our Ref:** TTNP/BS/OAL6/M24/K/759

**Date:** 29<sup>TH</sup> APRIL, 2024

Applicant's Name: **JAMES FRIDAH KAMENE**

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**Our Ref:** TTNP/BS/OAL6/M24/K/760

**Date:** 29<sup>TH</sup> APRIL, 2024

Applicant's Name: CYNTHIA NAKHUMICHA

I am pleased to inform you that Taita Taveta National Polytechnic has accepted your request for admission to train for **Secretarial Studies/ Office Administration Level 6** in the Department of **Business Studies**.

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**Our Ref:** TTNP/BS/OAL6/M24/K/761

**Date:** 29<sup>TH</sup> APRIL, 2024

Applicant's Name: NJAMA REHEMA ATHUMAN

I am pleased to inform you that Taita Taveta National Polytechnic has accepted your request for admission to train for **Secretarial Studies/ Office Administration Level 6** in the Department of **Business Studies**.

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**Our Ref:** TTNP/BS/OAL6/M24/K/762

**Date:** 29<sup>TH</sup> APRIL, 2024

Applicant's Name: APOLLO WINSLET NYANGARA

I am pleased to inform you that Taita Taveta National Polytechnic has accepted your request for admission to train for **Secretarial Studies/ Office Administration Level 6** in the Department of **Business Studies**.

The reporting date shall be on **6<sup>th</sup> May, 2024**.

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**Our Ref:** TTNP/BS/OAL6/M24/K/763

**Date:** 29<sup>TH</sup> APRIL, 2024

Applicant's Name: **JOHN SALOME KASICHANA**

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**Our Ref:** TTNP/BS/OAL6/M24/K/764

**Date:** 29<sup>TH</sup> APRIL, 2024

Applicant's Name: **RABECCA MAWAZO JAMES**

I am pleased to inform you that Taita Taveta National Polytechnic has accepted your request for admission to train for **Secretarial Studies/ Office Administration Level 6** in the Department of **Business Studies**.

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**Our Ref:** TTNP/BS/OAL6/M24/K/765

**Date:** 29<sup>TH</sup> APRIL, 2024

Applicant's Name: **CHENGO BENSON NURU**

I am pleased to inform you that Taita Taveta National Polytechnic has accepted your request for admission to train for **Secretarial Studies/ Office Administration Level 6** in the Department of **Business Studies**.

The reporting date shall be on **6<sup>th</sup> May, 2024**.

## Requirements

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**Our Ref:** TTNP/BS/OAL6/M24/K/766

**Date:** 29<sup>TH</sup> APRIL, 2024

Applicant's Name: MUNGUTI CATHERINE KATHINI

I am pleased to inform you that Taita Taveta National Polytechnic has accepted your request for admission to train for **Secretarial Studies/ Office Administration Level 6** in the Department of **Business Studies**.

The reporting date shall be on **6<sup>th</sup> May, 2024**.

## Requirements

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**Our Ref:** TTNP/BS/OAL6/M24/K/767

**Date:** 29<sup>TH</sup> APRIL, 2024

Applicant's Name: MUSYOKA PURITY MUMO

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**Our Ref:** TTNP/BS/OAL6/M24/K/768

**Date:** 29<sup>TH</sup> APRIL, 2024

Applicant's Name: **OMUNANDI MAKOKHA MILDRED**

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**Our Ref:** TTNP/BS/OAL6/M24/K/769

**Date:** 29<sup>TH</sup> APRIL, 2024

Applicant's Name: **JAMES MARGARET NDUKU**

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**Our Vision: To Be A Centre Of Excellence For Education & Training In Science and Technology**



**Our Ref:** TTNP/BS/OAL6/M24/K/770

**Date:** 29<sup>TH</sup> APRIL, 2024

Applicant's Name: SAMSON MORAA DAPHINE

I am pleased to inform you that Taita Taveta National Polytechnic has accepted your request for admission to train for **Secretarial Studies/ Office Administration Level 6** in the Department of **Business Studies**.

The reporting date shall be on **6<sup>th</sup> May, 2024**.

## Requirements

53. *Original & Copies of Student KCSE & KCPE Academic Certificates, Leaving Certificate, National ID & Birth Certificate.*
54. *Two recent colored passport-size photographs*
55. *A completed medical certificate (form enclosed)*
56. *Personal effects i.e., blanket, mosquito net, bed covers & toiletries*

You must attain at least a 75% class attendance threshold in both online and face-to-face sessions in order to be allowed to sit for all examinations. For you to progress to the next module, you **MUST** have successfully completed the preceding module in line with the College Academic Policy.

You are expected to pay at least 75% of the module fee at the beginning of each module and the balance before sitting for end-of-module examinations. This fee is not inclusive of accommodation and meals.

The college does not allow any change of program mid-stream. This should be done in advance.

All trainees must pay full fees before examination registration.

Trainees' accommodation within the College is limited and shall be allotted on a first book first served basis upon payment of full fees.

The college accommodation fee is **Kshs. 4,500.00** per term exclusive of meals. Meals are on Pay- As-You-Eat basis.

Non-Resident Trainees are expected to arrange and meet the cost of their own accommodation.

