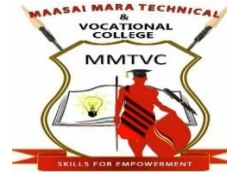




**MAASAI MARA TECHNICAL AND VOCATIONAL COLLEGE
(MMTVC)**

P.O BOX 577-20500 NAROK
PHONE NO: 0799-213-300/0774-213-300
E-mail: principalmmtvc@gmail.com/www.mmtvc.ac.ke:



MMTVC/REG/ADM/09/2023
DATE: 1ST AUGUST, 2023

KCSE INDEX NO:

NAME:

RE: OFFER OF ADMISSION AND JOINING INSTRUCTIONS:

Following your placement in our institution, you are eligible for a **Government Scholarship, Loan and Bursary** to assist with your educational 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 Scholarship, Loan and Bursary do not cover the entire cost of your program, the deficit will be met by your parent/guardian.

Further to your application for admission to Maasai Mara Technical and Vocational College (MMTVC), We are pleased to inform you that your application was successful. You have been offered a place to pursue at MMTVC.

Registration will be carried out on Tuesday **5TH SEPTEMBER, 2023**, between 9.00 a.m. and 2.00 p.m. Lectures will begin on Wednesday, **6TH SEPTEMBER, 2023**, those who will not have reported and registered by **Friday 15TH SEPTEMBER, 2023**, it will be assumed that they are no longer interested in the training program, and therefore will forfeit this offer.

PAYMENT OF FEES: All the fees required for the term (see page 2 for details) must be deposited to **Maasai Mara Technical and Vocational College- A/C NO.1202645658 KENYA COMMERCIAL BANK- NAROK BRANCH** or **MAASAI MARA TECHNICAL AND VOCATIONAL COLLEGE A/C NO. 162985001 ACCESS BANK (K) PLC -NAROK BRANCH**. Fees can also be paid through **MPESA** Paybill Number **522123** and Account No.**25078K** followed by your name without spacing eg. **25078Kjohndoe**

The College does not allow any change of programs mid-stream. See the requirements and other details listed in the Appendices. For any query or clarification visit or contact the Principal Maasai Mara Technical and Vocational College. Tel: **0799213300/ 0774213300. (www.mmtvc.ac.ke)**

We look forward to seeing you join us, and trust that you will have a successful and memorable life here. Please make all efforts to meet the **deadlines** set out in this letter.

Yours Sincerely,



JAMES B. KINARA
PRINCIPAL/SEC. BOG



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STUDENTS FEES STRUCTURE

Description	Term 1 (Ksh)	Term 2 (Ksh)	Term 3	Total (Ksh)
1. Tuition Fees	20,600.00	19,119.00		39,719.00
2. Personal Emolument	5,250.00	5,250.00		10,500.00
3. Electricity, Water and Conservancy	1,870.00	2,100.00		3,970.00
4. Activity Fees	2,400.00	2,400.00		4,800.00
5. Local Transport and Travel	2,100.00	2,100.00		4,200.00
6. Repairs, Maintenance and Improvement	2,000.00	2,000.00		4,000.00
Total	34,220.00	32,969.00		67,189.00
Other Charges	Term 1 (Ksh)	Term 2 (Ksh)	Term 3	Total
1. Registration Fee	2,000.00			
2. Caution Money	1,000.00			
3. Student ID	500.00			
4. Student Council	900.00			
5. TVETA Fees	500.00			
6. Training Practical Material Fee	For Technical Courses	5,000.00	5,000.00	
	For CBET Courses	2,000.00	2,000.00	

Important Notes

- All payments to the institution are payable to the **KCB, Account No. 1202645658, Narok Branch** and the banking slips presented to the Institution to facilitate issuance of official receipts. **Maasai Mara Technical and Vocational College** does **NOT** accept cash payments.
- Fees can also be paid through **MPESA** Paybill Number **522123** and Account No. **25078K** followed by your name without spacing eg. **25078Kjohndoe**
- Accommodation is not guaranteed by the College. The Fee payable is **Ksh. 4,500 per term** (exclusive of meals, which is on P.A.Y.E "Pay As You Eat" program). This **MUST** be paid to the Maasai Mara TVC bank account by students who may be accommodated. There are limited accommodation facilities that will be offered on first come first served basis.
- School fees is not transferable from one student to another
- This fee structure may be changed in the course of your training without consultation.

