



**BARTEK TECHNICAL INSTITUTE  
& DRIVING SCHOOL**

**OFFICE OF THE REGISTRAR (ACADEMIC)**

**APPLICATION FOR ADMISSION INTO BARTEK INSTITUTE**

Serial No: BR-.....

- (i) This form should be typed or completed in **BLOCK LETTERS**, and returned to Bartek Institute.
- (ii) **Attach Copies of ;**
  - a) Your **result slip/certificate**
  - b) your professional and academic certificates and transcripts (for continuing students)
  - c) **Two** Passports.
  - d) National Identity Card (copy)/ Birth Certificate.
- (iii) Fees **MUST** be paid to **BARTEK INSTITUTE** through the relevant Account Numbers as the branch applied to. (Check Fees payment accounts in the website: [www.bartek.ac.ke](http://www.bartek.ac.ke) )

**SECTION A**

- 1) **Name**.....  
(Surname) (Other names in full)
- 2) **Home Address**.....  
.....
- 3) **Telephone No:** ..... **Alt No:** .....
- Email** .....
- Nearest Town:**.....
- 4) **Date of Birth:** Day..... Month..... Year.....
- 5) **Nationality:**.....
- 6) **Identity Card No.**..... **Passport No.**.....
- 7) Gender: **Male**  **Female**  **Marital Status** .....
- Do you have any form of physical disability?** **Yes**  **No**   
If so indicate the form of disability.....
- 8) Name of sponsor/Guardian(where applicable)  
Surname:..... Other Names:.....  
Address:..... Tel:.....  
Nationality:..... County:.....

## SECTION B

9) Name of the Course Applied for:

.....

10) (a) Level of Study applied(Tick where applicable)

Artisan:  Certificate:  Diploma:  Higher National Diploma:

(b) **Mode of study** (Tick as appropriate)

i. **Full Time:**  **Part Time:**

ii. Preferred Campus (To be ticked by Full time applicants only)

- Main Campus (E/Ravine)
- Kabarnet Campus
- Mogotio Campus
- Marigat Campus
- Nakuru Campus

▪ Others (Specify).....

11) Institutions attended and Qualifications obtained starting with the latest.

QUALIFICATIONS	SCHOOL/COLLEGE/UNIVERSITY ATTENDED	YEAR OF COMPLETION	GRADES OBTAINED/CLASSIFICATION
(i) <b>Academic</b> –high school Certificates			
(ii) <b>Professional courses</b>			

12) Fees Payable:

Registration Fee (Main Course):.....

Term 1: ..... Term 1: ..... Term 1: .....

Term 2: ..... Term 2: ..... Term 2: .....

Term 3: ..... Term 3: ..... Term 3: .....

**TOTAL: Kshs.**.....

**SECTION C**

**DECLARATION BY THE APPLICANT**

I hereby declare that to the best of my knowledge that the information I have provided is correct and true.

**Signature:**.....

**Date:**.....

**SECTION D**

**10. For Official Use Only:**

**Recommendations**

Approved

Not Approved

Deferred

**Reasons:**

.....  
.....

**Officer's Name:**.....

**Signature:**.....

**Date:**.....

**Official Stamp** .....

## SECTION E

### RULES AND CODE OF CONDUCT

1. Students should maintain silence within the institute.
2. Students upon admission must ensure that all monies in relation to fees, registration or Examinations are paid promptly.
3. No smoking or intoxication is allowed within the institute.
4. All students must dress decently; conduct themselves in a responsible and respectful manner to avoid unnecessary conflicts.
5. Students must be seated in class before the lesson starts. No student will be allowed into class after the tutor has started a lesson, unless appropriate reasons are given. For regular students, classes start at 8:00 am and end at 5:00 pm. Evening classes starts at 5:00 pm to 8:00 pm, and for weekends, classes starts at 9:00 am to 4:00pm.
6. Students must keep the premises clean. Do not litter.
7. No student is allowed to take the Institute's or individual's property.
8. Students should confine themselves to their respective classrooms or library as indicated in the timetable. Visitors are not allowed in classrooms to see students during lesson time.
9. Library rules should be adhered to; failure to which penalties shall be applied.
10. Students are expected to attend all classes and do all assignments, cats and examinations without fail.
11. Students are required to observe proper use and care of institute's property and facilities. Damages resulting from improper use shall be surcharged.
12. Students upon completion of their courses are required to clear from all departments.

I..... have **READ** and **UNDERSTOOD** the rules and code of conduct and **ACCEPT** to comply.

Signed:.....

Date:.....