



JOSIAH KIBIRA UNIVERSITY COLLEGE OF TUMAINI UNIVERSITY MAKUMIRA

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“Knowledge, Responsibility and Development”

APPLICATION FORM FOR DIPLOMA AND CERTIFICATE PROGRAMMES

- i. *This form is ONLY for applicants who wish to join Diploma and certificate programmes for 2017/2018 academic year.*
- ii. *This application form contains five (5) printed pages.*
- iii. *This form must be duly completed in BLOCK LETTERS.*
- iv. *The applicant is obliged to:*
 - a) Pay a non-refundable application fee of Tshs 10,000 to JoKUCo
Bank Account: MKOMBOZI BANK
Branch Bukoba
Account Name JOSIAH KIBIRA UNIVERSITY COLLEGE
Account No. 06611508087001
 - b) Use her/his official names which appear in the O-level Certificates when filling in the form and other needed documents. No other name can be accepted unless with an accompanying court decision about the change of the name and having been gazetted in the Government Gazette.
 - c) Enclose a photocopy of the payment slip.
 - d) Submit a complete application with photocopies of required certificates and other relevant credentials.
 - e) Submit duly filled medical examination forms
 - f) Provide evidence of sufficient funding that will guarantee completion of studies

1.0 ACADEMIC PROGRAMMES

Tick which is appropriate √: programme and model of study:

| Programmes | Model of study | |
|---|----------------|-----------|
| | Full-Time | Part-Time |
| Basic Technician Certificate in Accountancy and Finance | | |
| Basic Technician Certificate in Business Administration | | |
| Technician Certificate in Primary Education (TCPE) | | |
| Ordinary Diploma in Primary Education (pre service) | | |
| Ordinary Diploma in Business Administration | | |
| Ordinary Diploma in Accounting | | |
| Ordinary Diploma in Primary Education (in service) | | |

Tick which is appropriate ✓: Will you attend a one month course to improve your mathematics grade?

Yes No

2.0 PERSONAL PARTICULARS (all fields are compulsory):

| | | | |
|---|--|--|--|
| Surname (as in latest Form IV Certificate) | | Gender (M)ale/(F)emale | |
| First Name (as in latest Form IV Certificate) | | Marital Status (S)ingle/(M)arried/(D)ivorced/(W)idowed | |
| Middle Name | | | |
| Date of Birth | | Postal Address when applying | |
| Place of Birth | | Region | |
| Country of Birth | | Country | |
| Nationality | | Phone Number | |
| Region | | Mobile Number | |
| | | E-mail Address | |
| Next of kin - Relationship | | Full name | |
| Phone No. | | Region | |
| Postal Address | | E-mail Address | |

3.0 ACADEMIC BACKGROUND

3.1 Primary Education

| Name of School | Grade | Index No. | Year of Graduation | Examining Body |
|----------------|-------|-----------|--------------------|----------------|
| | | | | |
| | | | | |
| | | | | |

3.2 Certificate of Secondary Education Examination (C.S.E.E)

| Name of School | Subject | Grade | Index No. | Year of Graduation | Examining Body |
|----------------|---------|-------|-----------|--------------------|----------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

3.3 Advanced Certificate of Secondary Education Examination (A.C.S.E.E)

| Name of School | Subject | Grade | Index No | Year of Graduation | Examining Body |
|----------------|---------|-------|----------|--------------------|----------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

3.4 Certificate Programme(s) attained after Secondary Education (if any): Details of the Certificate Programme (s)

| Name of the Programme | Name and Address of the Institution | Dates of Attendance | | Grade/Diploma Class |
|-----------------------|-------------------------------------|---------------------|----|---------------------|
| | | From | To | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

3.5 Details of Diploma Programme (s)

| Name of the Programme | Name and address of the Institution | Dates of Attendance | | Grade/Diploma Class |
|-----------------------|-------------------------------------|---------------------|----|---------------------|
| | | From | To | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

