

# COAST INSTITUTE OF TECHNOLOGY



**VOI CAMPUS**  
**P.O. BOX 34 CODE 80300 TEL:0202169229, VOI**

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**ISO 9001:2015 Certified**

**Our Vision: To Be A Centre Of Excellence For Education & Training In Science and Technology**

**Our Ref: CIT/BS/SS&G/SEPT23/K/1255**

**Date: 1<sup>ST</sup> AUGUST, 2023**

Applicant's Name: **JANET NYADZUA MAGONGO**

I am pleased to inform you that Coast Institute of Technology has accepted your request for admission to train for a **Certificate in Secretarial Studies Single and Group** in the Department of **Business Studies**.

The reporting date shall be on **4<sup>th</sup> September 2023** and shall end on **8<sup>th</sup> September 2023**.

## **Requirements**

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Yours faithfully,



Geoffrey Nyambeche  
Registrar

**For:PRINCIPAL**

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**Our Ref: CIT/BS/SS&G/SEPT23/K/1256**

**Date: 1<sup>ST</sup> AUGUST, 2023**

Applicant's Name: **MUSYOKI MARY NGINA**

I am pleased to inform you that Coast Institute of Technology has accepted your request for admission to train for a **Certificate in Secretarial Studies Single and Group** in the Department of **Business Studies**.

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**Our Ref: CIT/BS/SS&G/SEPT23/K/1257**

**Date: 1<sup>ST</sup> AUGUST, 2023**

Applicant's Name: **METEESO LEAH KILENGA**

I am pleased to inform you that Coast Institute of Technology has accepted your request for admission to train for a **Certificate in Secretarial Studies Single and Group** in the Department of **Business Studies**.

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**Our Ref: CIT/BS/SS&G/SEPT23/K/1258**

**Date: 1<sup>ST</sup> AUGUST, 2023**

Applicant's Name: **KADARI EDNA NANZIA**

I am pleased to inform you that Coast Institute of Technology has accepted your request for admission to train for a **Certificate in Secretarial Studies Single and Group** in the Department of **Business Studies**.

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**Our Ref: CIT/BS/SS&G/SEPT23/K/1259**

**Date: 1<sup>ST</sup> AUGUST, 2023**

Applicant's Name: **MARURA LUCY WANJALA**

I am pleased to inform you that Coast Institute of Technology has accepted your request for admission to train for a **Certificate in Secretarial Studies Single and Group** in the Department of **Business Studies**.

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**Our Ref: CIT/BS/SS&G/SEPT23/K/1260**

**Date: 1<sup>ST</sup> AUGUST, 2023**

Applicant's Name: **MKANYI FIDIS WAMBUI**

I am pleased to inform you that Coast Institute of Technology has accepted your request for admission to train for a **Certificate in Secretarial Studies Single and Group** in the Department of **Business Studies**.

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**Date: 1<sup>ST</sup> AUGUST, 2023**

Applicant's Name: **ROCHA JENIFFA KADIDI**

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**Date: 1<sup>ST</sup> AUGUST, 2023**

Applicant's Name: **ZAINAB ALI MWAKUGOMBA**

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**Date: 1<sup>ST</sup> AUGUST, 2023**

Applicant's Name: **MWANAMISI NYAMVULA DZOMBO**

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**Our Ref: CIT/BS/SS&G/SEPT23/K/1264**

**Date: 1<sup>ST</sup> AUGUST, 2023**

Applicant's Name: **JUNIOR MWALUFICHO RIGHA**

I am pleased to inform you that Coast Institute of Technology has accepted your request for admission to train for a **Certificate in Secretarial Studies Single and Group** in the Department of **Business Studies**.

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**Date: 1<sup>ST</sup> AUGUST, 2023**

**Applicant's Name: CECILIA MLONGO BAYA**

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**Our Ref: CIT/BS/SS&G/SEPT23/K/1266**

**Date: 1<sup>ST</sup> AUGUST, 2023**

Applicant's Name: **KHAMIS FATMA SHABAN**

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**Our Ref: CIT/BS/SS&G/SEPT23/K/1267**

**Date: 1<sup>ST</sup> AUGUST, 2023**

Applicant's Name: **KATANA HALIMA JUMA**

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Non-Resident Trainees are expected to arrange and meet the cost of their own accommodation.

