



**PRESIDENT'S OFFICE
PUBLIC SERVICE MANAGEMENT AND GOOD GOVERNANCE
TANZANIA PUBLIC SERVICE COLLEGE**



General Application Form

INSTRUCTIONS/MAELEKEZO

- **Read carefully all sections before filling.** (*Soma kwa umakini kila kipengele KABLA ya kujaza*)
- **Please fill in the form IN CAPITAL LETTERS in all sections.**
(*Fomu hii ijazwe kwa HERUFI KUBWA*)
- **Submit/Attach all necessary documents/certificates before returning to the Admissions Office.** (*Fomu irudishwe ikiwa na viambatanisho vya nyaraka zote zilizoelekezwa*)
- **Pay a non-refundable Application fee (Tsh.10,000/=) Using a CONTROL NUMBER Obtained from the Accounts Officer for the TPSC Branch you have Selected.** (*Lipia Ada ya maombi ya TSH.10,000/=, Kwa kutumia CONTROL NUMBER ambayo utaipata kwa Mhasibu wa tawi ulilochagua. Namba za wahasibu wa matawi zinapatikana ukurasa wa mwisho wa fomu hii*)
- **The admission committee will not review incomplete applications.** (*Fomu isiyojazwa kwa ukamilifu haitashughulikiwa na Kamati ya Udahili*)

Affix Passport size
Picture
(*Weka picha hapa*)

PAYMENT RECEIPT NO: (<i>Jaza namba ya risiti inayoonekana kwenye message unayopata kwenye muamala uliofanya wa kupilia Ada ya maombi ya Tsh. 10,000/=</i>)						
INTAKE: (E.g. March 2019, September 2019) (<i>Unaomba kujiunga na Chuo kipindi kipi?</i>)						
CAMPUS (<i>Tick where Appropriate</i>) (<i>Tawi Unalotaka kujiunga – Weka alama ya √ Kuchagua tawi</i>)	DSM	TABORA	MTWARA	SINGIDA	TANGA	MBEYA

Section A – Applicant details (Taarifa za mwombaji)

1. Personal details (Taarifa Binafsi za Mwombaji)

Title: (<i>Utambulisho</i>)	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/>	Other (please specify): <i>Jaza Aina Nyingine ya Utambulisho</i>	
First name: (<i>Jina la kwanza</i>)		Middle name(s): (<i>Jina la kati – kama lipo</i>)	
Surname: (<i>Jina la Ukoo</i>)			
Gender: (<i>Jinsia</i>)	Male <input type="checkbox"/> Female <input type="checkbox"/>		
Date of birth: (<i>Tarehe kuzaliwa</i>)	D D / M M / Y Y Y Y	Place of Birth: (<i>Mahali Ulipozaliwa</i>)	
Marital Status: (<i>Ndoa</i>)	Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/>	Disability? (Mention if Any) (<i>Una aina yoyote ya Ulemavu?</i>) (<i>Ikiwa Una aina yoyote ya Ulemavu, Utaje</i>)	Yes <input type="checkbox"/> No <input type="checkbox"/>

2. Contacts and Residential Information (Mawasiliano ya mwombaji na mahali anapoishi)

Region: (<i>Mkoa</i>)		District: (<i>wilaya</i>)	
Country: (<i>Nchi</i>)		Postal Address: (<i>Anwani ya Posta</i>)	
Phone No: (<i>Simu</i>)		Email: (<i>barua pepe</i>)	

3. Next of Kin (Taarifa za mtu/ndugu wa karibu na mwombaji)

Next of Kin: (<i>Jina la ndugu wa karibu</i>)		Residence: (<i>mahali anapoishi</i>)	District (<i>Wilaya</i>)	
			Region (<i>Mkoa</i>)	
Relationship: (<i>Uhusiano wako naye. Mf. Mama, baba</i>)		Phone No: (<i>Namba yake ya Simu</i>)		

4. Employment Information (Taarifa za Ajira)

Are you employed? (Je, Umeajiriwa)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Type of Employer: (Aina ya Mwajiri)	Private <input type="checkbox"/> Government <input type="checkbox"/>
Name of Employer: (Jina la Mwajiri)			
Employer's Address: (Anwani ya Mwajiri)		Phone Number: (Namba ya Simu ya Mwajiri)	
Email: (barua pepe)		Duration: (muda wa kuajiriwa)	From To

