



JNNP/F/REG/01

ADMISSION LETTER

NAME: _____ DATE: _____

POSTAL ADDRESS: _____ EMAIL ADDRESS: _____

REF NO.: _____ ADM NO: _____ PHONE NO: _____

Following your application I wish to inform you that you have been admitted to Jeremiah Nyagah National Polytechnic to pursue the following course: **OFFICE ADMINISTRATION LEVEL 6**

Duration: _____ Department: **BUSINESS AND ENTREPRENEURSHIP STUDIES**

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

We look forward to providing you with quality TVET skills and relevant co-curricular activities guided by our motto: ' **COMPETENCE THROUGH TECHNOLOGY**'.

To achieve this, we expect you to be self-disciplined, focused and committed to your formal and informal curriculum offered at the polytechnic in order to achieve excellent results.

1. GENERAL REQUIREMENTS.

You are required to bring the following compulsory documents on admission:

Originals & two copies of each of the following: K C S E result slip, KCPE certificate, leaving certificate, Birth certificate and National I.D card. Other requirements. (Check the attached).

2. BOARDING FACILITIES.

The polytechnic has limited boarding facilities available on first come first served basis. Those who miss boarding facilities at the polytechnic are advised to seek accommodation in the nearby private owned hostels.

3. MEALS.

Meals will be provided on Pay As You Eat basis.

4. POLYTECHNIC RULES AND REGULATIONS.

The polytechnic will provide you with a set of rules and regulations which you must sign to indicate your readiness and commitment to comply with the requirement therein.

5. INDUSTRIAL ATTACHMENT /MENTORSHIP.

All Diploma (level 6), Craft (level 5) and Artisan (level 3&4) trainees will be required to proceed on attachment /mentorship during their studies. Attachment /Mentorship fees will be Ksh.2,500 payable one term before attachment/mentorship begins.

Once again I take this opportunity to congratulate you for being selected to be a trainee at **THE JEREMIAH NYAGAH NATIONAL POLYTECHNIC** and wish you an enjoyable stay in the polytechnic.

Yours faithfully,



[Handwritten signature]

SIMON C. KIVUTHI
CHIEF PRINCIPAL/GOVERNING COUNCIL SECRETARY.



MINISTRY OF EDUCATION
STATE DEPARTMENT OF VOCATIONAL & TECHNICAL TRAINING
JEREMIAH NYAGAH NATIONAL POLYTECHNIC
P.O. BOX 1264 - 60100 EMBU. Tel: +254 700 334 477
Email: rwikati@yahoo.com / Web: www.jnti.ac.ke



OFFICE ADMINISTRATION LEVEL 6 REQUIREMENTS

1. Scientific calculators.
2. Pitman shorthand textbook.
3. First course typing textbook.



MEDICAL FORM

JNNP/F/REG-02

Name of student: _____

This is to certify that the above named student has been examined by a qualified government medical practitioner in the following area:-

1.Chest: _____

2.Eye sight: _____

3. E.N.T: _____

4.Widal Test: _____

5. Urinalysis: _____

6.Stool: _____

7.Any other physical disability: _____

8.Any other comments: _____

I have examined the above student and found him/her/fit/not fit to join this institution.

Hospital stamp: _____

Sign: _____

Date: _____



RULES AND REGULATIONS

1. A trainee must obey and respect people in authority.
2. A trainee is expected to obey and cooperate with the security personnel in the polytechnic.
3. **Smoking and drugs** taking is prohibited .Drugs include; **Alcoholic drinks, miraa, cigarettes, heroin, cocaine, cannabis sativa (bhang).**
4. Halls of residence are out of bound to a member of opposite sex.
5. A trainee is expected to live in harmony with others. There should be no fighting or any other forms of disturbances.
6. While outside the polytechnic such as on trips, attachment, visits to other institutions, a trainee is bound by the polytechnic rules and regulations.
7. A trainee who wish to be away from the polytechnic, should obtain a leave out from the master on duty.
8. All trainees are expected to clean their hall of residence, workshop, classroom and any other are deemed necessary by the authority.
9. A trainee is expected to respect the polytechnic property and keep it in shape and good condition .Breakages or losses will be replaced individually or collectively.
10. The staffroom and staff houses are out of bound for all trainees without permission from the authority.
11. Visitors are not allowed in the halls of residence.
12. A trainee should adhere to polytechnic procedure and protocol and all proper channels of communication.
13. A trainee must undertake all forms of assessments undertaken in the polytechnic.
14. A trainee must abide with the polytechnic accommodation policy and procedure.
15. A trainee must abide with the polytechnic dress code and etiquette.



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ADDITIONAL REQUIREMENTS FROM THE OFFICE OF THE DEPUTY PRINCIPAL ACADEMICS

1. Two copies of form4 result slip or certificate certified by a **Lawyer**.
2. A photocopy of the top page of the admission letter.
3. Two copies of **KCPE** result slip or certificate.
4. Two copies of **birth certificate**.
5. Two copies of **national ID**.
6. A **yellow** spring file (plastic).