

BONDO TECHNICAL TRAINING INSTITUTE



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REF: BTTI/R/2022/1A

(To be filled in duplicate)

Form Serial No.

REGISTRATION FORM FOR NEW STUDENTS (INTAKE..... YEAR.....)

Instructions to all students

Ensure:

- That ALL PARTS of the form are duly filled by AUTHORIZED OFFICERS
- That you stay in the queues AT ALL SERVICE POINTS or as instructed by relevant officers while waiting to be served
- That you complete the entire REGISTRATION process
- At the end of step 4 submit the copy of the form to the Head of Department

Student Details

(To be filled by the student)

Name of StudentContact.....

Course and Year

Sponsor.....Address.....Contact

Step 1 – Verification of Certificates. (All students to report here) This is to confirm that the student has presented original documents required for admission, copies certified and recorded as true.

Dean of students: signature: Date:

Step 2- Registrar –Adm no. (Data capturing/ entry into the System)

Officer's Name..... Signature/Stamp Date.....

NB.The form is not issued to any student with insufficient fees.

Step 3- FINANCE/ACCOUNTS OFFICE

(Cashier to complete, all students to report here)

Total payable		Paid	Balance
Tuition	Exam		

.....
Cashier's Name Signature/Stamp Date

Cash office to retain this form in case of any fee balances

Step 4 – Head of Department

Certified; student is registered for course code..... Which ends in (month/year.....) and has signed the departmental black book.

Name.....Sign.....Date