



THE NYANDARUA NATIONAL POLYTECHNIC
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NIST/ADM/REG/001

ADMISSION LETTER

NAME.....DATE.....

ADDRESS.....

Following your application, I wish to inform you that you have been admitted to Nyandarua Institute of Science and Technology to pursue an Artisan/Certificate/Diploma course in.....

Your reporting date will be.....between **8.00am to 5.00pm**.

Guided by our motto “**BEACON OF DEVELOPMENT**” Nyandarua Institute will endeavour to develop and equip you with required skills that will help you fulfill your life expectations. To achieve this we expect you to be self disciplined, focused and committed with your formal and informal curriculum offered at this Institute in order to achieve excellent results.

1. BRING WITH YOU THE FOLLOWING

- (i) This admission letter.
- (ii) A medical certificate from a government / recognized hospital
- (iii) Original and two photocopies of:-
 - KCSE certificate / results slip
 - National ID card
- (iv) Original and a copy of leaving certificate.
- (v) Original and a copy of birth certificate.
- (vi) Your own writing materials.

NB: Course textbooks and stationery as per attached Departmental list.

2. BOARDING FACILITIES

The institute has limited Boarding facilities available on first come first served basis upon payment of full Institute fees. Those who miss boarding facilities at the Institute are advised to seek accommodation in the nearby privately owned Hostels.

3. INDUSTRIAL ATTACHMENT

All diploma and craft students will be required to proceed on attachment before completing their studies. Attachment fees will be Ksh2000 per attachment payable one term before attachment begins.

4. INSTITUTE RULES

The institute will provide you with a set of Rules and Regulations which you must sign to indicate your readiness to comply with the requirements therein.

5. FEES

All fees should be paid in full through the institute’s fee collecting account. **A/C No. 0160296471157** Equity Bank.

6. EXAM FEE

Students sitting for KNEC exam in July are required to pay exam fee on or before 15th February while those sitting in November to pay on or before 10th June .

See attached KNEC exam fees per module.

7. ACADEMIC POLICY

All academic programmes are guided by the institute academic policy and students are required to acquaint themselves with the policy. The guidelines must be followed strictly. Copies are available in the departments and the library.

Once again, I take this opportunity to congratulate you for being selected to be a student of Nyandarua Institute of Science and Technology and wish you an enjoyable and goal fulfilling stay in the Institute.

Yours faithfully

Felix Mung'atu
PRINCIPAL

