



# MACHAKOS INSTITUTE OF TECHNOLOGY

MACHAKOS TOWN CAMPUS

COMPLETE ALL  
THE APPROPRIATE SECTIONS IN CAPITAL LETTERS AND RETURN THE FORM  
WITH THE OTHER SUPPORTING DOCUMENTS TO

Admissions Office  
Machakos Institute of Technology,  
P.O. Box 2069 90100 Machakos, Kenya  
E-MAIL: [info@mit.ac.ke](mailto:info@mit.ac.ke)  
Application Form available at: [www.mit.ac.ke](http://www.mit.ac.ke)

**A. Applicant's details**

- I. Name \_\_\_\_\_
- II. Age: \_\_\_\_\_
- III. Marital Status: \_\_\_\_\_
- IV. Sex: \_\_\_\_\_
- V. Nationality: \_\_\_\_\_
- VI. ID No/Passport No: \_\_\_\_\_
- VII. Student's contacts \_\_\_\_\_
- VIII. Parent/Guardian's contacts \_\_\_\_\_
- IX. What is your first language, if other than English? \_\_\_\_\_
- X. Religious preference (optional): \_\_\_\_\_
- XI. High School \_\_\_\_\_

**How did you learn about Machakos Institute of Technology?**

Radio [ ] Career Talks [ ] Friends [ ] Flyers ( ) Mentorship programme ( ) Parents ( )  
Road shows ( ) Facebook ( ) Instagram ( ) Internet ( )  
Any other.....

**B. Educational background**

INSTITUTIONS ATTENDED	FROM (YEAR)	TO (YEAR)	CERTIFICATE AWARDED/GRADE

**C. Working Experience (If any)**

Name of Organization:

\_\_\_\_\_ Year \_\_\_\_\_ to \_\_\_\_\_

Post:

\_\_\_\_\_

**D. Course Applied for.**

Name: \_\_\_\_\_

Certificate [ ]

Diploma [ ]

**E. Mode of learning**

Fulltime [ ]

Evening [ ]

Distant Learning [ ]

**F. Reasons for choosing this course**

\_\_\_\_\_  
\_\_\_\_\_

**G. Next of Kin Details**

Name: \_\_\_\_\_

Address \_\_\_\_\_

Tel: \_\_\_\_\_

Name: \_\_\_\_\_

Address \_\_\_\_\_

Tel: \_\_\_\_\_

## I. ATTESTATION

The institute reserves the right to request for additional documentation.

I certify that to the best of my knowledge all statements submitted by me are correct, complete and my own, I am aware that, if I enroll, all portions of this application will become part of my permanent file record at Machakos Institute of Technology.

I understand that failure to provide accurate and complete information on this application can result in cancellation of my application, and /or revocation of admission and /or enrollment.

I also understand my obligation to inform the institute if information or circumstances indicated on this application form should change.

Applicant's signature \_\_\_\_\_

Date \_\_\_\_\_

### **Application checklist**

1. Non-refundable Application fee (Kshs1,500 -no cash payments)
2. Duly filled and signed application form
3. Copies of all transcripts, KCSE,( Diplomas & Certificates if any)
4. Two (2) recent passport size photographs (write your name on reverse side)
5. Copy of national I.D/Passport
6. Copy of birth certificate

Payment is to be made in electronic money transfer, money order or bankers' cheques payable to **MACHAKOS INSTITUTE OF TECHNOLOGY**. Payment can also be made in the following bank accounts;

Equity Bank Ltd Machakos Branch, A/C 0600294705830 payable at any Equity Bank Branch

Co-operative Bank Machakos Branch, A/C **01136039381600** payable at any Bank Branch

Paybill no: **906650**, Account no: Name of Student



(c)Hearing                      Right Ear                      Left Ear

(d)Condition of:

Teeth-----

Lymphatic Glands-----

Circulatory System-----

Blood pressure-----

Heart-----

Respiratory system\_\_\_\_\_

Any Evidence of Hernia-----

Any Evidence of Hemorrhoids-----

Name: -----

Signature-----

Date: -----

Address: -----

Sign/ Rubber Stamp-----

**PART III**

(To be completed by the College)

