



THE UNITED REPUBLIC OF TANZANIA

PRESIDENT'S OFFICE

PUBLIC SERVICE MANAGEMENT & GOOD GOVERNANCE

TANZANIA PUBLIC SERVICE COLLEGE (TPSC)

DEGREE PROGRAMMES APPLICATION FORM



Affix two
colored
Passport size
pictures

GENERAL INSTRUCTIONS:

1. Kindly read and fill the application form in BLOCK letters and return to respective Campus Director.
2. Application fee is Tshs. 10,000/= (Tanzanian) or USD 10 (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, 1 recent colored passport size pictures and birth certificates with application form.
5. Application form must be paid through the Bank Accounts provided.

Degree Programmes for September, 2018 :

- Bachelor Degree Course in Secretarial Studies and Administration**
- 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 Secretarial Studies and Administration (BSSA) NTA 7-8	<ul style="list-style-type: none"> • Form VI with at least two principal passes with total points 4 (A=5, B=4, C=3, D=2, E=1),, Or • Form IV with four passes and holder of Ordinary Diploma (NTA Level 6) in Secretarial Studies with minimum 3.0 GPA or equivalent qualification 	3 Years	1,400,000 (USD.1400)	Dar es salaam
02	Bachelor Degree in Records, Archives and Information Management (BRAIM) NTA 7-8	<ul style="list-style-type: none"> • Form VI with at least two principal passes with total points 4 (A=5, B=4, C=3, D=2, E=1),, Or • Form IV with four passes and holder of Ordinary Diploma (NTA Level 6) in Records and Archives Management minimum 3.0 GPA or equivalent qualification 	3 Years	1,400,000 (USD.1400)	Dar es salaam

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

Personal Information			(Full names as they appear in your Academic Certificate)		
Surname/Family Name			Other Name(s)		
Gender: F <input type="checkbox"/> M <input type="checkbox"/>	Marital Status: Married <input type="checkbox"/> Single <input type="checkbox"/>	Date of Birth	Place of Birth (District/Region)	Nationality	
Permanent Address: P. O. Box:			Nature of Disability/ Special needs (if any)		
Mobile:			e-mail:		
Employment Records (For employed applicants)					
Name of Employment:			Designation:	From:	To:
Office Contact Details: P. O. Box: District/City: Region: Country:			Tel: Fax: Email:		
Nature of Work (Responsibilities in Brief)					
Name of Degree applied for..... Academic Year of Study.....					

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 Secondary school	Year Completed	No. of Passes	No. of Credits	Award

2. Education: College Education

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

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

SignatureDate.....

SECTION C: SPONSORSHIP (TO BE FILLED BY SPONSOR)

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

Private Government NGOs Students Loans Board

Other (Specify).....

2. Name of Sponsor / Organization:

P. O. BoxCity/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

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 15th August 2018

**Campus Director,
Tanzania Public Service College,
P. O. Box 2574,
Dar es salaam.**

Tel: +255 22 2123547/9, 2122243

Fax:+255 22 2131849

Website: www.tpsc.go.tz

e-mail: dsm@tpsc.go.tz

BANK DETAILS:

Bank Name: CRDB, Holland House, Dar es salaam.

Bank Account Number: 01J1019909100

SWIFT CODE: COURTZTZ