5. Programmes Offered at TPSC Branches

SN	Programme	DSM	Tabora	Mtwara	Singida	Tanga	Mbeya
1	Records & Archives Management (NTA 4, 5, 6, 7, 8) – Certificate, Diploma and Degree	✓	✓	✓	✓	✓	✓
2	Secretarial Studies (NTA 4, 5, 6, 7, 8) –Certificate, Diploma and Degree	✓	✓				
3	Human Resource Management(NTA 4, 5, 6) -Certificate and Diploma		✓	✓	✓	✓	✓
4	Public Administration (NTA 4, 5, 6) -Certificate and Diploma			✓	✓	✓	
5	Procurement & Supply Management (NTA 4, 5, 6) - Certificate and Diploma					✓	
6	Local Government Administration (NTA 4, 5, 6) - Certificate and Diploma						✓
	Total Programmes	2	3	3	3	4	3

6. Course Selection (Please tick the program you have selected) (Tafadhali weka alama ya ✓ mbele ya kozi uliyochagua)

SN	COURSE	DURATION	TICK
DEGREE PROGRAMMES			
1	Bachelor Degree in Records and Archives Management (BDRM) - Offered DSM only	3Years	<input type="checkbox"/>
2	Bachelor Degree in Secretarial Studies and Administration (BSA) - Offered DSM only	3Years	<input type="checkbox"/>
ORDINARY DIPLOMA PROGRAMMES			
1	Ordinary Diploma in Records Management (ODRM) – NTA 5 & 6	2 Years	<input type="checkbox"/>
2	Ordinary Diploma in Secretarial Studies (ODSS) – NTA 5 & 6	2 Years	<input type="checkbox"/>
3	Ordinary Diploma in Procurement and Supplies Management (ODPSM) – NTA 5 & 6	2 Years	<input type="checkbox"/>
4	Ordinary Diploma in Accountancy (ODA) – NTA 5 & 6	2 Years	<input type="checkbox"/>
5	Ordinary Diploma in Public Administration (ODPA) – NTA 5 & 6	2 Years	<input type="checkbox"/>
6	Ordinary Diploma in Human Resource Management (ODHRM) – NTA 5 & 6	2 Years	<input type="checkbox"/>
7	Ordinary Diploma in Information Technology (ODIT) – NTA 5 & 6	2 Years	<input type="checkbox"/>
BASIC TECHNICIAN CERTIFICATE PROGRAMMES			
8	Basic Technician Certificate in Records Management (BTCRM) – NTA 5 & 6	1 Year	<input type="checkbox"/>
9	Basic Technician Certificate in Secretarial Studies (BTCSS) – NTA 5 & 6	1 Year	<input type="checkbox"/>
10	Basic Technician Certificate in Procurement and Supplies Management (BTCPSM)–	1 Year	<input type="checkbox"/>
11	Basic Technician Certificate in Public Administration (BTCPA) – NTA 5 & 6	1 Year	<input type="checkbox"/>
12	Basic Technician Certificate in Human Resource Management (BTCHRM) – NTA 5 & 6	1 Year	<input type="checkbox"/>
13	Basic Technician Certificate in Local Government Administration (BTCLGA) – NTA 5 & 6	1 Year	<input type="checkbox"/>

Section B – Education History (Taarifa za kitaaluma)

1. Primary School (Attach photocopy of primary Certificates (if available) at the end of this form) – (Shule ya Msingi - Ambatisha cheti (kama kipo))

SN	NAME OF THE SCHOOL	COMPLETION YEAR	DISTRICT

2. Secondary School (O-Level and A-Level) (Attach photocopies of Secondary School Certificates at the end of this form) (Ambatisha nakala za vyeti na matokeo ya sekondari – Kama Umerudia jaza kila Index Number)

SN	NAME OF THE SCHOOL (Jina la Shule au Kituo cha Mtihani wa Sekondari)	INDEX NUMBER (Namba ya Mtihani)	COMPLETION YEAR (Mwaka Uliomaliza)	AWARD (CSEE, ACSEE)

3. College Education (Attach photocopies of Certificates and Transcripts of College Education at the end of this form)

(Kama Umewahi kusoma chuo kingine jaza sehemu hii na Ambatisha nakala za vyeti na matokeo ya chuo ulichosomea)

SN	NAME OF THE COLLEGE <i>(Jina la Chuo Ulichosoma)</i>	COMPLETION YEAR <i>(Mwaka Uliomaliza)</i>	PROGRAMME STUDIED <i>(Kozi Uliyosoma)</i>	REGISTRATION NUMBER <i>(Namba ya Usajili Uliokuwa Unatumia Chuoni)</i>

Section C - Declaration (To be filled by the Applicant) – (Ijazwe na mwombaji)

I understand that;

1. I should submit an official transcript and original certificates for verification of the declaration.
2. If it is established that I have made a false declaration, I should be withdrawn from the course and no fees will be refunded.
3. Falsification of any information requested in this form may lead to criminal proceedings against me.