Fit    [   ]

Unfit for College Education [   ]

**SPECIAL REMARKS IF ANY**

**DATE: ----- SIGNATURE/STAMP-----**

## **RULES AND REGULATIONS.**

### **Registration**

1. Every student is required to register by dully completing the registration form when entering the institute and thereafter as announced/directed by the **principal**.
2. A student **MUST** attach all the registration requirements of the college.
3. Registration is not complete until the student has paid his or her fees by the prescribed deadline.

### **Fees Payment**

4. All monies and fees payable to MIT should be done through the Official College Account numbers:

Equity Bank: **0600294705830** A/c Name: Machakos Institute of Technology  
Co-operative Bank: **01136039381600** A/c Name: Machakos Institute of Technology  
Pay bill Number: **906650**

5. Official receipts for all monies received by MIT will be issued to the student(s) as soon as payments are made.
6. No cash transaction will be accepted.
7. Fees should be paid early to avoid disruption of classes and allow smooth continuity of teaching.

### **Student identification cards.**

8. Upon initial registration, each student is issued a student identification card. This card, designed to be a career identification card is the property of MIT and is validated each year.
9. Possession, alteration, use or attempted use of an ID card for the purpose of identification or to receive services, by anyone other than the person whose name, ID number and photo appear on the card is considered unauthorized use. The offender will be subject to penalties and confiscation of the ID card by institute officials.
10. A student is required to produce his/her identification card upon the request of a MIT official.
11. It is the students' responsibility to report a lost or stolen identification card immediately by calling 0722973271/0733601227, Monday-Friday; 8a.m-5p.m. students are responsible for all financial obligations incurred with this card while it is in their possession.
12. students will be charged a fee to replace lost or stolen cards
13. The name as submitted at the time of application to MIT establishes the official record for the student at the institute. This record is considered an official record for the institute. Any change of name must be accompanied by a legal documentation. A social security card or driver's license cannot be used as documentation to request a change of name; a birth certificate, passport, court issued name change document, marriage license, or common-law certificate are acceptable.

14. A student remains a person who is issued with a MIT identification card and is pursuing a course in MIT until that person has fully completed the course. The college ID is the property of the institution.

#### **Channel of Communication and Current address.**

15. To avoid missing important communications from the institute it is the students' responsibility to keep the **principal** informed of his/her current local and permanent addresses. All communications mailed to either address will be deemed to be adequate notice.
16. All communication from students to MIT should be sent to the principal, MIT, P.O BOX 2069, 90100 Machakos-Kenya.
17. All material posted by the students to MIT should be registered in the post office to avoid loss or damage. Acknowledgments or receipts will be made.

#### **Course violation.**

18. A student is expected to register for a schedule of courses/units that follows the program of study for a diploma/certificate. A student who elects not to follow the program of study must obtain approval from his or her head of department or college dean, a student who fails to obtain approval may be blocked from registration, removed from the inappropriate courses(s) and /or required to register for a prescribed schedule of courses/units.
19. A student whose work is unsatisfactory or who is on scholastic probation (course bridging programme) may be required/advised by his or her HOD/SAO to register for a prescribed course/schedule.
20. A student who is blocked from registration because of scholastic deficiency in a major and who changes his or her curriculum into a new course may not register for hours in his or her previous major during the next term without specific approval from the HOD/SAO. Violation of this rule constitutes a scholastic dishonesty.

#### **Deferment/Withdrawal from the Course**

21. Any student wishing to defer/withdraw from the course will be required to notify the principal 3 months in advance.
22. It will not be possible to switch from one course to another without the express authority of the principal.
23. A student shall not withdraw from a course after the start of the exam period otherwise it will result to an incomplete or fail in the discretion of the examination committee for the course.
24. MIT has the right of discontinuing a student in any course if he/she fails in two consecutive units. Those who score 49% and below will be given a chance to resit the units they have failed during the special examination. A student who fails again will have to wait for a whole academic year to resit the same. A student who fails in this final attempt will be discontinued from the course.

