



# MWINGI INSTITUTE OF BUSINESS STUDIES (MIBS COLLEGE)

P.O BOX 602-90400 MWINGI  
CELL: 0790186383/07299113395

(MIBS COLLEGE is a fully certified and approved by the TVETA to offer Technical,  
Business and Accounting Courses)  
**REG. NO: TVETA/PRIVATETVC/0068/2023**

## **LETTER OF ADMISSION** **DEPARTMENT OF BUSINESS, TECHNICAL AND** **PROFESSIONAL STUDIES.**

Dear, \_\_\_\_\_

This is to inform you that following your qualification, you have been selected to  
join this college to pursue \_\_\_\_\_

**Reporting dates: 1<sup>st</sup> Intake: 6/5/2025**  
**2<sup>nd</sup> intake: 3/9/2025**

MIBS College is a constituent college of **Mwingi Teachers College, Kitui County**  
for students who may wish to pursue Business and professional courses offered by **Kenya**  
**National Examinations Council (KNEC)** and accounting courses by **Kenya**  
**Accountants and Secretaries National Examinations Board (KASNEB).**

Our college is established along Mwingi – Garissa Highway **1.5KM** from Mwingi  
Town, opposite **DICECE resource center**. This is a college of repute as we strive to offer  
only the best, guaranteed, memorable and fruitful stay at college.

The students may wish to be residential or non-residential based on wish or financial  
ability of the student.

**NB: Student can change course upon admission.**

**Congratulations for joining a winning team.**

Thanks in advance.

Yours faithfully,

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**Mwingi Institute of Business Studies (MIBS)**  
**Director.**

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*Motto: Empowering Professionals for the Future*



## **FORM A: ADMISSIONS REQUIREMENTS**

1. Copies and originals of academic certificates
2. A copy and original identity card.
3. A document file.
4. Two passport photos (colored)
5. 4 Reams of photocopying papers.
6. 1 ream of foolscaps.
7. Beddings and personal effects (for boarders only).
8. Admissions fees Kshs 1,500 (paid in cash).
9. Other monies fee Ksh 4,000 (paid in cash).

## **FORM B: FEE STRUCTURE (KNEC)**

No	Mode of study	Artisan level Fees per term	Certificate level Fees per term	Diploma level Fees per term
1.	Full boarding	10,500	10,500	13,500
2.	Part time	8,500	8,500	13,500
3.	Distance and E-learning	-	7,500	11,500
4.	In-service/school based	9,500	9,500	12,500

## **FEE STRUCTURE ATD (KASNEB)**

NO	MODE OF STUDY	CAMS	ATD	CPA
1.	Full Boarding	13,500	15,000	-
2.	Part Time	12,500	14,000	18,000

## **NURSEAIDE FEE STRUCTURE (KNEC)**

	<u>MODE OF STUDY</u>	<u>CERTIFICATE LEVEL FEES PER TERM</u>	<u>DIPLOMA LEVEL FEES PER TERM</u>
1.	Full boarding	13,500	14,500
2.	Part time	13,500	15,000
3.	Distance and E-learning	11,500	13,000
4.	In-service/school based	12,500	13,000

**TUITION FEE (PAID THROUGH COOPERATIVE BANK OR MPESA PAYBILL) AS INDICATED BELOW;**

<b><u>BANK NAME</u></b>	<b><u>ACCOUNT NAME</u></b>	<b><u>ACCOUNT NUMBER</u></b>
<b>COOPERATIVE</b>	<b>MWINGI INSTITUTE OF BUSINESS STUDIES</b>	<b>01100251530001</b>
<b>COOP PAYBILL</b>	<b>MWINGI INSTITUTE OF BUSINESS STUDIES</b>	Business no: 400222 Account no: 9802#adm no.

**NB: Present the bank slip or MPESA PAYBILL transaction message to finance office as a proof of payment and collect your receipts.**

## **FORM C: MEDICAL FORM**

Name ..... Age ..... Sex ....Weight ..... Height.....

Skin: Presence of any Contagious skin disease e.g. Ring worms .....

: Allergies.....

Mouth & Teeth: Cavities .....

Eyes: Visual acuity L/E ..... R/E .....

