



# 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 MULI SANDRA MUKAMI ADM NO: DSS/KUCCPS/093/2023

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

### COURSE DETAILS

COURSE	DEPARTMENT	COURSE DURATION
DIPLOMA	BUSINESS	3 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 form (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