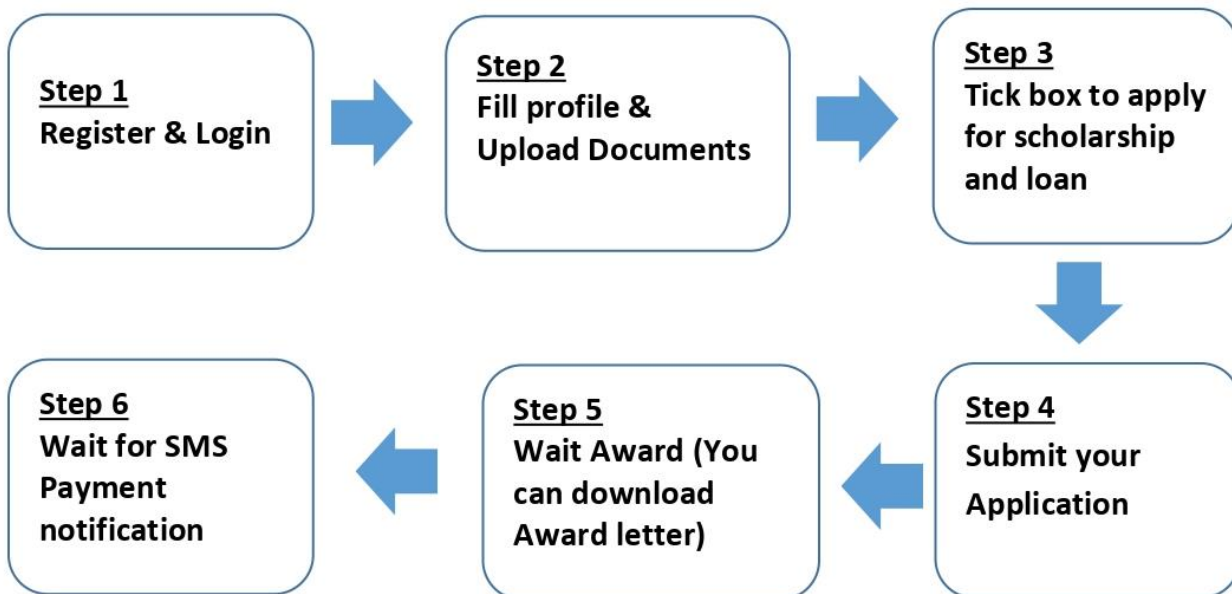
This Fee Structure is subject to revision at sole discretion of Maasai Mara TVC and the Ministry of Education State Department TVET

NEW TVET FINANCING MODEL

TVETs to offer 7.5% discount on actual program cost (Uniform cost of Ksh 67,189)

100% GoK Financing	100% GoK Financing	80% GoK Financing	80% GoK Financing
Vulnerable	Extremely Needy	Needy	Less Needy
<ul style="list-style-type: none"> Scholarship – 80% Loan – 20% Household – 0% 	<ul style="list-style-type: none"> Scholarship – 70% Loan – 30% Household – 0% 	<ul style="list-style-type: none"> Scholarship – 50% Loan – 30% Household – 20% 	<ul style="list-style-type: none"> Scholarship – 32% Loan – 48% Household – 20%

Click on the **student portal** (<https://www.hef.co.ke/>) to apply





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A; ALL STUDENTS MUST BRING THE FOLLOWING: As you report for registration, you are required to bring the following:

1. Student **MUST** bring a dully filled **MEDICAL REPORT** on admission day
2. Copies of **National ID card & Birth Certificates** and original for verification.
3. Two recent **coloured passport** size photographs showing your full face and NOT from photo me.
4. The copies of **KCSE & KCPE** certificate/result slip and originals for verification.
5. Copy of the bank deposit slip for all the fees paid for the term.

