



**TAITA TAVETA UNIVERSITY**  
**CERTIFICATE / DIPLOMA APPLICATION FORM**  
**(To be filled in duplicate)**

NAME (Surname first): \_\_\_\_\_

Gender: Male [ ] Female [ ]      Date of Birth (dd/mm/yy): \_\_\_\_\_

Nationality: \_\_\_\_\_ ID / Passport No. \_\_\_\_\_

Name of Parent or Guardian: \_\_\_\_\_ Permanent Address: \_\_\_\_\_

Contact Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**COURSE APPLIED FOR:**

**Indicate the course applied for:**

- |  |   |
|--|---|
| <input type="checkbox"/> Bridging certificate course in Mathematics        | <input type="checkbox"/> Decision Making Course           |
| <input type="checkbox"/> Certificate in Purchasing and Supplies Management | <input type="checkbox"/> Diploma in Agribusiness          |
| <input type="checkbox"/> Certificate in User Support (A+ Training)         | <input type="checkbox"/> Certificate in Agribusiness      |
| <input type="checkbox"/> Diploma in Purchasing and Supplies Management     | <input type="checkbox"/> Advanced Web Design              |
| <input type="checkbox"/> Diploma in Business Information Technology        | <input type="checkbox"/> Certificate in County Governance |
| <input type="checkbox"/> Certificate in Business Administration            | <input type="checkbox"/> Introduction to Web Design       |
| <input type="checkbox"/> Diploma in Business Administration                | <input type="checkbox"/> Diploma in County Governance     |
| <input type="checkbox"/> Diploma in Community Development                  |   |
| <input type="checkbox"/> Certificate in Information Technology             |   |
| <input type="checkbox"/> Diploma in Information Technology                 |   |
| <input type="checkbox"/> Certificate in Computer Programming               |   |
| <input type="checkbox"/> Certificate in Network Support (N+ Training)      |   |
| <input type="checkbox"/> Cisco Certified Network Associate (CCNA)          |   |

Center of Study: \_\_\_\_\_ Intake Date: \_\_\_\_\_

Mode of Study (Full-time): \_\_\_\_\_

**Education:**

| Schools /Institutions attended | Date<br>From (year ) to (year) | Qualification |
|--------------------------------|--------------------------------|---------------|
|                                |                                |               |
|                                |                                |               |
|                                |                                |               |

Have you ever been expelled or discontinued from another institution of learning? Yes/No  
(Circle as appropriate). If yes, attach details.



**Attach copies of the following documents:**

- Relevant certificates KCSE Result Slip/Certificate
- School Leaving Certificate
- National ID card/ ID. Application Waiting Card/Birth Certificate
- Two Coloured Passport Size Photograph, and
- A Copy of Application form receipt of **Kshs. 500** for Certificate course or **Kshs. 1,000** for Diploma course. It be paid through;

**BANK:** Kenya Commercial Bank (KCB)      OR  
**ACCOUNT NAME:** Taita Taveta University  
**BRANCH:** Voi Branch  
**ACCOUNT NUMBER:** 1135369682

**BANK:** Equity Bank  
**ACCOUNT NAME:** Taita Taveta University  
**BRANCH:** Voi Branch  
**ACCOUNT NUMBER:** 0790299712769

*Note: The application form will not be accepted unless all the stated documents above are attached.*

**Sponsorship**

Self   

Others (parent, organization) \_\_\_\_\_ Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Name and Address of the nearest relative/person or agency to be contacted in case of emergency

Name: \_\_\_\_\_ Relationship \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

**TERMS AND CONDITIONS**

Fees must be paid in advance or on the opening date:

1. The courses will be conducted if the university senate approved quorum is realized.
2. Fees must be paid in advance or on the opening date
3. A service fee of Kshs. 2,000/= will be charged on all returned cheques.
4. A 20% will be charged on any booking cancelled before commencement of class
5. TTU accept no liability of loss or damage to any property brought or left on the premises by students.
6. TTU does not accept any liability whatsoever for any injuries incurred during the training.
7. Students will be charged for any damage caused to equipment.
8. Students will not be allowed to change from one course to another (where applicable) once the short listing is completed.

**DECLARATION:**

I \_\_\_\_\_ declare that the information given in this application form is correct. I further certify that I have read, understood and agreed to comply with the terms stipulated herein.

Signature \_\_\_\_\_

Date: \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

| Serial No. | Receipt No | Sponsor | Date Received | Qualified | Documents Verified | Selected |
|------------|------------|---------|---------------|-----------|--------------------|----------|
|            |            |         |               |           |                    |          |
|            |            |         |               |           |                    |          |

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**REGISTRAR (ACADEMIC, RESEARCH AND OUTREACH)**

