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*Office of the Academic Registrar*

**APPLICATION FORM FOR CERTIFICATE PROGRAMMES  
UNDER PRIVATE SPONSORSHIP SCHEME- 2024/2025 ADMISSIONS**

**NOTE:** *This Form Can be Submitted Online or on College E-mail, or physically to the office of the Academic Registrar free of charge. The Reporting Date for Successful Applicants is expected to be **March 2025.** However, updates will be communicated in case of any changes by the Ministry of Education and Sports. Website: [www.utckyema.ac.ug](http://www.utckyema.ac.ug) Email: [ugatechkyema@yahoo.com](mailto:ugatechkyema@yahoo.com)*

**SECTION A**

**TO BE COMPLETED BY THE APPLICANT FOR ACADEMIC YEAR 2024 ALL NAMES MUST BE WRITTEN IN FULL (NO INITIALS) AND IN BLOCK LETTERS.**

**Personal Information:**

Surname (in full & block letters).....

Other Name (in full).....

**Note: Names must be those that appear on your academic and identification documents.**

Gender:            **Male**                                    **Female (Tick appropriately)**

Date of Birth (Date..... Month.....Year..... (You must attach a copy of the **NIRA** birth Certificate/Birth Notification R or National Identity Card).

Marital Status.....

Home Village .....

Home Parish:.....

Home Sub County.....

Home District .....

Citizenship.....

Religious Affiliation (if any).....

Country of permanent residence.....

Postal Address .....Tel No..... Fax No. ....

Email.....

**Information on Parents (Father/ Mother/Guardian; Tick where applicable)**

Surname in full.....

Other Name in full.....

Home Village .....

Home Parish:.....

Home Sub County.....

Home District.....

Nationality .....

Country of Residence .....

Occupation .....

Address .....

Contact/Tel: No. ....

**The available Courses/Programmes to be applied for are as follows:**

- a. National Certificate in Building Construction (NCBC); 2years.
- b. National Certificate in Electrical Installation Systems and Management (NCES); 2 years.
- c. National Certificate in Automotive Mechanics (NCAM); 2 years.
- d. National Certificate in Plumbing (NCP); 2years.
- e. National Certificate in Welding and Fabrication (NCWF); 2 years..

**SECTION B**

**Choice of program applied for ( Use progamme codes in section A):-**

	1s choice	2 <sup>nd</sup> choice	3 <sup>rd</sup> choice
Program			

Will you be Resident or a Non-Resident student **(Tick where appropriate).**

**Note:** Once 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.

Resident

Non-Resident

**Academic Background.**

- (i) Uganda Certificate of Education (UCE) or UJTC/UCPC (Tick where applicable):  
 Index No. ....  
 Year of Examination:.....Name of Examination Centre.....

**Scores:**

SUBJECT	English	Mathematics	Physics	Chemistry	Biology/ Agriculture	Technical Drawing/ Fine Art
GRADE						

You must attach a photocopy of the Uganda Certificate of Education or its equivalent.

- (ii) Other Qualifications attained: (Diploma/Certificate/ or its equivalent.  
 Institution Attended    Qualification(s)/ Equivalent    Year    Class of Award  
 .....  
 .....

**SECTION C**

Position of responsibilities held while at school/Institution/College.....

Employment record in any:

Employer	Position Held	Date (s)
.....	.....	.....

Give three names of persons in responsibility from whom confidential information may be obtained about you if necessary.

1. Name:.....  
 Address..... Tel: .....
2. Name:.....  
 Address..... Tel: .....
3. Name:.....  
 Address..... Tel: .....

**Sponsorship:**

Name of Sponsor.....  
 Address: ..... Tel/Fax/Email.....  
 Signature.....

**Declaration of application:**

I, ..... declare that to the best of my knowledge, the information given above is correct.

Signature of Applicant.....

Date: .....

Certified copies (not originals) of the Academic documents should be attached to each application form.

**NOTE:** Applicants are strongly warned that presentation of forged or other people's Academic documents in support of their application will automatically lead to disqualification and prosecution in the courts of law if discovered either at the time of application or thereafter.

**Office of Academic Registrar.** 0773408452/0782471215/0772383391



# UGANDA TECHNICAL COLLEGE KYEMA

## FEES STRUCTURE – CERTIFICATE / CRAFT COURSES - 2024/2025

S/NO.	PARTICULAR	FEES PER YEAR		TERM 1 - FEES		TERM 2 - FEES		TERM 3 - FEES		FEES PER TERM
		PRIVATE RESIDENT STUDENTS	PRIVATE DAY STUDENTS	PRIVATE RESIDENT STUDENTS	PRIVATE DAY STUDENTS	PRIVATE RESIDENT STUDENTS	PRIVATE DAY STUDENTS	PRIVATE RESIDENT STUDENTS	PRIVATE DAY STUDENTS	GOVERNMENT SPONSORED STUDENTS
1	Tuition	600,000	600,000	200,000	200,000	200,000	200,000	200,000	200,000	
2	Boarding Fees/Lunch	630,000	420,000	210,000	140,000	210,000	140,000	210,000	140,000	
3	Administrative Costs	60,000	60,000	20,000	20,000	20,000	20,000	20,000	20,000	
4	Guild Fee	30,000	30,000	30,000	30,000	0	0	0	0	
5	UNSA Fee	2,000	2,000	2,000	2,000	0	0	0	0	
6	NCHE Fee	20,000	20,000	20,000	20,000	0	0	0	0	
7	Internal Exams Fee	30,000	30,000	10,000	10,000	10,000	10,000	10,000	10,000	
8	Medical Fee	15,000	15,000	5,000	5,000	5,000	5,000	5,000	5,000	
9	Maintenance Fee	30,000	30,000	10,000	10,000	10,000	10,000	10,000	10,000	
10	Practice Materials	150,000	150,000	50,000	50,000	50,000	50,000	50,000	50,000	
11	Utilities	105,000	105,000	35,000	35,000	35,000	35,000	35,000	35,000	
12	Identity Card	10,000	10,000	10,000	10,000	0	0	0	0	
13	College T- Shirt	30,000	30,000	30,000	30,000	0	0	0	0	
14	ICT	30,000	30,000	10,000	10,000	10,000	10,000	10,000	10,000	
15	Convocation Fee Per Year	20,000	20,000	20,000	20,000	0	0	0	0	
16	Industrial Tanning Supervision	100,000	100,000	0	0	50,000	50,000	50,000	50,000	
17	Examination Materials	200,000	200,000	0	0	100,000	100,000	100,000	100,000	
18	Internet Services	25,000	25,000	25,000	25,000	0	0	0	0	
19	Bank Charge	8,700	8,700	2,900	2,900	2,900	2,900	2,900	2,900	
	<b>GRAND TOTALS</b>	<b>2,095,700</b>	<b>1,885,700</b>	<b>689,900</b>	<b>619,900</b>	<b>702,900</b>	<b>632,900</b>	<b>702,900</b>	<b>632,900</b>	

### NOTE

- 1 Management reserves the right to adjust the Fees in consultation with the Governing Council
- 2 Lunch is compulsory for all day scholars as indicated on the fees structure at a rate of 140,000/= per term.
- 3 UBTEB charges registration fees for both *July/ August* and *November/ December* Examinations is excluded on the fees structure