Other additional Requirements:

- a. Adequate stationery for the term. You are advised to bring one hard cover file for loose notes and box files for individual use.
- b. Blankets, Bed sheets, towels, pillow cases & toiletries (you will be expected to do your own Cleaning).
- c. A plate, tumbler, a spoon, a fork and a table knife for individual use.

B: COVID-19 REQUIREMENTS

1. Student must carry **FACE MASK**
2. No sharing of personal items *e.g. Stationeries, laundry items, tools, clothes and beddings*
3. Student **MUST** provide the following **Bio-Data** as required by the **Ministry of Education(M.O.E) COVID-19** Protocols, Rules and Regulations:
 - i. *Contacts/ Phone Numbers of their Parents/Guardian/Care-giver*
 - ii. *Home address of their Parents/Guardian/Care-giver*

NOTE: Change of course is allowed strictly within the first two (2) weeks of admission

C: REQUIREMENTS FOR ENGINEERING COURSES

1. **Workshop Practical Requirements: (All Engineering Students)**
 - i) A gray Textron dust coat or overall
 - ii) Safety boots
 - iii) Writing stationary (*spring file, pencil, biro pens*)
2. **Technical drawing instruments: (All Engineering Students)**
 - i) Drawing instruments set
 - ii) T-Squire
 - iii) Set squares **60/30, 45/45**
 - iv) Pencils (**HB, 2H, 3H**)
 - v) SMP Advanced mathematical tables
 - vi) Scientific calculator (*fx82ms*)
 - vii) Drawing Board (**Size 8*8**)
3. **Workshop Practical Requirements :(Plumbing & Building Technology Students Only)**
 - i) Hacksaw 1
 - ii) Ratchet die stock with dies 1
 - iii) Single wheel pipe cutter 1
 - iv) Hacksaw Blade (**1packet**)
4. **Text books and other requirements (At least One Book)**
(ELECTRICAL AND ELECTRONICS ENGINEERING DEPARTMENT)
 - i) Electrical principles by Hughes
 - ii) Electrical Technology by T.G Francis
 - iii) The Motivates series electrical installation and machines
 - iv) Engineering mathematics by Stroud
 - v) IEE Regulation fourteenth Edition

NOTE: No sharing of items



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HOSPITALITY AND TOURISM MANAGEMENT DEPARTMENT REQUIREMENTS

The following items are required for students undertaking food and beverage/catering and accommodation.

NO.	ITEM	QUANTITY
KITCHEN UNIFORM		
1	Apron (white)	1pc
2	Chef's jacket(white)	1pc
3	Skirt or trouser(black & white checked)	1pc
4	Hat(white)	1pc
5	Neckerchief(red)	1pc
6	Oven gloves	1 pair
7	Kitchen set (5 knives)	1 set
8	Kitchen clothes	3 pcs
9	Low healed leather shoes	1 pair
10	Recipe cards	1pkt
RESTAURANT UNIFORM		
1	Long sleeved blouse or shirt(white)	1pc
2	Skirt or trouser(black)	1pc
3	Windbreaker(black)	1pc
4	Bow tie(black)	1pc
5	Waiters clothes	3pcs
6	Glass clothes	3pcs
7	Wine opener	1pc
8	White Dust coat	1pc
LINENS(damask material)		
1	Table clothes(white)	2pcs
2	Slip clothes(1 Red, 1 Golden)	2pcs
3	Napkins(4 white & 4 Red)	8pcs
4	Sideboard liners(white) Cotton	8pcs
ACCOMMODATION UNIFORM		
1	Navybluedresswith white collar	1pc
2	Shirt bluewith white collar	1pc
3	MATERIALS	
4	Cotton	1m
5	Silk	1m
6	Polyester	1m
7	Woollen	1m
8	Nylon	1m

