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APPLICATION FORM FOR ADMISSION IN ACADEMIC YEAR 2020/2021

(Please fill in **BLOCK LETTERS**)

Three Recent  
stamp size  
photos

**A: APPLICANT'S PERSONAL PARTICULARS:**

NAME OF APPLICANT (FULL NAME) .....

DATE OF BIRTH: ..... PLACE OF BIRTH .....

NATIONALITY: .....

MARITAL STATUS: ..... SEX: .....

RELIGION:.....

PRESENT EMPLOYER.....

PHYSICAL OR COMMUNICATION DISABILITY: - (TICK WHICHEVER IS APPLICABLE)

- a) VISION/MOBILITY/HEARING/OTHERS
- b) IF ANY OF THE ABOVE GIVE DETAILS OF DISABILITY

.....  
.....

HOME ADDRESS (PHYSICAL ADDRESS)			
TELEPHONE	Home		Mobile
POSTAL ADDRESS (BOX)			
E-MAIL ADDRESS			
PROFESSION			

**B: ACADEMIC QUALIFICATION ATTAINED**

- i. **CERTIFICATE OF SECONDARY EDUCATION (C.S.E.E) /NATIONAL FORM FOUR PARTICULAR/EQUIVALENT**

NAME OF SCHOOL:.....

YEAR:.....

INDEX NUMBER:.....

SPECIFY SUBJECTS PASSED (ATTACH CERTIFIED COPY OF CERTIFICATE) :-

SUBJECT	GRADE	DIVISION

(Attached notarized certificate)

PRIVATE CANDIDATE INDEX NUMBER.....

YEAR:.....

SPECIFY SUBJECTS PASSED (ATTACH CERTIFIED COPY OF CERTIFICATE)

SUBJECT	GRADE	DIVISION	YEAR

(Attached notarized certificate)

ii. **ADVANCE CERTIFICATE OF SECONDARY EDUCATION (A.C.S.E)/NATIONAL FORM IV/EQUIVALENT**

NAME OF SCHOOL:.....

YEAR:.....

INDEX NUMBER:.....

SPECIFY SUBJECTS PASSED (ATTACH CERTIFIED COPY OF CERTIFICATE)

SUBJECT	GRADE	DIVISION

(Attached notarized certificate)

iii. **OTHER COURSE**

NAME OF COLLEGE/INSTITUTION	COURSE OF STUDY	YEAR OF STUDY	AWARD

**C: EMPLOYMENT HISTORY/ RECORD**

JOB HELD	NAME OF EMPLOYER	FROM	TO

**D: ORDINARY DIPLOMA AND BASIC TECHNICIAN CERTIFICATE PROGRAMME**

Indicate your preferred programme of study by placing a tick on the right hand side.

S.N	PROGRAMME	PREFERENCE
1	BASIC TECHNICIAN CERTIFICATE IN ACCOUNTANCY	
2	BASIC TECHNICIAN CERTIFICATE IN BUSINESS ADMINISTRATION	
3	ORDINARY DIPLOMA IN ACCOUNTANCY	
4	ORDINARY DIPLOMA IN BUSINESS ADMINISTRATION	

**E: NAME AND ADDRESS OF PERSON TO BE NOTIFIED IN CASE OF EMERGENCY.**

NAME: .....

TELEPHONE No's: Home: ..... Mobile .....

POSTAL ADDRESS (P. O. BOX): .....

E-MAIL ADDRESS: .....

RELATIONSHIP: .....

**F: SPONSOR'S NOMINATION CERTIFICATE**

SPONSOR'S NAME (Full Name): .....

FULL ADDRESS: .....

TELEPHONE NUMBER(s): (Office & Mobile) .....

E-MAIL ADDRESS: .....

I ..... (*Sponsor's name*) hereby nominate and agree to sponsor  
 ..... (*Applicant's name*).

.....

.....

DATE

STAMP AND SIGNATURE

**I: DECLARATION OF THE APPLICANT**

I ..... to the best of my knowledge hereby certify that all the information provided above is true, complete and correct to the best of my knowledge. I agree to obey and abide by the Institute rules and regulations if I am selected to join the course.

.....  
SIGNATURE OF THE APPLICANT.

**J: FOR OFFICIAL USE ONLY**

APPLICATION RECEIVED ON:.....	
APPLICATION FEE RECEIPT NUMBER.....	
APPLICATION:	ACCEPTED <input type="checkbox"/> REJECTED <input type="checkbox"/>
.....	STUDENT NO: <input type="text"/>
REGISTRAR'S SIGNATURE	
DATE: .....	

## JOINING INSTRUCTIONS

Dear Applicant,

*“You are kindly requested to go through the admission guidelines before making payment”.*

*Note: Only application form that is attached with application fee payment receipt shall be processed.*

### **Entry Requirements for Basic Certificate Courses.**

Applicants should have the following:-

- Possession of at least four subsidiary passes at form four level or equivalent

### **Entry requirement for Diploma courses**

- Possession of basic technician certificate (NTA 4) at relevant field
- Possession of at least one subsidiary passes at form six level  
or
- Possession of at least four principal passes at form four level

N: B

*Due to the limited number of places available, selection for admission will strictly be on competitive basis. Only the most qualified applicants will be admitted.*

### **MODE OF PAYMENT**

Payments made payable direct to college shall be paid directly to the bank account of the college through:-

Bank

**Bank name:** ISLAMIC Bank

**Account number:** 0755289001

**Account name:** Institute of Professional and Innovational Development

### **FEES STRUCTURE**

**FEE STRUCTURE FOR DIPLOMA AND CERTIFICATE COURSES FOR THE ACADEMIC YEAR 2020/2021 (APPLICABLE FOR TANZANIAN STUDENTS ONLY).**

#### **Items Payable to the Institution**

#### **Fee Structures for Basic Technician Certificate (NTA Level 4)**

<b>S/N</b>	<b>Item</b>	<b>COST SEMESTER ONE</b>	<b>SEMESTER TWO</b>
1	Application form	10,000	
2	Registration	45,000	
3	NACTE Admission Fees	20,000	
4	Hostel fee	125,000	125,000
5	Graduation	75,000	
6	Tuition fee	350,000	350,000
7	IPID.SO	10,000	
8	NACTE Quality Assurance	20,000	
	<b>TOTAL</b>	<b>1,130,000</b>	

**Fee Structures for Technician Certificate (NTA Level 5) and Ordinary Diploma (NTA 6).**

S/N	Item	FIRST YEAR	SECOND YEAR
1	Application form	10,000	
2	Registration	45,000	
3	NACTE Admission Fees	20,000	
4	Hostel fee	125,000	125,000
5	IPID.SO	10,000	
6	Graduation	75,000	
7	Tuition fee	800,000	800,000
8	NACTE Quality Assurance	30,000	
	<b>TOTAL</b>	<b>2,040,000</b>	

N.B

Registration and admission fees is paid at the beginning of admission process which is 190,000

Tuition fee is due and payable at the beginning of each semester or academic year.

50% of tuition fees must be paid before test one and the remaining balance must be paid before the end of semester exams and hostel fee will be paid per semester which is Tsh 125,000/=

**DURARTION OF THE COURSE**

Any certificate course will be of one academic year and diploma programmes are for two academic years during the academic year 2020/2021 certificate and diploma programmes will commence early November or Middle October 2020.

**N.B.:** *Changes regarding joining instructions may be made any time deemed without prior notice.*