

COMPULSORY ITEMS FOR ALL STUDENTS

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

- ❖ 4 recent coloured passport photographs (not selfie)
- ❖ Personal effects
- ❖ This letter of admission
- ❖ **Fees (see attached fee structure page 2)**
- ❖ 1 ream JK printing papers
- ❖ Filled medical form

Originals and photocopies of:

- ❖ National Identity Card
- ❖ Birth certificate,
- ❖ K.C. S. E & K.C.P.E Certificate **or** Result slip,

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 $\frac{1}{2}$ 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