

UGANDA TECHNICAL



COLLEGE – KYEMA

5 KM MASINDI – KIRYANDONGO RD
P.O. BOX 473 MASINDI, UGANDA
TEL: +256 465 423 396
Website: www.utckyema.ac.ug

Office of the Academic Registrar

UTC-KY/4.4

Date:

Name:

**RE: ADMISSION TO NATIONAL DIPLOMA PROGRAMMES UNDER PRIVATE
SPONSORSHIP FOR THE ACADEMIC YEAR 2026/2027.**

I have the pleasure to inform you that you have been provisionally admitted for a **two (2)** year programme leading to the award of **National Diploma in** **Engineering** as **a Resident/Non Resident student (Tick)**, pending presentation of verified results /Transcript from UBTEB. 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 1st September 2026. However, updates will be communicated in case of any changes by the Ministry of Education and Sports.*

This is a temporary offer made on the basis of the statement of your qualifications as presented on your application form and is subject to a satisfactory verification of all qualifications by the Academic Registrar's office at the time of reporting and registration. Any Erroneous admission discovered at any time from the reporting date, resulting from lack of the minimum admission requirements will lead to deregistration.

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) 2024/2025. 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.

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Mr. Aruho Paul Rwambangye
Email: aruhopaul@gmail.com. Tel: 0701386463/0782386463

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) *Pay a minimum of 60% of College dues before reporting to the College.*
- b) *Complete 80% of the College dues before registering for the National Examinations administered by the Uganda Vocational and Technical Assessment Board (UVTAB) and 100% before sitting both the end of Term Exams and UVTAB Exams*
- c) *No refunds shall be made to students who overpay their accounts.*
- d) *It is illegal to pay money by cash at the College.*
- e) *Payment by personal Cheque is not acceptable except bank drafts.*
- f) *The Guild fees of Ugx.43, 000 and UNSA fees of Ugx 2000 are paid on the Guild Account No. 0140531883001 Stanbic Bank, Masindi Branch per academic year.*
- g) The NCHE fees of Ugx. 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.
- c) **Originals** of other academic documents plus one (1) photocopy;
- d) Three recent passport size colored photographs;
- e) **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.
- f) Two (2) new plastic file folder covers
- g) A ream of rota trim or Rwenzori photocopying paper per semester and a ream of ruled papers per academic year on entry for College use.
- h) A dozens of toilet papers and 750 mls of jik and Vim per Semester.

- i) One Soft brush and one mopper with plastic handle for routine cleanliness per academic year at entry
- j) **MANDATORY** Safety wear / Personal Protection Equipment - PPE (Site gumboots, Helmet, overall for workshop Training and Practice/Real life projects/site visits and tours). Obtainable at an approximate cost of **UGX 70,000/=** payable on the College **Stanbic Bank A/C No. 9030005738430 Masindi Branch (Present the payment receipt to the Office of the Accountant**
- k) Enough personal 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;
- l) All personal training requirements are in the attached list for your personal use and can be acquired within the first term of year one.
- m) This is a temporary offer made on the basis of the statement of your qualifications as presented on your application form and is subject to a satisfactory verification of all qualifications by the Academic Registrar's office at the time of reporting and registration. Any Erroneous admission discovered at any time from the reporting date, resulting from lack of the minimum admission requirements will lead to deregistration.

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.

4. ACCOMMODATION

The College has limited accommodation on campus. College accommodation will be allocated on first come, first served principle after enrolling with the office of the Academic Registrar and the Accounts office. 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 REQUIREMENTS.

The students should provide themselves with the following:

- a). Basin, tooth paste, towel, umbrella, slippers etc.;
- 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.
- k) Every new entrant will meet the cost of **Ugx. 10,000** for UVTAB registration process (taking photos, scanning identification and academic documents and editing them to specific sizes to be uploaded to

UVTAB EIMS. This will be paid direct to the ICT Technician assigned to register all new entrants onto the UVTAB EIMS.

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 either public or private medical facilities but the patient's parents/guardians shall be responsible for all costs and attending to the patient.
- 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** is payable on College Account **No. 9030005738430 (Present the payment receipt to the Office of the Accountant).**
- 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 student's 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.

Name of Student **Signature**..... **Date**.....

Name of Parent /Guardian..... **Signature**..... **Date**.....

