

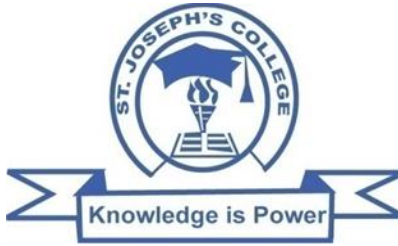
# ST. JOSEPH'S COLLEGE

## THE INSTITUTE OF BUSINESS AND MANAGEMENT

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P. O. BOX 57,  
KIHONDA MIZANI  
MOROGORO

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**A NACTE FULL ACCREDITED COLLEGE (REG/BMG/046)**

This form should be completed using Block letters and returned to The Admission office  
**WARNING**

*It should be noted that it is an offence to submit false information when applying for admission. Applicants who will be discovered to have submitted forged certificate or any other such information shall not be considered and appropriate legal action will be taken against them.*

### SECTION I: PERSONAL DETAILS

SURNAME..... OTHER NAME(S).....

GENDER.....MARITAL STATUS.....

TRIBAL.....RELIGION.....

PERMANENT ADDRESS.....

.....  
.....

TELEPHONE NUMBER.....

E-Mail Address.....

DATE OF BIRTH.....

PLACE OF BIRTH.....

NATIONALITY.....

CONTACT PERSON (During Emergency).....

RELATIONSHIP.....

TELEPHONE NUMBER.....

Do you have any kind of disability? Yes.....No.....

If yes, please mention the kind of disability you have.....

**SECTION II:****EDUCATION BACKGROUND**

Primary School.....

Year of Graduation.....

**CERTIFICATE OF SECONDARY EDUCATION**

School.....

Year of Graduation.....

Division.....

Examination Authority.....

**RESULTS**

<b>S/N</b>	<b>SUBJECT</b>	<b>GRADE</b>	<b>REMARK</b>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			

**ADVANCED CERTIFICATE OF SECONDARY EDUCATION**

School.....

Year of Graduation.....

Division.....

Examination Authority.....

**RESULTS**

<b>1.</b>	<b>SUBJECT</b>	<b>GRADE</b>	<b>REMARK</b>
2.			
3.			
4.			
5.			

**Other qualifications, for example CERTIFICATE/DIPLOMA or Equivalent**

Institution.....

Year of Graduation.....

Award.....

Award Board.....

**SECTION III:  
COURSE APPLIED**

The college provides the following course in both certificate and diploma: please indicate your choice below.

- Law
- Business Administration
- Human Resources Management
- Information and Communication Technology (ICT)
- Accountancy
- Records Management
- Procurement & Supply
- Community Development
- Full Secretarial Course (Stage I & II)
- Journalism & Mass Communication
- Nursery Teaching and Kindergarten

**COURSE LEVELS:**

NTA LEVEL 5 & 6

NTA LEVEL 4

**(Indicate the course choice of your preferences)**

1<sup>st</sup> choice .....

2<sup>nd</sup> choice .....

**SECTION IV  
SPONSORSHIP AND FEE STRUCTURE**

Indicate the type of sponsorship for your studies (Please tick one)

Government  Institution  Private

Give details of your sponsor (s) and the letter of commitment (where applicable)

FULL NAME	JOB	ADDRESS	TEL. NO	RELATIONSHIP

**FEE STRUCTURE:**

S/N	PROGRAMME	PROGRAMME DURATION	TUITION FEE	INSTALMENTS			
				1 <sup>st</sup> semester	2 <sup>nd</sup> semester	3 <sup>rd</sup> semester	4 <sup>th</sup> semester
1.	NTA LEVEL 5 & 6	2 years	2,000,000	500,000	500,000	500,000	500,000
2.	NTA LEVEL 4	1 year	1,000,000	500,000	500,000		

**HOSTEL:** Hostel fee is **300,000/=** per year, where by a student must pay prior, the half of the total money. NOTE: The hostel fee doesn't cover the meals expenses.

**APPLICATION FORM ATTACHMENTS**

The following particulars must be attached with your applications (If application is to be considered)

1. One well filled application form.
2. Four coloured passport size
3. One copy of O' Level/ A 'Level certificate or equivalent qualifications
4. Original receipt indicates a **20,000/=** non-refundable application fee OR a **Pay in Slip** deposited to St. College Account number **3300887011 KCB**

**SECTION V:**

**STUDENT DECLARATIONS**

I declare that all information given in this form is collect and ready to take any obligation regarding false information whatsoever

Signature of the applicant..... Date.....

**FOR OFFICE USE ONLY**

**Application form has been received by the Admission officer.**

Name of the officer.....

Signature.....

Comments by Admission Officer.....

## INSTRUCTIONS

### 1. TUITION FEES

- i. All students are supposed to deposit their tuition and Hostel fees to ST. JOSEPH'S COLLEGE, to Account number **23210018075 NMB BANK** or **3300887011 KCB BANK** and submit their respective Pay in slip to the college cashier right after arrival at the college.
- ii. For students enrolled for the Basic Technician Certificate (NTA LEVEL 4) the Tuition Fee is Tshs. **1,000,000/=** Per annum. Admission will only be secured after a student has paid at least Tshs. **500,000/=**
- iii. For students enrolled for the Technician Certificate (NTA LEVEL 5) the Tuition Fee is Tshs. **1,000,000/=** Per annum. Admission will only be secured after a student has paid at least Tshs. **500,000/=**
- iv. Graduation fees **50,000/=**

### 2. OTHER REQUIREMENTS

- (a) In addition to the tuition fees as prescribed in paragraph 1 above, on the registration day every student shall make the following payments direct to the cashier and obtain receipt:
  - (i) NACTE FEE: NTA LEVEL 4                   **15,000/=**  
  NTA LEVEL 5 & 6                   **30,000/=**  
  COLLEGE T.SHIRT                   **15,000/=**
  - (ii) One Ream paper size A4
  - (iii) Student is required to pay TZS. 50400/= for health insurance (NHIF) or to present an insurance identity on his /her arrival at college if he /she is already a beneficiaries.
- (b) **Hostel is available in request.**  
Student that requires this facility must inform the college soon after receiving their admission letter in order to secure a chance. Hostel expenses is **150,000/=** per semester. That amount does not cover meal allowance.
- (c) During registration, all students shall be required to produce their original academic certificates/transcripts for verification purposes.

**NOTE:** The College reserves the right of admission and the right to vary the fees and other payments at any time.

**YOU ARE WARMLY WELCOME**