

MINISTRY OF EDUCATION

BUSHIANGALA TECHNICAL TRAINING INSTITUTE

Address: P.O. BOX 2227 – 50100 KAKAMEGA

Tel No: 0702092440, 0792708482



E-MAIL: info@bushiangalatechnical.ac.ke

WEBSITE: www.bushiangalatechnical.ac.ke

OFFICE OF THE REGISTRAR

[DATE]

REF: [ADM.NO]

[NAME]

KCSE INDEX. No. YYYY/0000000000

TEL. 0700000000000000

Dear Trainee,

RE: ADMISSION LETTER

I am pleased to inform you that you have been offered a chance to pursue a course in *[NAMEofCOURSE]* Level *[COURSELEVEL]* in the department of *[NAMEofDEPARTMENT]*. Your Admission Number is *[ADMISSIONNUMMER]*. You are required to report on *[REPORTINGDATE]* and in no case later than *[LASTREPORTDATE]*.

Following your placement in Institution, you are eligible for Government Loan and Scholarship to assist with your education expenses. If you need Government financial support, you **MUST** make an application for consideration through the official website www.hef.co.ke. In case the Government Loan and Scholarship do not cover the entire cost of your programme, the deficit will be met by your parent/guardian.

Information on fees, other requirements and Institute Regulations are enclosed for your perusal. All the fees must be deposited in the **Institute Bank Account** i.e. **1102702188 KCB Kakamega Branch** or be paid by **Bankers Cheque** or **MPESA** (See Fee Structure for details on payment options). Please note that **we do not receive payment by cash or money orders.**

You are requested to complete the attached Personal Details Form, Medical Form and Application Form and submit them on admission. Bushiangala Technical Training Institute is located 18km from Kakamega Town, off Sigalagala-Butere Road.

We look forward to assisting you attain your professional growth.

Yours faithfully,

Stephen M. Owade
REGISTRAR