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Office of the Academic Registrar

UTC-KY/4.4

Date: 18/7/2023

Name:

RE: ADMISSION TO NATIONAL DIPLOMA PROGRAMMES UNDER
..... SPONSORSHIP FOR THE ACADEMIC YEAR 2023/2024.

I have the pleasure to inform you that you have been admitted to a **two (2)** year programme leading to the award of **National Diploma in** as *a Resident/Non Resident student (Tick)*. Note that once you are enrolled, change of residence status can only be granted if requested by a parent/guardian in writing at the beginning of a new academic year. **The Reporting Date is expected to be 4th September 2023. However, updates will be communicated in case of any changes by the Ministry of Education and sports.**

This is a temporary offer based on the statement of your qualifications as presented on your application form and is subject to satisfactory verification of those qualifications by this office at the time of registration.

Please note that your registration will depend, among others, on the following conditions:

- Accepting and undertaking to meet **ALL REGISTRATION REQUIREMENTS** and,
- Your covenant to obey all contemporary lawful regulations governing students of this **College**.
A copy of the current regulations is hereby attached, and these may be altered by the Governing Council from time to time to suit the needs of a progressive society. **IT IS MANDATORY FOR YOU TO HAVE THE COLLEGE REGULATIONS TO AVOID PROBLEMS THAT MAY CAUSE YOU FACE DISCIPLINARY ACTION (SUSPENSION OR EXPULSION, ETC) FROM THE COLLEGE.**

This offer will be valid for **only two (2) weeks** after the official opening of semester one (1) 2023/2024. Failure to register within the stipulated period will lead to automatic forfeiture of the vacancy to other candidates.

Joining instructions are as attached. Please study them carefully to avoid inconveniences during reporting.

I wish you a nice and enjoyable stay with us.

YIA OVUA THOMAS

Academic Registrar. Email: ovuathomas@gmail.com. Tel: 0772-383391/0753383391/0773408452

JOINING INSTRUCTIONS.

1. PAYMENT OF COLLEGE DUES.

All fees payable to the College are detailed in the attached fees structure. The fees may be paid once for the whole academic year or per semester as stipulated in the attached fees structure. Payments can be made by Bank draft in the names of **Uganda Technical College Kyema** or by paying cash at **ANY Stanbic Bank Branch/Agent** on A/C **9030005738430 Masindi Branch**, plus Bank charges of **Ugx 3,000/=** per banking.

After payment of fees, Bank/pay Slips must be presented to the Accounts office and then be issued with an official College receipt.

Note:

- (a). *All College dues must be paid before reporting to the College.*
- (b). *No refunds shall be made to students who overpay their accounts.*
- (c). *It is illegal to pay money by cash at the College.*
- (d). *Payment by personal Cheque is not acceptable except bank drafts.*
- (e). *The Guild Fees of Ugx.43, 000 is paid on the Guild Account No. 0140531883001 Stanbic Bank, Masindi Branch.*

(f). The NCHE fees of **Ug. 23,000** payable per academic year is paid to any nearest Bank after filling a pay slip that can be down loaded direct from Uganda Revenue Authority Portal or picked from any nearest internet café.

2. ARRIVAL

Immediately on arrival, you must report to the office of the Academic Registrar with all the requirements for registration. These include paid Bank slips, training requirements and other College requirements. The registration exercise shall run from **8.00 – 5.00 p.m.** every working day for two (2) weeks.

3. COLLEGE REGISTRATION.

Each student must bring with him/her the following for registration at the College:

- a). **Original** Uganda Certificate of Education (UCE) or its equivalent plus one (1) Certified Photocopy;
- b). **Original** Uganda Advanced Certificate of Education (UACE) result slip or its equivalent plus one (1) certified photocopy.
- b). **Originals** of other academic documents plus one (1) photocopy;
- c). Three recent passport size colored photographs;
- d). **Original** and a Photocopy of Birth Certificate/ National ID.

Note: The date of birth on all the academic documents and the National ID/Birth Certificate **MUST** be the same.

Cases of impersonation or falsification of documents whenever discovered, either at registration or afterwards will lead to automatic cancellation of admission and registration. The state may also prefer charges against you. Please note that no student will be registered without the original Certificates or Results Slips.

- e). Four (4) new plastic file folder covers per course to be got at the College at **Ugx 10,000** only, two tins of vim and one bar of white star washing soap per semester.
- f). A ream of rota trim photocopying paper per semester and a ream of ruled papers

per academic year on entry for College use.

g). A dozen of toilet papers per semester.

h).Eight (8) liters of Vinyl Silk Emulsion Soft White paint for students of Civil Engineering and Architecture, while for Students of Mechanical, Electrical and Water Engineering, eight (8) liters of Weather guard Emulsion Coffee Brown paint per course on entry for College use.

J). One Soft brush and one mopper with plastic handle for routine cleanliness.

k).All training and other requirements are in the attached list for your personal use.

4. ACCOMMODATION

The College has limited accommodation on campus. College accommodation will be allocated on first come, first served principle. Resident students will be required to provide themselves with the following: Beddings (mattress, pillow, blanket, bed sheets, and mosquito net) and other personal effects. Students admitted as resident students, shall change their resident status on formal request by the registered parent or guardian at the beginning of a new academic year.

All students must accept College meals which mainly consist of posho and beans. The College does not provide special meals or allow private cooking.

5. PERSONAL EFFECTS.

The students should provide themselves with the following:

a). Basin, tooth paste, towel, umbrella, slippers etc;

b). Personal Protection Equipment -PPE (safety wear): Factory or Site boots, overall for Workshop Training and Practice/Real life projects/site visits and tours;

c). Training tools (check your requirements on attached list)

Note: A laptop computer is essential but optional for all students.

d). Sportswear (T-shirts, shorts, vests, canvass shoes, football boots, track/field spiked shoes, etc).

e). Enough stationary including among others: ½ ream of A3 drawing papers, one ream of ruled paper for assignments, tests and lesson notes, box file, clip-board, pens and pencils;

f). Enough transport money to and from the College;

g). Enough pocket money;

h). Sufficient funds for Industrial Training;

i). Sufficient Sugar for personal use.

6. HEALTH AND MEDICAL CARE

a). The College medical personnel shall attend to all sick students and shall refer the exceptional cases to the government hospitals and health centers. The College will not be responsible for treatment in private medical facilities.

b). All students shall be required to undertake Medical Examination by a medical team organized by the College per semester within the first two weeks of official opening of semester. Medical examination cost of **Ugx. 10,000 per semester** will be paid to the College Clinical Officer/Nurse to arrange for the examinations.

c). The College has no special facilities for disabled students but plans are underway to provide them in future. However, this is a long term plan.

7. PERSONAL CONDUCT

a). The College guards jealously its values and any student found not measuring up to

the required standards, is liable to appear before the College Disciplinary Committee for necessary action. The College reserves the right to expel a student if he/she is found guilty of gross misconduct.

b). All students are governed by the College rules and regulations in place which you are required to study in detail. A copy of these rules is attached.

DECLARATION:

I, Full Name:.....of sound mind, have read and understood the instructions above. I accept the admission with all the conditions stipulated and ready to report **ONLY** on the Commencement of the Training Course / The Reporting date that will be announced by Government /Ministry of Education & Sports on reopening of Educational Institutions.

Signature of the student and date.....

END