NOTE: all trainees pursuing Tourism Management/Tour Guiding and Travel Operations courses are required to come with

- Atlas-Oxford New Concise World Atlas-360⁰ (Secondary school)



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MMTVC/REG/F04

APPENDIX I: REGISTRATION FORM

**STUDENT'S PERSONAL INFORMATION
(STRICTLY CONFIDENTIAL)**

N.B: INFORMATION SUPPLIED MUST BE TRUE AND COMPLETE: REQUEST HELP IF NEED BE.

SECTION A: (PERSONAL DATA)

1. Surname Other names:
2. ID Card No:Year of Birth:Cell phone No.....
3. Gender: Male [] Female []
4. Home District Home Address: Email:
5. Department: Programme:
6. Parent's/Guardian's Name: Address:..... Cell Phone No:.....
7. Name of Sponsor (if any):
8. Religious Affiliation (Please specify denomination if any):
9. Language you can speak and write:

SECTION B (ACADEMIC BACKGROUND)

1. Secondary Schools Attended:
 - a) Name: District: From: To:
 - b) Name District: From: To:
2. Post-Secondary Institutions Attended:
 - a) Name: District: From: To:
 - b) Name..... District: From: To:
3. Highest Certificates obtained: Year:.....

APPENDIX II: CODE OF REGULATION

- a) Commitment and abiding to the conditions set out in these joining instructions.
- b) The College treats all students equal unless on very special circumstances that must be recommended by relevant registered professional and approved by the College administration.
- c) Attendance to all schedule tuition and related activities for students is compulsory.
- d) MMTVC is a non-denominational Institution. Lectures are normally conducted from Monday to Friday. Examinations may be scheduled on any day of the week. There will be no exemption from lectures, related activities or examinations on religious, philosophical or cultural grounds.
- e) Students must maintain the required minimum Grade Point Average (GPA) level at all times to continue with their study as per the College Academic Policy. It is the student's responsibility to familiarize themselves with this policy which can be accessed through the Heads of Department and the Library.
- f) Students are required to strictly adhere to all College rules and regulations



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RULES AND REGULATIONS

PART A

1. PREAMBE

These revised rules and regulations are applicable to all students in MMTVC whether on regular programme or short courses. The rules and regulations have been revised to be responsive to changes occasioned by COVID-19 Pandemic.

APPLICABLE WHY

- I. In any community living together common facilities and aspirations, it is necessary for the benefit of all to establish a code of conduct and ethics that will enable its individuals to enjoy their right and privileges.
- II. MMTVC which is a community consisting of adult future leaders will be expected to observe, among others following guidelines/rules and regulations in an effort to mould and enrich a high standard of community living.
- III. MMTVC aspires to get high profession goals and is equipped with excellent and other facilities that will enable it to meet this goal.
- IV. All students are therefore required to help achieve this goal and to maintain and improve those aspects which reinforce a high standard of professionalism.
- V. As part of this community you are specifically required to help care for the college equipment and facilities and set a high standard of moral behaviour, cleanliness, diligence and orderliness.

All students are enrolled on the strict understanding that they will comply with rules and regulations issued by this college.

2. ATTENDANCE

Attendance of classes is compulsory. A student must attain 75% of lecturers in any given unit. A student who does not attain 75% attendance will not be registered for National Examination. Irregular attendance of classes without valid permission will lead to suspension

3. INTERNAL EXAMINATIONS

All students must sit for the internal Examinations. The results of these examinations will determine whether students will progress to the next level or will be discontinued from the course as per the College Academic Policy.

All students will be required to maintain social distancing of one and half (1.5) meters, wearmask properly, sanitize and observe all other COVID-19 Health Protocols during exams.

4. EXTERNAL EXAMINATIONS

Students should register and pay for various examination fees within the training programs they have been enrolled in as per the examination body rules.