Yours faithfully,



Geoffrey Nyambeche  
Registrar

**For:PRINCIPAL**

# COAST INSTITUTE OF TECHNOLOGY



**VOI CAMPUS**  
**P.O. BOX 34 CODE 80300 TEL:0202169229, VOI**

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**Our Ref: CIT/BS/SS&G/SEPT23/K/1268**

**Date: 1<sup>ST</sup> AUGUST, 2023**

Applicant's Name: **PAUL JANE KANINI**

I am pleased to inform you that Coast Institute of Technology has accepted your request for admission to train for a **Certificate in Secretarial Studies Single and Group** in the Department of **Business Studies**.

The reporting date shall be on **4<sup>th</sup> September 2023** and shall end on **8<sup>th</sup> September 2023**.

## **Requirements**

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**Our Ref: CIT/BS/SS&G/SEPT23/K/1269**

**Date: 1<sup>ST</sup> AUGUST, 2023**

Applicant's Name: **SYNTHIA ACHIENO**

I am pleased to inform you that Coast Institute of Technology has accepted your request for admission to train for a **Certificate in Secretarial Studies Single and Group** in the Department of **Business Studies**.

The reporting date shall be on **4<sup>th</sup> September 2023** and shall end on **8<sup>th</sup> September 2023**.

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**Our Ref: CIT/BS/SS&G/SEPT23/K/1270**

**Date: 1<sup>ST</sup> AUGUST, 2023**

Applicant's Name: **BEATRICE MWAKA SHIKARI**

I am pleased to inform you that Coast Institute of Technology has accepted your request for admission to train for a **Certificate in Secretarial Studies Single and Group** in the Department of **Business Studies**.

The reporting date shall be on **4<sup>th</sup> September 2023** and shall end on **8<sup>th</sup> September 2023**.

## **Requirements**

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**Our Ref: CIT/BS/SS&G/SEPT23/K/1271**

**Date: 1<sup>ST</sup> AUGUST, 2023**

Applicant's Name: **BRENDA KWAMBOKA NDEMO**

I am pleased to inform you that Coast Institute of Technology has accepted your request for admission to train for a **Certificate in Secretarial Studies Single and Group** in the Department of **Business Studies**.

The reporting date shall be on **4<sup>th</sup> September 2023** and shall end on **8<sup>th</sup> September 2023**.

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**Our Ref: CIT/BS/SS&G/SEPT23/K/1272**

**Date: 1<sup>ST</sup> AUGUST, 2023**

Applicant's Name: **MURIITHI HADIJAH NYAGUTHII**

I am pleased to inform you that Coast Institute of Technology has accepted your request for admission to train for a **Certificate in Secretarial Studies Single and Group** in the Department of **Business Studies**.

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**Our Ref: CIT/BS/SS&G/SEPT23/K/1273**

**Date: 1<sup>ST</sup> AUGUST, 2023**

Applicant's Name: **WANGUI ANN**

I am pleased to inform you that Coast Institute of Technology has accepted your request for admission to train for a **Certificate in Secretarial Studies Single and Group** in the Department of **Business Studies**.

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**Our Ref: CIT/BS/SS&G/SEPT23/K/1274**

**Date: 1<sup>ST</sup> AUGUST, 2023**

Applicant's Name: **NDILO KADIDE KAINGU**

I am pleased to inform you that Coast Institute of Technology has accepted your request for admission to train for a **Certificate in Secretarial Studies Single and Group** in the Department of **Business Studies**.

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**Our Ref: CIT/BS/SS&G/SEPT23/K/1275**

**Date: 1<sup>ST</sup> AUGUST, 2023**

Applicant's Name: **MWANGI JUDY WANGUI**

I am pleased to inform you that Coast Institute of Technology has accepted your request for admission to train for a **Certificate in Secretarial Studies Single and Group** in the Department of **Business Studies**.

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**Our Ref: CIT/BS/SS&G/SEPT23/K/1276**

**Date: 1<sup>ST</sup> AUGUST, 2023**

Applicant's Name: **NJAU MAKEDA MUMBI**

I am pleased to inform you that Coast Institute of Technology has accepted your request for admission to train for a **Certificate in Secretarial Studies Single and Group** in the Department of **Business Studies**.

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**Our Ref: CIT/BS/SS&G/SEPT23/K/1277**

**Date: 1<sup>ST</sup> AUGUST, 2023**

Applicant's Name: **KALONDU C. MUNYIVA**

I am pleased to inform you that Coast Institute of Technology has accepted your request for admission to train for a **Certificate in Secretarial Studies Single and Group** in the Department of **Business Studies**.