: Visual Field ..... Colour Blindness .....

Ears: Hearing Left Ear ..... Right Ear .....

: Impairment .....

Cardiovascular System: Blood Pressure .....

: Pulse Rate .....

: Heart Sound .....

Respiratory System: Asthma.....

: Allergies .....

Digestive system condition: .....

Any other medical condition identified? Specify.

### **Recommendations**

I certify that I have examined ..... and on my option He/she is fit to join and pursue a teaching course at Mwingi Teachers' Training College

Name of Examining Physician: ..... Signature: .....

Date: ..... Official Stamp: .....

# MIBS COLLEGE

**CONTACTS: 0790186383/0729911395**

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**REG: TVETA/PRIVATETVC/0068/2023**

<u><b>ARTISAN</b></u>	<u><b>REQUIREMENTS</b></u>	<u><b>MODULE</b></u>	<u><b>DURATION</b></u>	<u><b>EXAM BODY</b></u>
Bookkeeping	KCPE/KCSE CERTIFICATE	I	I year	KNEC
Secretarial	KCPE/KCSE CERTIFICATE	I	I year	KNEC
Seles and marketing	KCPE/KCSE CERTIFICATE	I	I year	KNEC
Child care and protection	KCPE/KCSE CERTIFICATE	I	I year	KNEC
<u><b>CERTIFICATE</b></u>				
Accountancy	KCSE D	I	I year	KNEC
Banking and Finance	KCSE D	I	I year	KNEC
Human Resource Management	KCSE D	I, and II	I year	KNEC
Sales And Marketing	KCSE D	I, and II	I year	KNEC
Information Communication Technology	KCSE D	I, and II	I year	KNEC
Supply Chain Management	KCSE D	I, and II	I year	KNEC
Community Development				
Nurse Aid				
Plumbing	KCSE D	I, and II	I year	KNEC
Electrical Installation	KCSE D	I, and II	I year	KNEC
Masonry	KCSE D	I, and II	I year	KNEC
Hair dressing	KCSE D	I, and II	I year	KNEC
Child care and protection	KCSE D	I, and II	I year	KNEC
Welding and Fabrication	KCSE D	I, and II	I year	KNEC
Mechanic	KCSE D	I, and II	I year	KNEC
Secretarial	KCSE D	I, and II	I year	KNEC
<u><b>DIPLOMA</b></u>				
Accountancy	KCSE C- and Above	I,II and III	I year	KNEC
Banking and Finance	KCSE C- and Above	I,II and III	I year	KNEC
Human Resource Management	KCSE C- and Above	I, II and III	I year	KNEC
Sales And Marketing	KCSE C- and Above	I,II and III	I year	KNEC
Information Communication Technology	KCSE C- and Above	I,II and III	I year	KNEC
Supply Chain Management	KCSE C- and Above	I,II and III	I year	KNEC
Community Development	KCSE C- and Above	I,II and III	I year	KNEC
Nurse Aid				
Plumbing	KCSE C- and Above	I,II and III	I year	KNEC
Electrical Engineering	KCSE C- and Above	I,II and III	I year	KNEC
Building and construction	KCSE C- and Above	I,II and III	I year	KNEC
Mechanical Engineering	KCSE C- and Above	I,II and III	I year	KNEC
Automotive Engineering	KCSE C- and Above	I,II and III	I year	KNEC
Hair dressing	KCSE C- and Above	I,II and III	I year	KNEC
Child care and protection	KCSE C- and Above	I,II and III	I year	KNEC
<u><b>KASNEB COURSES</b></u>				
<u><b>CERTIFICATE</b></u>				
Certificate of Accounting and Management	D+ and Above/Equivalent qualification	I, and II	6months	KSNEB
<u><b>DIPLOMA</b></u>				
Accounting Technician Diploma. (ATD)	C- and Above/Equivalent qualification	I,II and III	I year	KSNEB
<u><b>PROFESSIONAL</b></u>				
Certified Public Accounting (CPA);Foundation	C+ and Above/Equivalent qualification	6 units	6months	KSNEB
Certified Public Accounting (CPA); Intermediate	CPA Foundation/ATD III/Exemption	6 units	6months	KSNEB

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