All students will be required to maintain social distancing of one and half (1.5) meters, wear mask properly, sanitize and observe all other COVID-19 Health Protocols during exams.

5. CLASSROOMS

- i. ALL students shall use face masks while in classrooms or in other learning facilities



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- ii. ALL students should observe hygiene through hand washing using soap and water before entering classrooms and other tuition facilities.
- iii. Learners shall use the available learning materials such as text books individually. Sharing shall be avoided.
- iv. Spacing between learners while in the classrooms shall not be less than one and half (1.5) meters in all directions.
- v. ALL Learners shall avoid individual physical contact with other learners and you shall ensure the one meters rule is observed at all times.
- vi. No change of sitting arrangement or moving furniture.

6. PROTOCOLS ON WORKSHOPS/LIBRARY

- i. Learners using Workshop/Library at any given time should always observe social distancing of at least 1 meter.
- ii. Learners should avoid sharing Personal Protective Equipment (lab coats, footwear, gloves, safety goggles and glasses, face shields/Books and other library materials).
- iii. Workshop equipment should not be used by unauthorized persons for safety.

7. EXIT

No student is allowed to leave the college compound without written permission.

8. COLLEGE PROPERTY

Students must handle property with utmost care. Any student who damages vandalizes or losses college property will be held responsible and will be surcharged the full replacement value of the item. Where the particular culprit cannot be readily identified a general charge will be administered against all students responsible for the item. Workshop, computer lab, library, Hostel and laboratory regulations must be strictly adhered to.

9. SAFETY AND SECURITY

- i. Trainees should wear masks correctly when in college at all times.
- ii. There should be no gatherings e.g. games, sports, Co-curricular activities, parents' meetings, assembly, clubs and societies etc.
- iii. The trainee leadership should encourage other trainees to stick to the college guidelines on safety and health to avoid Covid-19 infection.

10. HOSTELS

Students who wish to stay in the college Hostels will be required to apply. Those who will be offered a chance must observe the following rules:

- i. Male hostels are out of bounds to all female; and female hostels are out of bounds to all males.
- ii. No visitors are allowed in the hostels without permission from the Dean's office.
- iii. No absence literature or nude pictures should be displayed or down on the walls.
- iv. No cooking is allowed in the hostels.
- v. It is the responsibility of all room occupants to keep their rooms clean
- vi. Ablution rooms must be properly used.
- vii. Excessive noise within the college compound is prohibited. Any students found making excessive noise will be declare a public nuisance and will be denied boarding facilities



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- viii. The Dean's Office or any other authorized members of staff may make surprise inspection of all the rooms at any time.
- ix. Trainees will not be allowed to share personal items such as slippers, shoes, clothes, towels, toothbrush, soap, shoe brushes, beds etc.
- x. Bed linens and towels should be washed weekly and dried under direct sunlight.
- xi. All students will be required to maintain social distancing of 1.5 meters, wear mask properly, sanitize and observe all other COVID-19 Health Protocols while in the Hostel.
- xii. All students will be required to properly use sanitary disposal bins.

11. DINING HALL/KITCHEN

- i. The kitchen is out of bounds to all students at all times
- ii. The cafeteria system in the dining Hall must be strictly observed.
- iii. The Dining Hall utensils should not be carried out of the Dining Hall without proper permission from those concerned.
- iv. Utensils should be returned to the kitchen collection table after use.
- v. Table manners must be observed in the Dining Hall including keeping the tables clean after use.
- vi. Carrying meals out to sick students will be allowed only with permission from the college Nurse.
- vii. The College does not provide special diet.
- viii. All students shall be required to avoid overcrowding in the Kitchen by observing social distancing of 1.5 meters.
- ix. Manage queues in line with physical distancing procedures.
- x. Dishes and cutlery must be cleaned with appropriate soap before use.

12. CANTEEN

Trainees entering the Canteen must maintain social distancing of 1.5 meters and avoid over – grounding.

