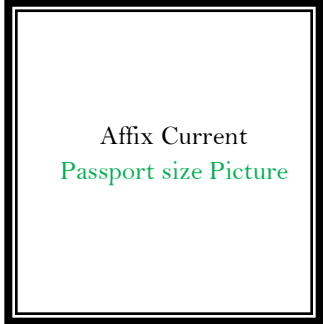




THE UNITED REPUBLIC OF TANZANIA
PRESIDENT'S OFFICE
PUBLIC SERVICE MANAGEMENT AND GOOD GOVERNANCE



TANZANIA PUBLIC SERVICE COLLEGE
SINGIDA CAMPUS
P.O. BOX 1534
SINGIDA
Tel: +255 26 250 2933



Application form instructions:

- i. Read carefully all instructions before filling.
- ii. Please fill in the form in capital letters in all sections.
- iii. Return completed application form to an admission office before the deadline.
- iv. Attach copies of certificates (Form IV & VI academic certificates, leaving certificates and birth certificate) before returning to the Admission Office.
- v. Attach original application form fee receipt Tshs 10,000/= . This fee is non-refundable.
- vi. Application fee is payable to the following account: **CRDB BANK A/C: No. 0150363185200.**

A/C Name: Chuo cha Utumishi wa Umma-Singida.

vii. The admission committee will not review incomplete application form.

ADM. NO:

(For official Use only)

Section A: (To be filled by applicant)

1. Personal Information: (Full names as they appear in your Academic Certificates)

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

Date of Birth.....Place of Birth.....Gender: Female Male

Marital Status: Married Single

Do you have any physical disability (YES/NO) - If YES state.....

2. Contact address:

Personal Mobile Number.....E-mail.....P.O. Box

District/town....., Region.....Country.....

3. Application for Academic year (e.g. September 2017)

4. Course Name applying for (Write in short as indicated in the table of courses below)

5. Courses offered at TPSC- Singida:

Kindly tick the course you are applying for among the following courses:

BASIC TECHNICIAN CERTIFICATES (NTA LEVEL 4)				
S/N	Course Name	Tick (✓) here.	Duration	Semesters
i.	Basic Technician Certificate in Records Management (BTCRM) – NTA LEVEL 4		1 year	2
ii.	Basic Technician Certificate in Secretarial Studies (BTCSS) - NTA LEVEL 4		1 year	2
iii.	Basic Technician Certificate in Human Resource Management (BTCHRM) - NTA LEVEL 4		1 year	2
iv.	Basic Technician Certificate in Public Administration (BTCPA) - NTA LEVEL 4		1 year	2
v.	Basic Technician Certificate in Local Government Administration (BTCLGA) - NTA LEVEL 4		1 year	2
vi.	Basic Technician Certificate in Law (BTCLAW) - NTA LEVEL 4		1 year	2
vii.	Basic Technician Certificate in Office Management and Administration (BTCOMA) - NTA LEVEL 4		1 year	2
ORDINARY DIPLOMA (NTA 5 & 6)				
S/N	Course Name	Tick (✓) here.	Duration	Semesters
i.	Ordinary Diploma in Records Management (DRM) - NTA LEVEL 5 & 6		2 years	4
ii.	Ordinary Diploma in Secretarial Studies (DSS) - NTA LEVEL 5 & 6		2 years	4
iii.	Ordinary Diploma in Human Resource Management (DHRM) - NTALEVEL 5 & 6		2 years	4
iv.	Ordinary Diploma in Public Administration (DPA) - NTA LEVEL 5 & 6		2 years	4
v.	Ordinary Diploma in Procurement and Supplies Management (DPSM) - NTA LEVEL 5 & 6		2 years	4

6. Employment Status: (Tick one that applies)Government employee Private Company/organization employee Not employed **7. Office contact details: (For employed applicants)**

Name of Employer.....P. O. Box.....

City/Region.....Country.....Office Telephone.....

8. Fee structure per annum

Item	Certificate	Diploma
Fee for first semester	400,000	515,000
Fee for second semester	400,000	500,000
Total Per Year	800,000	1,015,000

Accommodation: Limited accommodation for female students is available within the Campus. Private hostels are available at affordable rates nearby College at TZS. 150,000 per semester; however private arrangement for accommodation can be organized for both female and male students by support of the Admission office.

Meal: Meal is the responsibility of the sponsor/parent/guardian. The sponsors/parents are advised to give their students pocket money (*minimum TZS. 6,000/=*) per day for meal. Caterers are available at nearby College.

Academic Semester: One semester is equivalent to 20 weeks.

Section B:**1. Education History (To be filled by the applicant)**

Please indicate all Secondary Schools/Colleges you have attended in the tables below. The submission of falsified transcript/certificates will result to denial of admission/re-admission.

a) Secondary Education

S/N	Name of Sec School	Date Completed	No. of Passes	No. Credits	Award
i.					
ii.					

Attach photocopy(ies) of Certificate(s) of Secondary and leaving certificate at the end of this form

b) College Education

S/N	Name of College	Date Completed	Award
i.			
ii.			

Attach photocopy(ies) of Certificates of College Education at the end of this form

2. Declaration (To be filled by Applicant)

I Understand, that:

- i. If it is established that I have made a false declaration, I should be withdrawn from the course and no fee will be refunded; and
- ii. Any misrepresentation of facts may lead to criminal proceeding against me.

Name.....Signature.....Date.....

Section C: Sponsorship (To be filled by Sponsor/Parent)

Mode of Sponsorship: (Who pays the fees for your studies?)

Parent Government NGOs Loan Board

Other (Specify).....

I (Name of Sponsor e.g. Employer/Parent/Guardian):

P.O. BoxCity/RegionCountry

Office Tel. no: Mobile phone no:commit myself that I will pay the fee for (Student name)

Signature & Official Stamp (Sponsor).....Date.....

Section D: For official Use (To be filled by the Admission Officer)

The process of registration for the applicant has been reviewed and admission is granted Not granted

Name of Admission OfficerSignature.....Date:

Note:

Return the completed application form before **20th August 2017 for September 2017 admission to:**

Campus Director,
Tanzania Public Service College,
P.o.Box 1534,

SINGIDA

Tel: +255 26-250 2916: Fax: +255 262503082

E-mail: singida@tpsc.go.tz

Sijali Petro Korojelo
CAMPUS DIRECTOR