### **Examination Behaviour**

25. Candidates must appear at the examination room at least ten minutes before the commencement of the examination.
26. No materials or electronic devices shall be used or viewed during an examination, except those authorized by the Examiner. Unauthorized materials include, but are not limited to: books, class notes, or aid sheets. Unauthorized electronic devices include, but are not limited to: cellular telephones, laptop computers, tablets, programmed calculators, MP3 players (such as an iPod), Personal Digital Assistants (“PDA” such as a Palm Pilot or Blackberry), electronic dictionaries, Smart Watches and Smart Glasses.
27. Examination booklets and other material issued for the examination shall not be removed from the examination room except by authority of the invigilator/examination Officer.
28. A student will not be allowed to leave the examination room before the end of the period allocated to the paper except by the permission of the supervisor. **No candidate so permitted to leave, may take a question paper out of the examination room.**
29. All tests/CAAs/CATs should be done and handed over to the respective tutor’s office in time for marking.
30. Any exam indiscipline case or irregularity will be strictly penalized by the MIT examination committee.
31. Certificates will be issued only to those who sit and pass the examinations set and approved by the board of management and other examination bodies.

### **Distance Learning Programme.**

32. Attendance of workshops for DLP STUDENTS is mandatory.
33. All assignments/reports from students should be done personally, researched well and typed where possible before submission. All assignments/fieldwork must be completed in time to avoid students taking more time than scheduled to complete their courses.
34. DLP Students are advised that materials /answers to questions should be sent before the 5<sup>th</sup> of each month to the institution in Machakos and that student should remain with a copy of their done assignments.
35. All Materials/handouts/notes/case-studies will be mailed to students only if they have paid the full amount of fee specified for that unit or if proper arrangements have been made with the principal.

### **Conduct in Classroom/Library.**

36. A student **MUST** have a valid class attendance sheet from the accountant/principal to be allowed in class/library.
37. All classes/workshops **MUST** be attended. If classes are to be missed, the dean of students should be informed early.
38. When classes are in session, a student shall not enter or leave the classroom without the permission of the teacher concerned.
39. A student shall maintain silence in the library/ classroom at all times.

### **Handling of College Property.**

40. A student must be enrolled/registered in order to use the facilities of the institute or the time of any member of its staff in connection with work for which he or she expects to receive academic credit.



41. Sanitary facilities should be used cautiously through avoiding dumping litter in the area.
42. Breaking of college properties will result in stiff penalties.
43. Do not tamper with library books by plucking out some of the pages or putting marks.

**General Conduct.**

44. A student shall be clean and decorous in dress, language and behavior. All students should therefore dress modestly as we prepare to serve the public as role models.
45. All students are required to conduct themselves maturely, responsibly and work at all times as a team.
46. All grievances should be channeled through the class representatives or the course tutor or the dean of students before the matter is reported direct to the principal.
47. Students are required to avoid hanging on the corridors and making unnecessary noise.
48. Students are required to share with their sponsors/parents/guardians their academic progress report in the course they are studying.

**Gross Misconduct.**

49. Smoking and consuming alcohol or any other intoxicating substance in class or within the premises of the college are prohibited.
50. Indecent behavior towards the opposite sex will constitute gross misconduct and will not be tolerated.
51. Intimidating, teasing or harassing others in any way including the use of abusive language to students and staff members in the college or outside is punishable or criminal under the Criminal Act and Police Act and such matters will be immediately reported to the police. A student involved in such acts will be adequately punished which may amount to:
  - a. Imprisonment
  - b. A court fine
  - c. Dismissal/expulsion/suspension from the college.

NB: TO BE SIGNED IN DUPLICATE

*I have read and understood fully the above Rules and Regulations.*

**NAME** \_\_\_\_\_ **ADMISSION NO** \_\_\_\_\_.

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_