



**KIAMBU INSTITUTE OF SCIENCE & TECHNOLOGY**  
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**OFFICE OF THE REGISTRAR**

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Ref. No. KIST/REG/KUCCPS/09/2022/1304

Friday, July 01, 2022

KCSE Index: 31515101174

KIST/ADM/F006A

Dear; Okumu Teddy Otieno

**LETTER OF ADMISSION**

**I.** Following your application, we are pleased to inform you that you have been admitted to Kiambu Institute of Science & Technology (KIST) for **Diploma In Project Management** course in the **Business and Entrepreneurship** department. The date of reporting for admission is **Tuesday, 06<sup>th</sup> September, 2022** between 6.00 am and 4.30 pm.

**II.** You will be required to bring the following:

- Medical letter and form duly filled in (downloadable from <https://students.kist.ac.ke>), stamped and signed by a government medical officer after you are medically examined
- Original and copies of your ID, KCPE and KCSE Result slips /certificates, form four leaving certificate and Birth Certificate for verification. Please note that presentation of FORGED documents is a criminal offence and the institute shall not be held responsible for the consequences therein.
- One (1) Copy of 40mm by 50mm Digital passport photograph
- This admission letter (Kindly make a copy to be retained on admission)
- Duly filled student biodata form. (downloadable from <https://students.kist.ac.ke>)
- Duly signed KIST student guide which shall also be counter signed by a senior KIST Staff (downloadable from <https://students.kist.ac.ke>)
- A non-programmable scientific calculator fx-991MS
- A list of essential tools and books (downloadable from <https://students.kist.ac.ke>) **MUST be bought before the student is admitted.**

**III.** Information relating to school fees payment is downloadable from (<https://kist.ac.ke>)

**IV.** *It is recommended that a KIST trainee should have a laptop as it will be very essential for carrying out research and project work.*

Yours Sincerely

**PHENA OWIYE**  
**REGISTRAR,**  
**FOR: PRINCIPAL**



ISO 9001:2015 Certified



KASNEB Accredited  
*Science and Technology for Self Reliance*



ICDL Accredited