

SOT TECHNICAL TRAINING INSTITUTE

STUDENTS ADMISSION CHECKLIST

PERSONAL DETAILS

SURNAME.....**OTHER NAMES**.....

..... **ADM/REG NO.**.....

COURSE ADMITTED.....**LEVEL/STAGE**.....

DATE OF ADMISSION.....

1. Student's phone no:..... Email.....
2. Date of Birth:..... Gender Male Female
3. ID number:.....
4. Birth certificate number:.....Place of birth:.....
5. Marital status Single Married Divorced
6. Student's KRA Pin:.....NEMIS CODE:.....
7. Postal address.....Postal /Zip code.....Town.....
8. County:.....Sub-County:.....Ward:.....
Location.....Sub-Location.....Village.....
9. Name of the Chief:.....
10. Parent's/Guardian's name:.....Phone No:.....
11. Physical challenge YES NO
If yes, give details.....
12. Family background. Both parents alive YES NO
Single parent YES NO
Separated Parents YES NO
Orphaned YES NO

EDUCATION BACKGROUND

EXAM	INDEX NUMBER	SCHOOL NAME	YEAR
KCPE			
KCSE			
KNEC			

REQUIREMENTS

13. Admission Letter Filled Medical Form
14. Original Academic Certificates YES NO
15. Departmental requirements as per the list attached in the admission letter
Remarks/missing items

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- 16. Fill nominal roll in the department
- 17. Passport Photo No:.....
- 18. Full fees Payment/Amount.....Finance/Accounts Stamp.....

Name of the receiving officer from the department.....

Signature..... Stamp.....

ADMISSION PROCESS

1. Help desk – Must be having the following
 - a) Original Documents
 - National Identity card
 - Original K.C.S.E Certificate/Result slip
 - Original K.C.P.E Certificate/Result slip
 - Original Birth Certificate
 - b) Photocopies of
 - One copy of K.C.S.E Certificate/Result slip
 - One copy of K.C.P.E Certificate/Result slip
 - One copy of national identity card (both sides)
 - One copy of birth certificate
 - Certified duly filled medical examination form
 - c) Adequate writing materials
2. Department for requirement and qualification check
3. Registry for admission number and confirmation
4. Accounts for payment verification
5. Students ID photo taken by the MIS officer and indicate photo number
6. **ALL ADMITTED STUDENTS TO HAND IN ADMISSION FORM AND DOCUMENTS ATTACHED TO REGISTRARS OFFICE.**

Registrar’s Approval.....

Signature

Stamp