13. INTOXICANTS AND DRUGS

The consumption and keeping of any kind of intoxicants or drugs in the rooms or in the college is prohibited. Students who are found to have taken intoxicants or drugs will be summarily expelled out of the college or will be handed over to the police.

14. FIGHTING AND HANDLING OF OFFENSIVE WEAPONS

Fighting is prohibited. Similarly handling of offensive weapons is also prohibited. Severe disciplinary action will take against any culprit(s).

Cases of assault, fighting or handling of offensive weapons will also be referred to the police for further action.

15. CIGARRATE SMOKING

MMTVC is a non-smoking zone.



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16. COLLEGE BUS/TRANSPORT PROTOCOLS

- i. Learners should maintain at least one (1) meter distance from others while waiting to Board College buses.
- ii. While on board, learners shall wear facemasks and sit at least one (1) meter distance from each other in accordance with Public Health guidelines.
- iii. Learners shall buckle up the safety belts at all times of travel.
- iv. Trainees should wash their hands before and after they have been on public transport, use non-contact greetings and cough into a tissue or elbow.
- v. Trainees should not travel if they are feeling unwell with symptoms of COVID-19, even if these symptoms are mild.

17. CO-CURRICULAR ACTIVITIES

- i. All students must participate in all College activities whenever called upon except or otherwise with the recommendation from a Government doctor.
- ii. Assemblies inter college competitions including games and sports and other events that create crowded conditions will be suspended for the time being.
- iii. Students will hold class mini-assemblies to pray, pass health messages and announcements.
- iv. Activities that include physical contact, such as sports, will be substituted by other activities that allow for safe physical distancing (i.e. running)
- v. There shall be no gymnastics at the college level for the time being.

18. HONESTY

Every student must conduct himself or herself in an honest manner. Students who are found cheating, Stealing or are involved in forgery will be expelled from the college or will be handed over to the police.

19. MODE OF DRESSING

- i. Students must dress decently at all times while in the college. Provocative clothing is not allowed.
- ii. Workshop attire is not allowed to be worn in the Dining Hall.
- iii. Hats and caps should not be worn in the dining hall, classrooms or during assemblies.

20. REALATIONSHIP WITH STAFF MEMBERS

Students must respect all members of staff, irrespective of their designation .i.e the teaching and non-teaching staff.

21. CLEANLINESS/HYGIENE AND SANITATION PROTOCOLS

- i. All students must keep the College compound tidy. Students should avoid littering the compound including classrooms, hostels, hall, lawns and playing grounds.
- ii. Trainee shall avoid sharing cups or glasses.
- iii. Trainees shall coverer their mouth and nose with bent elbow or tissue when coughing, sneezing, and disposing off the used tissue in a bin with a lid,
- iv. All learners shall wear facemasks at all times
- v. Learners with hearing impairment shall wear clear face masks for ease of communication.
- vi. All trainees entering or leaving the classroom or college must wash hands with water and soap or sanitize
- vii. There will be no sharing of utilities or any item including, rulers, clothes, food, face masks, utensils, pencils by trainees and staff.



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- viii. All learners shall wash their hands thoroughly with clean water and soap for at least 20 seconds :
- Before eating;
 - After sneezing, coughing, or nose blowing;
 - After using the restroom;
 - Before handling food;
 - After touching or cleaning surfaces that may be contaminated; and
 - After using shared equipment like computer keyboards and mouse.

22. DAY SCHOLARS

- Students who opt to become day scholars will be required to make their own arrangement for accommodation and transport.
- Any day scholars found in the college at odd hours will be deemed to be trespassers and will be suspended from the College for a period of not less than two weeks.
- Owing to COVID-19 Health Protocols, there will be only one Entrance and one Exit out of the College.
- Any Day Scholar must adhere to other COVID-19 Health Protocols.

23. ELECTRICAL FITTINGS

Under no circumstances are students allowed to tamper with any electrical fittings or connect additional electrical apparatus to the main supply. Students must not remove bulbs from corridors, ablution blocks or other parts of the buildings. All lights should be switched off when not in use.

