



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

*Office of the Academic Registrar*

UTC-KY/4.4

Date: .....

Name: .....

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

I have the pleasure to inform you that you have been admitted for a **two (2)** year programme leading to the award of **National Certificate in .....**as **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 /Commencement Date for Term (1) is expected be **3<sup>rd</sup> February 2026**. **However, updates will be communicated in case of any changes pronounced 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 the term. 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

I wish you a nice and enjoyable stay with us.

.....  
Mr. Aruho Paul Rwambangye

Email: [aruhopaul@gmail.com](mailto: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 term 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 on A/C No. 9030005738430 Masindi Branch**, plus Bank charges of **UShs 3,000/=** per banking using the official Bank Slips obtained from the office of the Bursar/Accounts section.

After payment of fees, Bank 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 Ugx. 30,000 and UNSA fees of Ugx. 2, 000 is paid on the Guild Account No. 0140531883001 Stanbic Bank, Masindi Branch*

### 2. ARRIVAL

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

### 3. REGISTRATION

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

- a) Original Uganda Certificate of Education (UCE) or equivalent plus three certified photocopies;
- b) Originals of other academic documents plus three photocopies;
- c) Four recent passport size colored photographs;
- d) Original and Photocopy of Birth Certificate/ National ID.
- e) Two (2) new plastic file folder covers
- f) A ream of rota trim or Rwenzori photocopying paper per term and a ream of ruled papers per academic year on entry for College use.
- g) A dozen of toilet papers and 750 mls of jik per term.
- h) One Soft brush and one mopper with plastic handle for routine cleanliness per academic year at entry
- i) **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**
- j) 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;

**NB:** All personal training requirements are in the attached list for your personal use and can be acquired within the first term of year one.

- k) 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. 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 residence status **ONLY** on formal request by the registered parent or guardian.

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;
- b). Training (safety) wear: Factory or Site boots, Gum boots, overall for Workshop Training and Practice;
- c). Training tools (check your requirements on attached list);
- 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). 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 term within the first two weeks of official opening of term. Medical examination cost of **Ugx. 10,000 per term** is payable on the College Stanbic bank 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 as 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

<b>CIVIL ENGINEERING, ARCHTECTURE AND BUILDING CONSTRUCTION.</b>	
1	A complete drawing board (800mm x 600mm) with T-Square.
2	Engineering Drawing Set and Set squares.
3	<b>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.</b>
4	Heavy duty leather oil resistant Protective foot wear with double metal case – <b>optional</b>
5	Hand Gloves- Leather , half hand- <b>optional</b>
<b>WATER ENGINEERING/PLUMBING.</b>	
1	A complete drawing board (800mm x 600mm) with-Square.
2	Engineering Drawing Set
3	<b>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.</b>
4	Heavy duty leather oil resistant Protective foot wear with double metal case – <b>optional</b>
5	Hand Gloves- Leather , half hand- <b>optional</b>

<b>ELECTRICAL ENGINEERING/ELECTRICAL INSTALLATION.</b>	
1	A complete drawing board (800mm x 600mm) with- T - Square.
2	Engineering Drawing Set and Set Squares.
3	<b>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.</b>
4	Heavy duty leather oil resistant Protective foot wear with double metal case – <b>optional</b>
5	Hand Gloves- Leather , half hand- <b>optional</b>
<b>MECHANICAL ENGINEERING/AUTOMOTIVE MECHANICS, WELDING &amp; FABRICATION .</b>	
1	A complete drawing board (800mm x 600mm) with T-Square.
2	Engineering Drawing Set
4	<b>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.</b>
5	Heavy duty leather oil resistant Protective foot wear with double metal case – <b>optional</b>
6	<b>Red</b> Safety helmet HDP vented with double protection
7	Hand Gloves- Leather , half hand- <b>optional</b>

# UGANDA TECHNICAL COLLEGE KYEMA

## FEES STRUCTURE – CERTIFICATE / CRAFT COURSES - 2026

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 UVTAB Examination registration fees for both *July/ August* and November/ *December* is excluded on the fees structure. It's paid to UVTAB
- 4 National Council For Higher Education (NCHE) fees are paid to NCHE account through URA pay sheet