Yours faithfully,



**Geoffrey Nyambeche**  
**Registrar**  
**For: PRINCIPAL**



# TAITA TAVETA NATIONAL POLYTECHNIC

P.O. BOX 34 CODE 80300 TEL:0202169229, VOI

Email: [principal@cit.ac.ke](mailto:principal@cit.ac.ke)/[registrar@cit.ac.ke](mailto:registrar@cit.ac.ke)

Website: [www.cit.ac.ke](http://www.cit.ac.ke)

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**Our Ref:** TTNP/BS/OAL6/M24/K/771

**Date:** 29<sup>TH</sup> APRIL, 2024

Applicant's Name: **KOMBO REDEMPTA NEEMA**

I am pleased to inform you that Taita Taveta National Polytechnic has accepted your request for admission to train for **Secretarial Studies/ Office Administration Level 6** in the Department of **Business Studies**.

The reporting date shall be on **6<sup>th</sup> May, 2024**.

## Requirements

57. *Original & Copies of Student KCSE & KCPE Academic Certificates, Leaving Certificate, National ID & Birth Certificate.*
58. *Two recent colored passport-size photographs*
59. *A completed medical certificate (form enclosed)*
60. *Personal effects i.e., blanket, mosquito net, bed covers & toiletries*

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**Registrar**  
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**Our Ref:** TTNP/BS/OAL6/M24/K/772

**Date:** 29<sup>TH</sup> APRIL, 2024

Applicant's Name: **QUEEN NAKALE GANZE**

I am pleased to inform you that Taita Taveta National Polytechnic has accepted your request for admission to train for **Secretarial Studies/ Office Administration Level 6** in the Department of **Business Studies**.

The reporting date shall be on **6<sup>th</sup> May, 2024**.

## Requirements

61. *Original & Copies of Student KCSE & KCPE Academic Certificates, Leaving Certificate, National ID & Birth Certificate.*
62. *Two recent colored passport-size photographs*
63. *A completed medical certificate (form enclosed)*
64. *Personal effects i.e., blanket, mosquito net, bed covers & toiletries*

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**Our Ref:** TTNP/BS/OAL6/M24/K/773

**Date:** 29<sup>TH</sup> APRIL, 2024

Applicant's Name: **JABALI SHERRY IDZA**

I am pleased to inform you that Taita Taveta National Polytechnic has accepted your request for admission to train for **Secretarial Studies/ Office Administration Level 6** in the Department of **Business Studies**.

The reporting date shall be on **6<sup>th</sup> May, 2024**.

## Requirements

65. *Original & Copies of Student KCSE & KCPE Academic Certificates, Leaving Certificate, National ID & Birth Certificate.*
66. *Two recent colored passport-size photographs*
67. *A completed medical certificate (form enclosed)*
68. *Personal effects i.e., blanket, mosquito net, bed covers & toiletries*

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**Our Ref:** TTNP/BS/OAL6/M24/K/774

**Date:** 29<sup>TH</sup> APRIL, 2024

Applicant's Name: SAID CELLINA MAPENZI

I am pleased to inform you that Taita Taveta National Polytechnic has accepted your request for admission to train for **Secretarial Studies/ Office Administration Level 6** in the Department of **Business Studies**.

The reporting date shall be on **6<sup>th</sup> May, 2024**.

## Requirements

69. *Original & Copies of Student KCSE & KCPE Academic Certificates, Leaving Certificate, National ID & Birth Certificate.*
70. *Two recent colored passport-size photographs*
71. *A completed medical certificate (form enclosed)*
72. *Personal effects i.e., blanket, mosquito net, bed covers & toiletries*

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**Our Ref:** TTNP/BS/OAL6/M24/K/775

**Date:** 29<sup>TH</sup> APRIL, 2024

Applicant's Name: **NKONGE WEDDY NKATHA**

I am pleased to inform you that Taita Taveta National Polytechnic has accepted your request for admission to train for **Secretarial Studies/ Office Administration Level 6** in the Department of **Business Studies**.

The reporting date shall be on **6<sup>th</sup> May, 2024**.

## Requirements

73. *Original & Copies of Student KCSE & KCPE Academic Certificates, Leaving Certificate, National ID & Birth Certificate.*
74. *Two recent colored passport-size photographs*
75. *A completed medical certificate (form enclosed)*
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**Our Ref:** TTNP/BS/OAL6/M24/K/776

**Date:** 29<sup>TH</sup> APRIL, 2024

Applicant's Name: NIMO HUSSEIN GOLE

I am pleased to inform you that Taita Taveta National Polytechnic has accepted your request for admission to train for **Secretarial Studies/ Office Administration Level 6** in the Department of **Business Studies**.

The reporting date shall be on **6<sup>th</sup> May, 2024**.

## Requirements

77. *Original & Copies of Student KCSE & KCPE Academic Certificates, Leaving Certificate, National ID & Birth Certificate.*
78. *Two recent colored passport-size photographs*
79. *A completed medical certificate (form enclosed)*
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**Our Ref:** TTNP/BS/OAL6/M24/K/777

**Date:** 29<sup>TH</sup> APRIL, 2024

Applicant's Name: **VICTORY INGANGI**

I am pleased to inform you that Taita Taveta National Polytechnic has accepted your request for admission to train for **Secretarial Studies/ Office Administration Level 6** in the Department of **Business Studies**.

The reporting date shall be on **6<sup>th</sup> May, 2024**.

## Requirements

81. *Original & Copies of Student KCSE & KCPE Academic Certificates, Leaving Certificate, National ID & Birth Certificate.*
82. *Two recent colored passport-size photographs*
83. *A completed medical certificate (form enclosed)*
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**Registrar**  
**For: PRINCIPAL**

