



## GUIDELINES FOR ALL POSTGRADUATE APPLICANTS

You are required to carefully read the following guidelines before filling in the application form for the postgraduate programme:

### 1. PROGRAMME APPLIED FOR

You are advised to check the list of programmes that we offer with the mode of programme on the website of the University before filling in the academic programme that you are applying for, to ensure that you choose the correct name of the programme. Alternatively, you can also refer to the list of programme attached.

### 2. PERSONAL DETAILS

You are required to complete all personal details as stipulated in **Section D** of the application form particularly your name, postal address, telephone number, religion and email address. This will help to ensure a correct and quick response from IPGSR.

### 3. CHANGE OF ACADEMIC PROGRAMME

You may apply to change the programme chosen earlier by sending the application by letter to change your programme of study indicating the new programme and your reasons for applying. However, if you have already registered in the programme and decided to change to another programme, you are requested to submit a duly completed "Application for Change of Programme form" to the IPGSR with the administration fees.

### 4. PROGRAMME APPROVED FOR ADMISSION

The university reserves the right to approve your admission into a programme that is academically suitable for you.

### 5. DOCUMENTS NEEDED

Please submit all items to ensure that all informations / documents required are completed. Incomplete application form will not be entertained.

### 6. GRADING SYSTEM

Please ensure that your academic transcript contains the grading system used to enable us to evaluate your academic qualification.

In the event that the mode of your previous degree is by research only, **please provide a certification letter from the university indicating that the mode of the programme is by research and hence no CGPA or percentage is applicable in the full academic transcript.**



### DOCUMENTS SHOULD BE ATTACHED WITH THE APPLICATION FORM

Please submit all the following items along with the completed Application Form to ensure that your application is complete and can be processed for admission.

1. An original receipt (Bank Pay-in-Slip) indicating payment of the non-refundable admission fee;

The processing fee of TZS 33,000

Mode of payment	Detail
Direct bank-in into University's account	<b>Bank Name:</b> Barclays Bank <b>Account Name:</b> Zanzibar University <b>Account Number:</b> 0038002074 (USD) 0034001626 (TZS)

2. Two (2) passport size photographs (with your name written at the back);
3. Copy of Birth Certificate (**Successful applicants will be required to bring the originals for verification at the time of registration;**
4. Certified copies of transcripts or academic records;
5. Two letters of recommendation (sealed and signed);
6. Evidence of sponsorship (or self sponsored);
7. Two (2) certified copies of international passport valid for at least two (2) years (*For International Applicants only and please give full page of your passport*); and
8. Any other relevant documents/professional qualifications.

### LIST OF PROGRAMMES OFFERED

S/N	CODE	PROGRAMME NAME
<b>Faculty of Law and Shariah</b>		
1	LLM	Master of Law in Comparative Laws
<b>Faculty of Business Administration</b>		
1	MBA	Master of Business Administration
<b>Faculty of Arts and Social Sciences</b>		
1	MPA	Master of Public Administration
2	MSc. E.F.	Master of Science in Economics and Finance

*Return to: Director, Institute of Postgraduate Studies and Research, Zanzibar University.  
P.O.Box 2440, Unguu, Zanzibar, Tanzania.*



**POSTGRADUATE APPLICATION FORM**

*Please tick where applicable*

**A. TYPE OF PROGRAMME:**

- PhD                       MASTER

**B. CODE OF PROGRAMME** *(Please check the attached list of programmes offered):*

**C. How did you obtain information on the IPGSR of Zanzibar University?**

- Friends       Advertisement       Internet       Exhibition / Promotion Others

**For Official Use Only:**

Received on.....

**Comments of the Department / Faculty / Institute Board**

Admit? Yes [ ] No [ ]

Reasons (if No')

.....

.....

.....

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**IMPORTANT NOTICE:**

*The application form will not be processed if:*

- a. *It is not accompanied with processing fees*
- b. *Incomplete documents as per stated in this document*

**D. PERSONAL DETAILS**Name as stated in the B.C/Passport (*CAPITAL LETTERS*):First Name: Middle Name: Last Name: Citizenship(s): No. of Dependent: Date of Birth: (*dd/mm/yy*) 

Gender:

Male

Female

Marital Status:

Single

Married

Widow/Widower

Identity Card/Passport No.:

Place of Issue:

Date of Expiry

Country of Residence:

Religion:

Mailing Address:

City/State:

Country:

Telephone No:

Valid Email Address: (*Compulsory*)

**PLEASE NOTE THAT STUDENTS SHALL BE REGISTERED BY NAMES APPEARING ON THEIR CERTIFICATES.  
CHANGE OF NAMES SHALL NOT BE ALLOWED DURING THE ENTIRE PERIOD OF STUDY.**

**E. ACADEMIC BACKGROUND\***

	Master's Degree	Bachelor's Degree	Advanced Diploma	Postgraduate Diploma
Name of Programme				
Major				
Division / Class / CGPA / %				
Period of Study	From: To :	From: To :	From: To :	From: To :
Year Graduated				
Name of University / Institution				
Medium of Instruction				

*\*Please enclose certified copies of all certificate, degrees and transcripts otherwise your application will not be processed.*

**F. WORKING EXPERIENCE**

POSITION HELD AND NATURE OF WORK	EMPLOYER	ADDRESS, TELEPHONE, EMAIL	DURATION	
			FROM	TO

*Return to: Director, Institute of Postgraduate Studies and Research, Zanzibar University.  
P.O.Box 2440, Unguu, Zanzibar, Tanzania.*

**G. REFEREES**

Please give the names and addresses of two referees who are willing to be your academic referee (they must be people who had formerly taught the candidate and are familiar with the candidate's ability).

<b>Name:</b>	<b>Name:</b>
<b>Position:</b>	<b>Position:</b>
<b>Address:</b>	<b>Address:</b>
<b>Mobile No:</b>	<b>Mobile No:</b>
<b>Email:</b>	<b>Email:</b>

**H. EVIDENCE OF SPONSORSHIP**

**Instruction:** Your application **will not be processed** without this financial statement.

How do you intend to finance your studies?

Self  Employer  Other(s) Specify .....

Details of your Financial Sponsor (if applicable):

Name of Organization/Institution

Address:  Phone:

Email:

Contact Person: Name:  Position

Commitment of the Sponsor .....

Signature of the Sponsor ..... **Date** .....

**I. DECLARATION**

*I hereby attest that I have personally filled in this Application Form and the information contained herein is complete and accurate to the best of my knowledge. I understand that withholding or giving false information will render my application for admission invalid. I further understand that I may be required to appear for an interview or to undergo such tests as required by the University Board of Admission as a condition for admission to the programme of study for which I have applied e.g. Language Test, Medical Check-up, etc.*

\_\_\_\_\_  
**Applicant's Signature:**

\_\_\_\_\_  
**Date:**

*Return to: Director, Institute of Postgraduate Studies and Research, Zanzibar University.  
P.O.Box 2440, Tunguu, Zanzibar, Tanzania.*