END

LIST OF PERSONAL PROTECTIVE EQUIPMENT AND DRAWING EQUIPMENT

CIVIL ENGINEERING, ARCHTECTURE AND BUILDING CONSTRUCTION.	
1	A complete drawing board (800mm x 600mm) with T-Square.
2	Engineering Drawing Set and Set squares.
3	Overall, White Safety helmet HDP vented with double protection and a Gumboot- to be got at College. - to be got at College at Ugx 70,000.
4	Heavy duty leather oil resistant Protective foot wear with double metal case – optional
5	Hand Gloves- Leather , half hand- optional
WATER ENGINEERING/PLUMBING.	
1	A complete drawing board (800mm x 600mm) with-Square.
2	Engineering Drawing Set
3	Overall, White Safety helmet HDP vented with double protection and a Gumboot- to be got at College. - to be got at College at Ugx 70,000.
4	Heavy duty leather oil resistant Protective foot wear with double metal case – optional
5	Hand Gloves- Leather , half hand- optional
ELECTRICAL ENGINEERING/ELECTRICAL INSTALLATION.	

1	A complete drawing board (800mm x 600mm) with- T - Square.
2	Engineering Drawing Set and Set Squares.
3	Overall, White Safety helmet HDP vented with double protection and a Gumboot- to be got at College. - to be got at College at Ugx 70,000.
4	Heavy duty leather oil resistant Protective foot wear with double metal case – optional
5	Hand Gloves- Leather , half hand- optional
MECHANICAL ENGINEERING/AUTOMOTIVE MECHANICS, WELDING & FABRICATION .	
1	A complete drawing board (800mm x 600mm) with T-Square.
2	Engineering Drawing Set
4	Overall, White Safety helmet HDP vented with double protection and a Gumboot- to be got at College. - to be got at College at Ugx 70,000.
5	Heavy duty leather oil resistant Protective foot wear with double metal case – optional
6	Red Safety helmet HDP vented with double protection
7	Hand Gloves- Leather , half hand- optional

UGANDA TECHNICAL COLLEGE KYEMA

PRIVATE SPONSORSHIP FEES STRUCTURE - DIPLOMA COURSES - 2026/2027

S/NO.	PARTICULARS	FEES PER YEAR		SEMESTER 1 - FEES		SEMESTER 2 - FEES	
		PRIVATE RESIDENT STUDENTS	PRIVTATE DAY STUDENTS	PRIVATE RESIDENT STUDENTS	PRIVTATE DAY STUDENTS	PRIVATE RESIDENT STUDENTS	PRIVTATE DAY STUDENTS
1	Administration Costs	250,000	250,000	125,000	125,000	125,000	125,000
2	Tuition	800,000	800,000	400,000	400,000	400,000	400,000
3	Meals/Lunch	500,000	250,000	250,000	125,000	250,000	125,000
4	Accommodation	500,000	-	250,000	-	250,000	-
5	Utilities	300,000	300,000	150,000	150,000	150,000	150,000
6	Maintenance	210,000	210,000	105,000	105,000	105,000	105,000
7	Workshop/Labs	120,000	120,000	60,000	60,000	60,000	60,000
8	Library Books /Equipment	40,000	40,000	20,000	20,000	20,000	20,000
9	Medical	40,000	40,000	20,000	20,000	20,000	20,000
10	Industrial Training Supervision	100,000	100,000	-	-	100,000	100,000
11	Convocation Fee	40,000	40,000	20,000	20,000	20,000	20,000
12	Practice Materials	100,000	100,000	50,000	50,000	50,000	50,000
13	Examination Materials	200,000	200,000	100,000	100,000	100,000	100,000
14	Bank Charges	6,000	6,000	3,000	3,000	3,000	3,000
	Sub-Total	3,206,000	2,456,000	1,553,000	1,178,000	1,653,000	1,278,000
Non Fees Items (Paid Every Academic Year)							
15	Identity Card	10,000	10,000	10,000	10,000		
16	T-Shirt	30,000	30,000	30,000	30,000		
17	Internet services	25,000	25,000	25,000	25,000		
	Subtotals	65,000	65,000	65,000	65,000		
Subscriptions To Other Organization (Paid Every Academic Year)							
18	UNSA	2,000	2,000	2,000	2,000		
19	NCHE	20,000	20,000	20,000	20,000		
20	Guild Fees	43,000	43,000	43,000	43,000		
	Sub totals	65,000	65,000	65,000	65,000		
	GRAND TOTALS	3,336,000	2,586,000	1,683,000	1,308,000	1,653,000	1,278,000
NOTE							
1	Management reserves the right to adjust the Fees in consultation with the Governing Council						
2	UVTAB charges averagely 150,000/= for semester examinations is not included on the College fees structure. It's paid to UVTAB students						
3	Lunch fees is compulsory for all Day scholars as indicated on the Fees structure at a rate of 125,000/=per semester.						
4	National Council For Higher Education (NCHE) fees are paid to NCHE account through URA pay sheet						