24. WATER/ELECTRICITY AND CONSERVANCY AND WASTE MANAGEMENT

All students should conserve the above utilities.

Waste and tissue used for cough/sneeze should be properly disposed of in bins located in Male, Female toilets, collected and eliminated safely on-site or transported in adequate landfill.

25. MEDICAL SERVICES

- The College will provide medical services for minor ailments in the College dispensary. Any students referred to the General Hospitals or Private hospital for medical treatment will be required to meet their own hospital expenses.
- In line with Covid-19 Health Protocols:
 - All trainees will be required to self-screen before coming to the College or entering the Lecture Halls.
 - Those experiencing symptoms consistent with COVID-19 to notify the College Nurse.
 - Any trainee who has developed symptoms of COVID-19 will be required to abide by COVID-19 the rules and regulation and guidelines.
 - Trainees can visit the Guidance and Counselling office for appropriate psycho-social support if need be.

26. CLUBS AND SOCIETIES All students are free to join any of the officially registered clubs and societies in the College. Registration of new clubs will be allowed provided that their constitutions are in harmony with the College Rules and Regulations.

- Tribal associations are not allowed in the College.



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- ii. Assemblies inter college competitions including games and sports and other events that create crowded conditions will be suspended for the time being.
- iii. Trainees will allowed to only hold class mini-assemblies to pray, pass health messages and announcements. Students will be required to abide by COVID-19 the rules and regulation and guidelines.

27. AMENDMENTS TO THE RULES

The principal reserves the right to change, add to, amend or otherwise vary these rules at any time without notice and in accordance with the relevant statutory documents.

PART B

DECLARATION BY THE STUDENT:

I here declare that I have read the Maasai Mara Technical and Vocation College rules and regulations as provided here in conformity with the guiding statutory document Act 2013& TVET Act of the Laws of Kenya, and hereby confirm that I will abide by the rules and regulations of the college

Student's Details:

Full Name:

Witnessed by:

ID no:

Parent/Guardian/sponsor:

Adm. No:

ID No:

Mobile No:

Mobile No:

Sign:

Sign:

Date:

Date:

SURVEY QUESTIONAIRE

'How Did You Hear About Us' (Please tick where applicable)

- 1. Search Engines (Google/Bing etc.)
- 2. Social Media (Facebook, Instagram, Twitter, YouTube, LinkedIn, Tiktok, Website etc)
- 3. Media (Radio/TV/Newspapers)
- 4. Referrals (MMTVC Staff, Trainees, Trainers, Relatives, Friends, Government Officials)
- 5. Word of Mouth
- 6. Others (Please Specify Below)

.....
.....
.....

(WALK-IN APPLICANT).....



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APPENDIX III: MEDICAL REPORT

MMTVC/REG/F05

CERTIFICATE OF MEDICAL EXAMINATION

TO THE CANDIDATE:

PLEASE FILL PART I OF THIS FORM AND HAVE PART II COMPLETED BY A REGISTERED MEDICAL PRACTITIONER. ANY DISHONEST ENTRY WILL DISQUALIFY YOU FROM ADMISSION.

PART ONE:

CANDIDATE'S FULL NAME (BLOCK LETTERS).....

ADMISSION NO:

HAVE YOU EVER BEEN HOSPITALIZED? (YES/NO)

A. IF SO NAME OF HOSPITAL / INSTITUTION

B. DURATION

C. NATURE OF ILLNESS

DATE

CANDIDATE'S SIGNATURE

PART TWO

To The Medical Officer in Charge:

This Candidate is being referred to you for medical examination for Purposes of Possible admission into Maasai Mara Technical & Vocational College (MMTVC). Kindly examine him/her and Send your findings in Confidence to: **The senior Principal,**

Maasai Mara Technical & Vocational College,

Box 577-20500 Narok

Doctor's remarks:

.....
.....

NAME:.....

STATION AND ADDRESS: