



CAMBRIDGE UNIVERSAL COLLEGE

ADMISSION LETTER – MAIN COURSES

DATE: 16/8/2022

ADM: SS/399/22C

DEAR: MAUREEN IMBUGWA

RE: ADMISSION FOR CERTIFICATE IN SECRETARIAL STUDIES

We are pleased to inform you that the college academic board has approved your application for admission into the above program.

Cambridge Universal College is an internationally acclaimed higher institution of learning. In Kenya, the College is registered by the Ministry of Education Science and Technology (Reg.No.27p400000084) and it's a KNEC Centre for Technical (Centre no. 534113) Business (Centre no. 534217) and Education Courses (Centre no. 26534018) with a pass rate of 99.8% in all KNEC exams. It's a NITA, AMRO and KNDI accredited institution.

REPORTING DATES

On receipt of this letter, you are required to fill it in and report to the Principal in your Campus of choice (either Eldoret, Kitale, Lodwar or Kachibora Campus) during the 5th September 2022 intake to register and begin classes.

ADMISSION REQUIREMENT

- ❖ Two passport size photographs.
- ❖ Payment of fees.
- ❖ Copy of national ID / waiting card.
- ❖ A rim of printing papers and pens
- ❖ Writing materials- College branded Exercise books will be provided at the college at ksh 60 per piece

FEES SCHEDULE PER TERM

TUTION FEE 12,000

COURSE DURATION: 4 TERMS

FEE PAYMENT

Fees should be paid by depositing in the collection account stated below before reporting to the college.

**ACCOUNT NAME: CAMBRIDGE UNIVERSAL COLLEGE
ACCOUNT NO: 0300282949850
BANK: EQUITY BANK**

**PAYBILL: 247247
ACCOUNT NO: 2023**

HOSTEL ACCOMODATION (OPTIONAL)

Hostel accommodation is available at the cost of Ksh 12,500 per term on a first come first served basis and its paid in full in the above stated account before reporting to the college. You will be provided with a room, bed, mattress, breakfast, lunch, supper, Water, Electricity, Wi-fy and Dstv. Come with Blankets, Bed sheets, Spoon/cup/plate and a bucket.

Hostel fee should be paid by depositing in the account stated above before reporting to the college.

We take this opportunity to congratulate you for joining this world class higher institution of learning to witness excellence

Yours faithfully,

MRS LYDIA KIPTUL.
PRINCIPAL

In addition, you will be required to pay a statutory fee of ksh 5,800 on arrival whose details are; Application fee ksh 300 (once), Admission fee ksh 500 (once), Students ID.ksh 500 (once), Internal Exams ksh 1,000 (per term), Library fee ksh 2,000 (once), Activity fee ksh 500 per term, Student council ksh 500 (per term) and Medical fee ksh 500 (per term),



CAMBRIDGE UNIVERSAL COLLEGE

CHECKLIST FOR ENROLLMENT

Student's Personal Details

Information provided by the students on this form will help the office of the academic registrar to understand the students better and take care of his/his her welfare. (Completed in Capital letters)

1. Full names: (Mr. /Mrs. /Miss.....
Surname Last Name Other Names
 2. National ID Number
 3. College Admission Number.....
 4. Date of birth.....
 5. Religion.....
 6. Nationality
 7. Contact address.....
Phone number.....
 8. Marital status.....
If married:
 - a) Name of the spouse.....
 - b) Address of spouse.....
 - c) Occupation of the spouse.....
 - d) Number of children.....
 9. Place of birth:
 - i) Name of village/Town.....
 - ii) Location.....
 - iii) County
 - iv)Sub county
 10. Full names of parent/guardians(s)
Mother.....
 - i) Occupation.....phone.....Father
 - ii) Occupation.....phone.....
11. Number of siblings.....
12. Place of permanent residence:
Name of village/ town.....
Nearest town.....
Location.....
Division
- County
- Sub county.....
-
- Nearest police station.....
13. Names and contacts of two persons they can be contacted in case of an emergency
 - i) Name and address.....