



KENYA INSTITUTE OF MASS COMMUNICATION
P.O. Box 42422 - 00100 NAIROBI | Uhoho Road, Nairobi South B, off Mombasa Road
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1st September 2020

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ADMISSION INTO THE KIMC REGULAR PROGRAMME FOR 2020/21 ACADEMIC YEAR - JANUARY 2021 INTAKE

Following your application for admission into the Institute through the Kenya Universities and Colleges Central Placement Services (KUCCPS), I am pleased to offer you a place to pursue:

DIPLOMA IN GRAPHICS AND WEB DESIGN

The programme will take **THREE** Academic Year and will be offered at the Main Campus, Nairobi South B. however, the offer is subject to satisfactory verification of your academic records, and hence you **MUST** bring originals **and** copies of your Academic Certificates, National ID or Birth Certificates when reporting.

Tentatively, the programme will commence in **January 2021**. However, following the challenges posed by the COVID 19 pandemic, the reporting date will be announced through **SMS and Website** at a later date in line with the safety guidelines that shall be issued by the Government through the Ministry of Education. Please join **Virtual Orientation** on **Wednesday, 7th October 2020**. The link will be sent at a later date.

Download **admission packages for new students** from our website (www.kimc.ac.ke), complete all forms and bring them when reporting. Kindly read the joining instructions carefully. This offer does not guarantee accommodation. Instructions on how to apply for accommodation are in the joining instructions packages.

You are expected to make your own travel arrangements. The Institute is situated at **Uhoho Road, off Mombasa Road, Nairobi South 'B'**, about 6 KM from the City Centre. You can reach the Institute by taking **Matatu Route No. 11 or 12**, at the **Bus Station**, next to the former **Kenya Bus Service Stage**

JOINING INSTRUCTIONS:

1. **Registration.** Registration of new students will be done at the KIMC Administration Block. Please report at the registration desk and you will be guided through the enrolment process.
2. **KIMC Fees.**
 - (a) **Tuition.** The course **ANNUAL** tuition payable is: Boarders **Kshs. 96,000.00** and Day Scholars **Ksh.84,900.00** per year. Tuition fees is payable **ONCE** or in **THREE** installments as follows: Registration or First Term **50%**, second term **25%** and third term **25%**, **including Industrial attachment year(s)**. Fees **MUST** be paid in the **FIRST WEEK** of each term.

KIMC DOES NOT accept **Cash, Agent Banking, and Personal or Institutional Cheques.**

All Payments to KIMC **MUST** be through:

- (i) **Kenya Commercial Bank (KCB), KICC Branch, Account No. 1143-244-362 or**
- (ii) **Banker's Cheque addressed to the Kenya Institute of Mass Communication.**

NB: Please note that Fees Once Paid Is Not Refundable or Transferable.

- (b) **Industrial attachment Fees.** Students are advised to pay, during reporting, an **OPTIONAL REFUNDABLE** amount of **Ksh. 8,100.00** for up keep during industrial attachment.
 - (c) **External Examination Fee.** All students sitting for external examination **SHALL** pay examination fees as determine by the examining body from time to time.
 - (d) **Accommodation Fees.** KIMC provides limited accommodation on first come first served basis. If interested apply by filling **KIMC/KAB/ADM 006.**
 - (e) **Fourth Term Fees.** Fourth term where applicable will cost a third (1/3) of total annual fee.
3. **Requirements.** Please bring the following when reporting:
- (a) **All Boarders and Day scholars.** Enough Stationery, personal clothing and pocket money.
 - (b) **All Boarders.** Enough toiletries (toilet paper, soap and tooth paste), Beddings (2 bed sheets, 1 towel, 1 pillow, 2 pillow cases, 1 bed cover, 2 blankets & a mosquito net) and utensils (1 mug, 1 melamine dinner plate & 1 table spoon).
 - (c) **All Engineering Students.** All Engineering students **MUST** bring the followings items: Dust Court (Blue), Scientific Calculator, T – Square, Set Square (60/30, 45/45), Engineering drawing Set (Helix), Two Pencils (HB & 2H), Eraser (Staedler), Phase Tester, 1 - Star Screw Driver, 1 Flat Screw Driver, Combination Pliers and Digital Multi – Meter (DT – 830L).
 - (d) **Laptop.** All KIMC courses are computer based. **ALL** students joining KIMC are encouraged to purchase a laptop. Please check the recommended specifications in our website.
4. **Medical Report.** Download and fill the KIMC Medical Form (**KIMC/KAB/ADM 004**) and come with it when reporting. Please arrange for your own medical Insurance cover.
5. **Performance and Discipline.** All students **MUST** abide with all KIMC rules and regulations. Read carefully and sign **The KIMC Students Rules and Regulations Form (KIMC/KAB/ADM 005).**
6. **Correspondence.** All correspondences must be addressed to:

Director
Kenya Institute of Mass Communication
P. O. Box 42422-00100
NAIROBI.

We are looking forward to welcoming you at the Kenya Institute of Mass Communication. **“CONGRATULATIONS”.**

Hiram Mucheke

DIRECTOR

