



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 MUTIE M KALONDU ADM NO: SSSG/KUCCPS/142/2023

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 4th 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:-

1. 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
2. Admission fee 500/= Non refundable
3. Dully filled medical for (OTVC/REG/MED/FO3) or 200/= for facilitation of the filling of the form by the college
4. Two passport size photographs or 200/= for the same.
5. Photocopies and originals of certificates, testimonials and National ID card.
6. One ream of photocopy paper.
7. Two Spring files
8. 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