



INSTITUTE OF CONTINUING EDUCATION

APPLICATION FORM FOR NTA LEVEL 4 CERTIFICATE COURSES 2017/2018

Please type or write in BLOCK (CAPITAL) LETTERS and submit completed application by Friday 31st July, 2017.

Surname: First Name:
Middle Name:.....

PROGRAMME AVAILABLE

- CERTIFICATE IN BUSINESS INFORMATION TECHNOLOGY (CIT)**
- CERTIFICATE IN BUSINESS ADMINISTRATION (CBA)**
- CERTIFICATE IN PROCUREMENT AND LOGISTICS MANAGEMENT (CPM)**
- CERTIFICATE IN LAW (CL)**
- CERTIFICATE IN ISLAMIC BANKING AND FINANCE (CIB)**

GENERAL REQUIREMENTS FOR THESE CERTIFICATE COURSES: FOR NTA 4 – BASIC TECHNICIAN CERTIFICATE

- Possession of at least four passes of relevant Form Four subjects or its equivalent established by National Examinations Council of Tanzania (NECTA) based on Tanzania Education System. Or
- Possession of at least two passes of relevant Form Four subjects or its equivalent established by NECTA based on Tanzania Education System and National Vocational Awards (NVA) Level 3 or its equivalent established by Vocational Education and Training Authority (VETA)

PREFERENCES (Please select any 2 from the above list of study programs):

1st OR 2nd

MODE OF STUDY (Please tick (√)) Day at SHA Campus

CHECKLIST

Please submit all the following items along with the Application Form; failure may lead to unnecessary delay or even rejection of your application. Please tick (√) in the appropriate boxes to indicate items that have been enclosed.

- i. Non-refundable application processing fee of **US \$ 10 or Tshs. 16,500/= or US \$ 20 or Tsh. 33,000/=** for Tanzanian and non Tanzanian applicants respectively in the form of Postal Order / International Money Order payable to Zanzibar University. Proof of payment should be attached to this Application Form.
- ii. **Certified copies** of Secondary School Certificates ('O' Level);
- iii. **Certified copies** of any other advanced certificate (e.g., 'A' Level or its equivalent, Bachelor Degree)

- iv. **Certified copy** of Birth Certificate; and copy of applicant's Passport (for non Tanzanians);
- v. Certified and translated copies into English of Academic Certificates obtained in Languages other than English
- vi. Guarantee of Sponsorship;
- vii. Recommendation.

For Office Use Only:	Application Fees <input type="checkbox"/> Paid <input type="checkbox"/> Not Paid	Application:
Date Received:	If paid, Receipt No:	<input type="checkbox"/> Complete <input type="checkbox"/> Incomplete
Admission: <input type="checkbox"/> Offered <input type="checkbox"/> Not offered <input type="checkbox"/> For Consideration		Verification of the Application
If not offered or left for consideration, reasons:		
Any other remarks		
		Signature:
		Date:

PERSONAL DETAILS

Name (as stated in academic papers) Surname		Sex
First Name Middle Name/s		<input type="checkbox"/> Female
		<input type="checkbox"/> Male
Citizenship:	Date & Place of Birth:	Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Others(please specify)
Country of Residence:		
Telephone No.:	Fax. No.:	E-mail Address:
Address Permanent: For correspondence (if different from the above):		
Disability/Special Medical Needs: (Please mention any disability/health problems you have suffered and when		
Health/Disability Year:		

B. ACADEMIC BACKGROUND*

i) 'O' LEVEL / SECONDARY SCHOOL				ii) Other Qualifications (e.g., 'A' LEVEL / DIPLOMA OR EQUIVALENT)			
Subjects	Grades	Period of Study		Subjects	Grades	From To (Date)	From To (Date)
		From (Date)	To (Date)				
Index Number & Date of O Level Exams				Index Number & Date of A Level Exams			
					Entry Points		
					Where A-5 B-4 C-3	
					D-2 E-1 S-0.5		

Please enclose certified copies of all certificates, degrees and transcripts otherwise your application will be considered **incomplete and therefore will not be processed. All documents that are not in English must be accompanied by certified English translation.*

iii) Additional Qualifications			
a) If you have attended any other Institutions of Higher Learning, please list them in chronological order			
Name of School/Institution	Period of Study		Certificate/Diploma & Date Obtained
	From (Month & Year)	To (Month & Year)	

b) Other information:
If you have additional qualification/s or achievements (such as in extracurricular activities) to support your application, kindly attach them.

C. DISCIPLINARY ACTION

Have you ever been subjected to any academic or disciplinary action?

No Yes

If Yes, please explain giving dates and other relevant details (you may use extra sheet if

necessary)

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D. WORKING EXPERIENCE (Please use a separate sheet if you need more space)

Position Held and Nature of Work	Employer	Address, Phone/ Fax	Duration	
			From	To

E. FAMILY DETAILS

Name of Father or Guardian or Spouse:	Citizenship:	
	At Birth	Current (if different)
	
Occupation:	Permanent Address:	Phone/Fax No.:

F. FINANCE

<p>i. Who will be paying your fees and providing funds for living expenses? <input type="checkbox"/> Self <input type="checkbox"/> Other; please write down the name of your sponsor and his/her address</p> <p>..... </p>
<p>ii. Please attach a written guarantee from the financial sponsor that he/she will pay the University Fees and your other living expenses.</p>
<p>Note: The University will not be responsible for securing funds to finance the studies of any prospective student. This will be the sole responsibility of the student during the entire study period</p>

G. RECOMMENDATION

This part should be filled by a person who knows you well. The recommendation should be preferably from a school you have studied or from an organization you have worked/community/religious leader who knows you well.

Please comment on applicant's conduct and behaviour, as well as attitude when living with others.

Remarks:

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Name: Title:

Organisation: Fax. No:

Address:

Tel. No: E-mail:

H. DECLARATION

I hereby attest that I have personally filled in this Application Form. I declare that the information contained herein is complete and accurate to the best of my knowledge.

I understand that withholding or giving false information will make me ineligible for admission and future enrolment, or may lead to prosecution.

I further understand that filling this form does not grant me direct entry to the certificate/diploma of Zanzibar University; I will be required to fulfil all University requirements and pass the final Certificate/ Diploma examinations prior to being awarded the Certificate/Diploma study programme.

I also understand that Zanzibar University strives to maintain its status as the centre of excellence in both academic and virtue and I am ready to support that in words and deeds. Upon getting admission I am ready to follow all Rules and Regulations set and reviewed by the University Authority as the need arises.

Applicant's Signature: **Date:**

Witness: Name: Signature Date:

Contacts of Witness (Mobile, Email)

Upon completion, please send this form to:
THE CHIEF ACADEMIC OFFICER
ZANZIBAR UNIVERSITY
P.O.BOX 2440
ZANZIBAR - TANZANIA.

Mobile No. + 255(0)779 939 180 or +255(0)773249487 or Website: www.zanvarsity.ac.tz
Email: info@zanvarsity.ac.tz or rashid_masoud@hotmail.com or admissions@zanvarsity.ac.tz