4.0 DETAILS OF WORK/EMPLOYMENT EXPERIENCE

Details of previous and present work/employment experience, the present/latest one as the First one:

| | | |
|----|------------------------|--|
| 1. | From – to (dates) | |
| | Name of Employer | |
| | Occupation | |
| | Name of a referee | |
| | Mob. No of the referee | |

| | | |
|----|------------------------|--|
| 2. | From – to (dates) | |
| | Name of Employer | |
| | Occupation | |
| | Name of a referee | |
| | Mob. No of the referee | |

| | | |
|----|------------------------|--|
| 3. | From – to (dates) | |
| | Name of Employer | |
| | Occupation | |
| | Name of a referee | |
| | Mob. No of the referee | |

| | | |
|----|------------------------|--|
| 4. | From – to (dates) | |
| | Name of Employer | |
| | Occupation | |
| | Name of a referee | |
| | Mob. No of the referee | |

| | | |
|----|------------------------|--|
| 5. | From – to (dates) | |
| | Name of Employer | |
| | Occupation | |
| | Name of a referee | |
| | Mob. No of the referee | |

5.0 APPLICATION FEES

Payment of application fees is a precondition for admission consideration. Please attach your original Pay-in-Slip with this form.

6.0 ACCOMMODATION.

Tick which is appropriate √: Accommodation on Campus is applied for: Yes No

NOTE: Accommodation cannot be guaranteed even if applied for as the space on-campus is very limited. Students with special needs are given preference when allocating the rooms.
Please Note: Outside JoKUCo Campus there are several private hostels.

7.0 DECLARATIONS.

Tick which is appropriate √:

- I pay myself all the costs of my studies
- I have full Private Sponsorship as declared below
- I have partial Private Sponsorship as declared below.

7.1 Sponsor’s Declaration

I/Wehereby accept the responsibility of paying fees and other costs for the entire duration of the programme for

Mr./Ms.

.....
Full name of sponsor

.....
Full name of sponsor

.....
Address

.....
Address

.....
Mobile Number

.....
Mobile Number

.....
Signature

.....
Date

.....
Signature

.....
Date

*Official Stamps of
The 1st the
organization
sponsoring the
student (if any)*

*Official Stamps of
The 2nd the
organization
sponsoring the
student (if any)*

7.2 Applicant's Declarations:

Ideclare that the information I have provided in this application form and any other information that I have submitted or will submit to the Josiah Kibira University College (JoKUCo) in connection with the admission and financial information is complete and accurate.

7.2.1 I understand that submission of incomplete or inaccurate information is a sufficient cause for revocation of admission or enrolment. I authorize each academic institution that I have attended to release my academic and personal information to JoKUCo upon request as long as the submission is in connection with admission and financial status.

7.2.2 I also agree that:

7.2.2.1 If selected I shall observe the rules and regulations of the University

7.2.2.2 I shall not involve myself in any delinquency that may damage the image of the Josiah Kibira University College.

7.2.3 I understand that misconduct or/and violation of any of the items in (2) above shall lead to disciplinary action as stipulated in the College regulations and By-laws.

Signature:

Date:

8.0 SUBMISSION OF THE APPLICATION FORMS

All applications must be submitted to the office of Deputy Provost Academic Affairs (DPAA) or forwarded to the following address by **13.08. 2017**:

**DEPUTY PROVOST ACADEMIC AFFAIRS (DPAA)
JOSIAH KIBIRA UNIVERSITY COLLEGE (JoKUCo)
P.O. Box 1023,
BUKOPA, TANZANIA**

9.0 ITEMS TO ATTACH WITH APPLICATION FORM.

The application form must be completed and attached with:

1. The payment – slip of non-fundable Application Fees of Tsh. 10,000/= for Tanzanians OR USD 10 for Non-Tanzanians.
2. Certified copies of birth certificate
3. Four stamp size photographs with applicant's name written at the back of the photographs.
4. Copies of academic and professional certificates and /or testimonials
5. A duly filled medical form
6. The requested evidence of sufficient funding for the studies
7. The requested letters of reference of personal integrity and academic ability.

CAUTION: It is an offence to submit false information of any kind. An applicant who will be found to have submitted forged certificates or false information will not be considered for admission. Legal action may also be taken against such a person.

Do not write below

FOR OFFICIAL USE ONLY:

Accepted:

Rejected

Pending

.....
Date

.....
Signature of the DPAA