NAME:

SIGNATURE:

DATE:

Section D - Sponsor's Commitment (To be filled by the Sponsor) – (Ijazwe na Mfadhili wa mwombaji)

Name of the Sponsor (Employer/Parent/Guardian/Organization)

..... do hereby commit that I will pay TSH.....
(Amount) for the student

SIGNATURE:

OFFICIAL STAMP:

DATE:

Section E - (FOR OFFICIAL USE ONLY- KWA MATUMIZI YA OFISI TU)

The process of registration for the applicant has been viewed and admission is **Granted** **Not Granted**

NAME OF ADMISSION OFFICER:

SIGNATURE:

DATE:

ADDITIONAL INFORMATION: *(Maelekezo ya ziada)*

COSTS (Gaharama za masomo)

(a) Cross-Cutting Costs (Gharama za Lazima kwa Kila tawi Utakalochagua Kusoma)

(i) TUITION FEES

LEVEL (Ngazi)	SEMESTER 1 <i>(Muhula wa Kwanza)</i>	SEMESTER2 <i>(Muhula wa Pili)</i>	TOTAL FEE <i>(Jumla Ada kwa Mwaka)</i>
CERTIFICATE PROGRAMMES <i>(Every course per year - Kila kozi kwa mwaka mmoja)</i>	400,000/=	400,000/=	800,000/=
DIPLOMA PROGRAMMES <i>(Every course per year - Kila kozi kwa mwaka mmoja)</i>	515,000/=	500,000/=	1,015,000/=
DEGREE PROGRAMMES <i>(Every course per year - Kila kozi kwa mwaka mmoja)</i>	700,000/=	700,000/=	1,400,000/=

(ii) HEALTH INSURANCE (Bima ya Afya)

A student must have a health Insurance card or the amount of **Tsh.50,400/=** for Acquiring Student's Health Insurance Cover. *(Mwanafunzi awe na Kadi ya Bima ya Afya au kama hana Kadi aanda fedha taslimu Sh. 50,400/= kwa ajili ya kujisajili na huduma ya Bima ya afya ya Mwanafunzi)*

(iii) IDENTITY CARD FEE (Garama ya Kitambulisho) - Tsh. 10,000/=

(b) Campus Specific Costs (Gharama mahususi kwa Kampasi husika)

There are costs for services such as such Meals and Accommodation which depend on Socio-economic factors of a the area that a specific campus is located. To know such costs please contact the respective Campus. *(Zipo gharama kama vile chakula na mavazi zinatotegemea na mazingira ya kiuchumi na kijamii kulingana na mahali tawi lilipo. Kujua grama hizo, tafadhali Piga simu kwa tawi husika)*

(c) Contacts (Mawasiliano):

BRANCH (Tawi)	ADDRESS AND EMAIL (Anwani na Barua Pepe)	TELEPHONE NUMBER (Namba za Ofisini)	MOBILE PHONE (ADMISSIONS) (Namba za - Usajili)	MOBILE (ACCOUNTS) (Namba za Uhasibu)
DSM	<i>Campus Director, Tanzania Public Service, College, P.O. Box 2574, DAR ES SALAAM Email: dsm@tpsc.go.tz</i>	+255-22- 2123547/9	0717 030195	0767500501
TABORA	<i>Campus Director, Tanzania Public Service, College, P.O. Box 329, TABORA Email: tabora@tpsc.go.tz</i>	+255-26- 2604537/ 2604278,	0654677327	0754 893189
MTWAR A	<i>Campus Director, Tanzania Public Service, College, P.O. Box 1051, MTWARA Email: mtwara@tpsc.go.tz</i>	+255-23- 2333300,	0716 708041	0715 376797
SINGIDA	<i>Campus Director, Tanzania Public Service, College, P.O. Box 1534, Singida Website: www.tpscingsida.ac.tz</i>	<i>Tel: +255-26- 2502933 Fax: +255-26- 2503082</i>	<i>0786 668068 0766 919 618 0713 668 068</i>	<i>0767 217376 0713 920857</i>
TANGA	<i>Campus Director, Tanzania Public Service, College, P.O. Box 750, TANGA Email: tanga@tpsc.go.tz</i>	(027) 2977124	+255-713-577-587 +255-715-129-810, +255-675-222-098, +255-753-860-432	0769 370 887 0754 220 918
MBEYA	<i>Campus Director, Tanzania Public Service, College, P.O. Box 1207, MBEYA Email: mbeya@tpsc.go.tz</i>	+255 25 2502523	+255-752-989-383 +255-625-994-363	0678 827443

