



# OKAME TECHNICAL AND VOCATIONAL COLLEGE

P.O BOX 116-50400 BUSIA

WEBSITE: WWW.OKAMETVC.AC.KE

TEL: 0757006681 - Email: okametechnical@gmail.com

All correspondence must be addressed to The Principal.

Principal's Mobile No: 0716056878



REF: OTVC/REG/ADMISSION/F02

Date: 02/08/2023

ATTACH HERE  
A RECENTLY  
TAKEN PASS-  
PORT-LESS  
THAN ONE (1)

## ADMISSION LETTER

Dear KIHURUNJO SAMUEL NGUGI ..... ADM NO: SSSG/KUCCPS/141/2023 .....

Congratulations for your admission to Okame TVC. You have been admitted to this college to study a course in... SECRETARIAL STUDIES SINGLE & GROUP ..... You are required to report to the college on 4<sup>th</sup> September 2023.

### COURSE DETAILS

| COURSE      | DEPARTMENT | COURSE DURATION |
|-------------|------------|-----------------|
| CERTIFICATE | BUSINESS   | 2 YEARS         |

You are required to carry and present the following items during reporting/registration:-

- Fully paid fees as per the fees structure directly through **Safaricom Pay Bill No: 408 7473**  
Account Name: "Trainees Names and Admission Number" or by visiting any **KCB Bank, Account No. 1252776799 (Busia Branch)**  
Account Name: **Okame Technical and Vocational College**
- Admission fee 500/= Non refundable
- Dully filled medical for (OTVC/REG/MED/FO3) or 200/= for facilitation of the filling of the form by the college
- Two passport size photographs or 200/= for the same.
- Photocopies and originals of certificates, testimonials and National ID card.
- One ream of photocopy paper.
- Two Spring files
- One ream of foolscaps

NOTE: Please ENSURE that the Medical Form attached is filled and signed by a qualified and recognized, Government Medical Health Officer.

Yours faithfully,

MR. CHARLES V. MARUMBU  
PRINCIPAL / SECRETARY B.O.G