



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



TANZANIA PUBLIC SERVICE COLLEGE (TPSC)

Affix two  
colored  
passport size  
pictures

**DEGREE PROGRAMMES APPLICATION FORM**

**GENERAL INSTRUCTIONS:**

1. Kindly read and fill the application form in BLOCK letters and return to the respective Campus Director.
2. Application fee is Tshs.10,000/=(Tanzanian) or USD10 (Non Tanzanians)
3. Attach a non-refundable bank pay in slip of **Tshs.10,000 / USD 10** with application forms.
4. Attach certified copies of academic transcript, academic certificates, 2 recent colored passport size pictures and birth certificates with application form.
5. Application fees must be paid through the Bank Accounts provided.

**6. Degree Programmes for September, 2017 :**

- i. Bachelor Degree Course in Secretarial Studies and Administration:**
- ii. Bachelor Degree Programme in Records, Archives and Information Management:**

SN	Course Title	Entry Requirements	Duration	Fees Per Annum (Tshs/USD)	Name of Campus
01	Bachelor Degree in <b>Secretarial Studies and Administration (BSA)</b> NTA 7-8	<ul style="list-style-type: none"> <li>• Form VI with at least two principal passes with total points 4 (A=5, B=4, C=3, D=2, E=1), or</li> <li>• Form IV with Four Passes and holder of Ordinary Diploma in Secretarial Studies (NTA 6) with minimum 3.0 GPA or equivalent qualification</li> </ul>	3 Years	1,400,000 (USD.1400)	Dar Es Salaam

SN	Course Title	Entry Requirements	Duration	Fees Per Annum (Tshs/USD)	Name of Campus
02	Bachelor Degree in <b>Records, Archives and Information Management (BRM)</b> NTA 7-8	<ul style="list-style-type: none"> <li>Form VI with at least two principal passes with total points 4 (A=5, B=4, C=3, D=2, E=1),, or</li> <li>Form IV with Four Passes and holder of Ordinary Diploma in Records and Archives Management (NTA 6) with minimum 3.0 GPA or equivalent qualification</li> </ul>	3 Years	1,400,000/= (USD.1400)	Dar Es Salaam  Tabora

**SECTION A: (TO BE FILLED BY APPLICANT):**

Personal Information			(Full names as they appear in your Academic Certificates)		
Surname/Family Name			Other Name(s)		
<b>Gender:</b> F <input type="checkbox"/> M <input type="checkbox"/>	<b>Marital Status:</b> Married <input type="checkbox"/> Single <input type="checkbox"/>	<b>Date of Birth</b>	<b>Place of Birth (District/Region)</b>	<b>Nationality</b>	
Permanent Address: P. O. Box:			Nature of Disability/Special needs (if any)		
Mobile:			e-mail:		
Employment Records (For employed applicants)					
Name of Employer:			Designation:	From:	To:

Office Contact Details: P. O. Box: District/City: Region: Country:	Tel:  Fax:  Email:
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Nature of Work (Responsibilities in Brief)

**Name of Degree applied for:**.....

Academic Year of Study.....

**Tick the Name of the Preferred Campus:**

Dar es Salaam:

Tabora:

**SECTION B: EDUCATION HISTORY (TO BE FILLED BY THE APPLICANT)**

Please indicate your Education History in Sections below. (Please indicate Secondary Schools/Colleges you have attended).

**1. Education: Secondary Education (O-level and A-level)**

S/N	Name of Sec School	Year Completed	No. of Passes	No. Credits	Award

**2. Education: College Education**

S/N	Name of College	Year Completed	No. of Passes	No. Credits	Award

I .....understand that,  
misrepresentation of facts may lead to criminal proceeding against me.  
Signature -----Date -----

**SECTION C: SPONSORSHIP (TO BE FILLED BY SPONSOR)**

**1. Mode of Sponsorship: (Tick in the applicable box)**

Private  Government  NGOs  Loan Board  
 Other (Specify) .....

**2. Name of Sponsor /Organization:-----**

P.O. Box .....City/Region ..... Country ..... Tel: .....  
Mobile .....

I..... (**Name of Sponsor**) commit myself that I will pay  
the fee for..... (**Name of the Sponsored student**)

Signature & Official Stamp

.....

Date.....

**SECTION D: FOR OFFICIAL USE**

The process of registration for the applicant has been viewed and admission is  
granted/Not Granted.....

ADM.NO.....

Name of Reviewing Officer .....Signature.....

Date: .....

**SECTION E: MODE OF APPLICATION AND BANK DETAILS:**

Please return completed application forms to the respective Campus Directors by  
using the address given below before **20<sup>th</sup> August 2017.**

<p><b>Campus Director,</b> Tanzania Public Service College, P.O. Box 2574, Dar Es Salaam.</p> <p>Tel: +255 22 2123547/9, 2122243 Fax: +255 22 2131849 Website: <a href="http://www.tpsc.go.tz">www.tpsc.go.tz</a> e-mail: <a href="mailto:dsm@tpsc.go.tz">dsm@tpsc.go.tz</a></p> <p><b>BANK DETAILS:</b> Bank Name: CRDB, Holland House, Dar Es Salaam. Bank Account Number: 01J1019909100 Account Name: TPSC DSM SWIFT CODE:COURTZZ</p>	<p><b>Campus Director,</b> Tanzania Public Service College, P.O. Box 329, Tabora.</p> <p>Tel: +255 26 2604537, 2604278 Fax: +255 26 2604537 Website: <a href="http://www.tpsc.go.tz">www.tpsc.go.tz</a> e-mail: <a href="mailto:tabora@tpsc.go.tz">tabora@tpsc.go.tz</a></p> <p><b>BANK DETAILS:</b> Bank Name: CRDB, Tabora Branch Bank Account Number: 01J1084284500 Account Name: TPSC Tabora SWIFT CODE:COURTZZ</p>
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