**COMPULSORY ITEMS FOR ALL STUDENTS**

**On the day of admission please bring the following items:-**

* 4 recent coloured passport photographs (not selfie)
* Games kit: Navy Blue with white stripes (shorts & tops)
* Personal effects
* This letter of admission
* **Fees (see attached fee structure page 2)**
* JK printing papers
* Fool Scalps

**Originals and photocopies of:**

* National Identity Card
* Birth certificate,
* K.C. S. E & K.C.P.E Certificate **or** Result slip,
* Form four Leaving certificate.

**SECRETARIAL STUDIES REQUIREMENTS (DIPLOMA/CERTIFICATE)**

**Stationery**

* Shorthand pads - dozen
* Shorthand Pencils – staedler HB 110 – 2 dozen (made in Great Britain)
* Biro Pens (6) Blue/Black
* 200 Pages Exercise Books (ruled) A4 – 1 dozen
* 1 ream of foolscaps paper
* Spring files 1/2 dozen
* 1Scientific Calculator
* 1 ream printing papers

**Textbooks - Compulsory**

* Anniversary Edition (Pitman New Era Shorthand)
* Pitman Shorthand Dictionary
* Typing First Course 6th Edition by Arche Drumond & Ann coles