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**Our Ref: CIT/BS/SS&G/SEPT23/K/1278**

**Date: 1<sup>ST</sup> AUGUST, 2023**

Applicant's Name: **PAMELA MAKASI MWINZI**

I am pleased to inform you that Coast Institute of Technology has accepted your request for admission to train for a **Certificate in Secretarial Studies Single and Group** in the Department of **Business Studies**.

The reporting date shall be on **4<sup>th</sup> September 2023** and shall end on **8<sup>th</sup> September 2023**.

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**Our Ref: CIT/BS/SS&G/SEPT23/K/1279**

**Date: 1<sup>ST</sup> AUGUST, 2023**

Applicant's Name: **NDEMBEI FAITH MAKASI**

I am pleased to inform you that Coast Institute of Technology has accepted your request for admission to train for a **Certificate in Secretarial Studies Single and Group** in the Department of **Business Studies**.

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**Our Ref: CIT/BS/SS&G/SEPT23/K/1280**

**Date: 1<sup>ST</sup> AUGUST, 2023**

Applicant's Name: **MULEI CHRISTINE MALI**

I am pleased to inform you that Coast Institute of Technology has accepted your request for admission to train for a **Certificate in Secretarial Studies Single and Group** in the Department of **Business Studies**.

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Yours faithfully,



Geoffrey Nyambeche  
Registrar

**For:PRINCIPAL**

# COAST INSTITUTE OF TECHNOLOGY



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**Our Ref: CIT/BS/SS&G/SEPT23/K/1281**

**Date: 1<sup>ST</sup> AUGUST, 2023**

Applicant's Name: **MUSYOKA SERA KALIMI**

I am pleased to inform you that Coast Institute of Technology has accepted your request for admission to train for a **Certificate in Secretarial Studies Single and Group** in the Department of **Business Studies**.

The reporting date shall be on **4<sup>th</sup> September 2023** and shall end on **8<sup>th</sup> September 2023**.

## **Requirements**

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**Our Ref: CIT/BS/SS&G/SEPT23/K/1282**

**Date: 1<sup>ST</sup> AUGUST, 2023**

Applicant's Name: **ELIZA FRED MWEMA**

I am pleased to inform you that Coast Institute of Technology has accepted your request for admission to train for a **Certificate in Secretarial Studies Single and Group** in the Department of **Business Studies**.

The reporting date shall be on **4<sup>th</sup> September 2023** and shall end on **8<sup>th</sup> September 2023**.

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**Our Ref: CIT/BS/SS&G/SEPT23/K/1283**

**Date: 1<sup>ST</sup> AUGUST, 2023**

Applicant's Name: **MUTUKU KANINI**

I am pleased to inform you that Coast Institute of Technology has accepted your request for admission to train for a **Certificate in Secretarial Studies Single and Group** in the Department of **Business Studies**.

The reporting date shall be on **4<sup>th</sup> September 2023** and shall end on **8<sup>th</sup> September 2023**.

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**Our Ref: CIT/BS/SS&G/SEPT23/K/1284**

**Date: 1<sup>ST</sup> AUGUST, 2023**

Applicant's Name: **HADIJA GUYATO ALI**

I am pleased to inform you that Coast Institute of Technology has accepted your request for admission to train for a **Certificate in Secretarial Studies Single and Group** in the Department of **Business Studies**.

The reporting date shall be on **4<sup>th</sup> September 2023** and shall end on **8<sup>th</sup> September 2023**.

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**Our Ref: CIT/BS/SS&G/SEPT23/K/1285**

**Date: 1<sup>ST</sup> AUGUST, 2023**

Applicant's Name: **SUMEYA ABDIRASHID SHEIKH**

I am pleased to inform you that Coast Institute of Technology has accepted your request for admission to train for a **Certificate in Secretarial Studies Single and Group** in the Department of **Business Studies**.

The reporting date shall be on **4<sup>th</sup> September 2023** and shall end on **8<sup>th</sup> September 2023**.

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**Our Ref: CIT/BS/SS&G/SEPT23/K/1286**

**Date: 1<sup>ST</sup> AUGUST, 2023**

Applicant's Name: **VICKY CHEPKEMOI**

I am pleased to inform you that Coast Institute of Technology has accepted your request for admission to train for a **Certificate in Secretarial Studies Single and Group** in the Department of **Business Studies**.

