BARTMORE
TECHNICAL COLLEGE

APPLICATION FORM

READ THE INSTRUCTIONS BEFORE COMPLETING THIS FORM. COMPLETE ALL APPROPRIATE SECTIONS IN CAPITAL/BLOCK LETTERS AND RETURN IT WITH PROOF OF PAYMENT OF A NON-REFUNDABLE APPLICATION FEE OF KSH.1,000 AND OTHER SUPPORTING DOCUMENTS TO:
The Principal, Bartmore Technical College
P.O. Box 17949-20100 NAKURU, KENYA
Tel: +254 748 58 68 83
Email: admissions@btc.ac.ke Website: www.btc.ac.ke

1. APPLICANT'S DETAILS

FULL NAMES: **(as per secondary school certificates or its equivalent)**	**GENDER:** Male [ ] Female [ ] Other [ ]
DATE OF BIRTH:	**NATIONALITY:**	**NATIONAL ID/PASSPORT/BIRTH CERT NO. :**
COUNTY:	**SUB- COUNTY:**	**LOCATION:**
COUNTRY OF RESIDENCE:	**CITY OF RESIDENCE:**

2. APPLICANT'S CONTACT ADDRESS

P.O BOX:	EMAIL:
MOBILE PHONE:	TOWN:

3. PARENT/GUARDIAN INFORMATION

NAME OF THE FATHER:	PHONE NUMBER:	OCCUPATION:	DECEASED/ALIVE
NAME OF THE MOTHER:	PHONE NUMBER:	OCCUPATION:	DECEASED/ALIVE
NAME OF THE GUARDIAN:	PHONE NUMBER:	OCCUPATION:	

4. EMERGENCY CONTACTS

NAME:	PHONE NUMBER:	OCCUPATION:	RELATIONSHIP:
NAME:	PHONE NUMBER:	OCCUPATION:	RELATIONSHIP:

5. PREVIOUS SCHOOLS ATTENDED

NAME OF THE SCHOOL	FROM (YEAR)	TO (YEAR)	CERTIFICATE AWARDED	MEAN GRADE

6. DETAILS OF THE PROGRAM APPLIED FOR *(tick appropriately)*

i.	**PROGRAM LEVEL**	Diploma (Level 6) [ ] Certificate (Level 5) [ ] Artisan (Level 4) [ ] Short Course [ ]
ii.	**PROGRAM NAME**	
iii.	**MODE OF STUDY**	REGULAR [ ] EVENINING [ ] WEEKEND [ ] ONLINE [ ] SEMINAR [ ]
iv.	**PREFERRED INTAKE**	January [ ] March [ ] May [ ] September [ ]

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7. FINANCING OF STUDIES (*Tick appropriately*).

[ ] SELF   [ ] PARENTS/GUARDIAN   [ ] GOVERNMENT/HELB   [ ] OTHER SPONSORSHIP

8. PREFERRED HOBBY (*Indicate appropriately*)

PREFERRED HOBBY	

9. STATE WHETHER YOU HAVE ANY SPECIAL NEEDS THAT REQUIRE SPECIAL ATTENTION

Please Tick   Yes [ ]   No [ ] If yes, State the need: ……………………………………………………………………………………..

10. INDICATE HOW YOU LEARNT ABOUT BARTMORE TECHNICAL COLLEGE

Radio [ ] Television [ ] Newspapers [ ] Friends [ ] Career Exhibitions [ ] Bartmore Website [ ] Social Media [ ] Calls/SMS [ ]
Referrals (Indicate the n*ame where applicable*) …………………………………… Others (please specify) ………………………………

11. DECLARATION

I consent that information on my conduct, fees status and academic progress may be made available to my parent/guardian/sponsor as appropriate.

12. ATTESTATION.

I hereby certify that the information given in this application is correct and complete to the best of my knowledge, and hereby give my permission to the admissions office to obtain any verification deemed necessary to process my application. I further certify that I will arrange for the forwarding of official transcripts as requested in the instructions, and that transcripts become the property of Bartmore Technical College and will neither be forwarded to another institution nor returned to me. I will include with this application my application fee receipt and other documents as required in the application instructions.

Signature: …………………………………………   Date: ……………………………………………………

APPLICATION CHECKLIST

a) Non-refundable application fee (Kshs. 1,000 or US$ 30 for foreign students)
b) Duly filled and signed application form
c) Copies of all academic certificates including Primary, Secondary school certificates, Diplomas & Certificate level transcripts and certificates.
d) One (1) recent passport size photograph
e) Copy of National ID/Passport/Birth Certificate.

ADDITIONAL REQUIREMENTS FOR INTERNATIONAL STUDENTS

1. An official translation of academic records (where language of study is not English)
2. A current financial guarantee letter
3. Meet the entry requirement of the country of origin for the program applied for.
4. An equation letter from Kenya National Qualification Authority (KNQA)

BANK INFORMATION

A non-refundable application fee is payable to;
BANK: **KENYA COMMERCIAL BANK (KCB)**
ACCOUNT NAME: **BARTMORE TECHNICAL COLLEGE LTD.**
ACCOUNT NUMBER: **1292876026**
BRANCH: **NAKURU**
Payable at any KCB Bank Branch or Agent

OR

THROUGH M-PESA PAYBILL NUMBER: 522522 THEN ACCOUNT NUMBER: 1292876026

ONLY DULY FILLED APPLICATION FORM WILL BE PROCESSED.
FOR OFFICIAL USE ONLY

APPLICATION NO: ………………………………… APPLICATION FEES RECEIPT NO. / CHEQUE NO.………………………………………………

DATE: ………………………….……………….. NAME: …………………….……………………… SIGNATURE …………………………

BARTMORE TECHNICAL COLLEGE RESERVES THE RIGHT OF ADMISSION
More information may be obtained from the Principal, Bartmore Technical College
Email: admissions@btc.ac.ke | Website: www.btc.ac.ke

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