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**Our Ref: CIT/BS/SS&G/SEPT23/K/1287**

**Date: 1<sup>ST</sup> AUGUST, 2023**

Applicant's Name: **BAHSAN IBRAHIM ALI ISSAK**

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**Our Ref: CIT/BS/SS&G/SEPT23/K/1288**

**Date: 1<sup>ST</sup> AUGUST, 2023**

Applicant's Name: **OLKIRRONCHO MERCY TIMANOI**

I am pleased to inform you that Coast Institute of Technology has accepted your request for admission to train for a **Certificate in Secretarial Studies Single and Group** in the Department of **Business Studies**.

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**Our Ref: CIT/BS/SS&G/SEPT23/K/1289**

**Date: 1<sup>ST</sup> AUGUST, 2023**

Applicant's Name: **CALEB MUKHWANA**

I am pleased to inform you that Coast Institute of Technology has accepted your request for admission to train for a **Certificate in Secretarial Studies Single and Group** in the Department of **Business Studies**.

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**Our Ref: CIT/BS/SS&G/SEPT23/K/1290**

**Date: 1<sup>ST</sup> AUGUST, 2023**

Applicant's Name: **OKELLO SOPHY ATIENO**

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**Our Ref: CIT/BS/SS&G/SEPT23/K/1291**

**Date: 1<sup>ST</sup> AUGUST, 2023**

Applicant's Name: **ODUOR WENDY AKINYI**

I am pleased to inform you that Coast Institute of Technology has accepted your request for admission to train for a **Certificate in Secretarial Studies Single and Group** in the Department of **Business Studies**.

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**Our Ref: CIT/BS/SS&G/SEPT23/K/1292**

**Date: 1<sup>ST</sup> AUGUST, 2023**

**Applicant's Name: MUHALA PRISCA AKINYI**

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**Our Ref: CIT/BS/SS&G/SEPT23/K/1293**

**Date: 1<sup>ST</sup> AUGUST, 2023**

Applicant's Name: **JOSHUA LEKISHON OLENCHAMUSI**

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The reporting date shall be on **4<sup>th</sup> September 2023** and shall end on **8<sup>th</sup> September 2023**.

## **Requirements**

1. *Original & Copies of Student KCSE & KCPE Academic Certificates, Leaving Certificate, National ID & Birth Certificate.*
2. *Two recent colored passport-size photographs*
3. *A completed medical certificate (form enclosed)*
4. *Personal effects i.e., blanket, mosquito net, bed covers & toiletries*

You must attain at least a 75% class attendance threshold in order to be allowed to sit for all examinations. For you to progress to the next module, you **MUST** have successfully completed the preceding module in line with the College Academic Policy.

You are expected to pay at least 75% of the module fee at the beginning of each module and the balance before sitting for end-of-module examinations. This fee is not inclusive of accommodation and meals.

The college does not allow any change of program mid-stream. This should be done in advance.

All trainees must pay full fees before examination registration.

Trainees' accommodation within the College is limited and shall be allotted on a first come first served basis upon payment of full term fees.

The college accommodation fee is **Kshs. 4,500.00** per term exclusive of meals. Meals are on Pay- As-You-Eat basis.

Non-Resident Trainees are expected to arrange and meet the cost of their own accommodation.

Yours faithfully,



Geoffrey Nyambeche  
Registrar

**For:PRINCIPAL**

# COAST INSTITUTE OF TECHNOLOGY



**VOI CAMPUS**  
**P.O. BOX 34 CODE 80300 TEL:0202169229, VOI**

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[www.cit.ac.ke](http://www.cit.ac.ke)



**ISO 9001:2015 Certified**

**Our Vision: To Be A Centre Of Excellence For Education & Training In Science and Technology**

**Our Ref: CIT/BS/SS&G/SEPT23/K/1294**

**Date: 1<sup>ST</sup> AUGUST, 2023**

Applicant's Name: **AISHA HAFSWA ABDULLAHI**

I am pleased to inform you that Coast Institute of Technology has accepted your request for admission to train for a **Certificate in Secretarial Studies Single and Group** in the Department of **Business Studies**.

The reporting date shall be on **4<sup>th</sup> September 2023** and shall end on **8<sup>th</sup> September 2023**.

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Geoffrey Nyambeche  
Registrar

**For:PRINCIPAL**