PAYMENT PROCEDURE (Namna ya Kulipa)

Please follow the following Steps to Pay for the Application Fee (*Fuatisha hatua zifuatazo kukamilisha malipo yako ya ada ya maombi ya chuo*)

STEP 1: Call the Accounts Office for the Branch you wish to Apply and request for a CONTROL NUMBER (*Piga Simu kwenye Ofisi ya Uhasibu ya Tawi ulilochagua na Omba Upewe CONTROL NUMBER ya Malipo. Namba za Simu za Ofisi za Uhasibu za Matawi yetu zipo kwenye Jedwali hapo juu*)

STEP 2: Use Mobile Money or Bank Services to Complete the Payment Using the CONTROL NUMBER you Obtained in Step 1 Above (*Tumia CONTROL NUMBER uliyopewa na Ofisi ya Uhasibu kukamilisha Malipo yako kupitia huduma za Fedha za Mitandao ya simu kama vile MPESA, TigoPesa, AirtelMoney etc. au Benki*)

For Mobile Money Services (Kwa Huduma za Mitandao ya Simu)

MPESA	TigoPesa	Airtel Money
1. Dial (Piga) *150*00#	1. Dial (Piga) *150*01#	1. Dial (Piga) *150*60*
2. Select (Chagua) 4 (Pay By MPESA/ Lipa Bill)	2. Select (Chagua) 4 (Pay Bill/ Lipa Bili)	2. Select (Chagua) 5 (Make Payments)
3. Select/Chagua 5 (Government Payments/Malipo ya Serikali)	3. Select/Chagua 5 (Government Payments/Malipo ya Serikali)	3. Select (Chagua) 3 (Government Payments/Malipo ya Serikali)
4. Select/ Chagua 1 (Control Number)	4. Enter Control Number (Ingiza Control Number Uliyopewa na Mhasibu)	4. Enter Amount (Ingiza Kiasi cha Fedha unacholipia – 10,000/=)
5. Enter Control Number (Ingiza Control Number Uliyopewa na Mhasibu)	5. Enter Amount (Ingiza Kiasi cha Fedha unacholipia – 10,000/=)	5. Enter Control Number (Ingiza Control Number Uliyopewa na Mhasibu)
6. Enter Amount (Ingiza Kiasi cha Fedha unacholipia – 10,000/=)	6. Enter Password (ingiza Neno siri la Akaunti yako ya TigoPesa)	6. Enter Password (ingiza Neno siri la Akaunti yako ya AirtelMoney)
7. Enter Password (ingiza Neno siri la Akaunti yako ya MPESA)		
8. Enter 1 (Bonyeza 1 Kukubali)		

NB: After completing payments using Mobile Money services record the receipt number in on the box provided on the first page of this form and you are advised to keep the SMS you receive as the evidence of the transaction made. (*Ukiisha Kukamilisha malipo kwa njia ya huduma za fedha za mtandao, rekodi namba ya risiti (receipt Number) kwenye ki-box kilichopo kwenye Ukurasa wa kwanza wa fomu hii. Unatakiwa pia kutunza (usifute) message unayopokea baada ya kukamilisha muamala ili utumie kama ushahidi wa malipo uliyofanya.*)

For Banks (Endapo Unalipa Kwa Njia ya Benki - CRDB na NMB): Visit the Branch or Agent Close to you and complete payments with the CONTROL NUMBER Provided by the College Accountant. Complete the Transaction and attach the Bank Slip with this form. *Tembelea tawi la Benki lililo karibu yako au Wakala wa Benki aliye karibu Ukiwa na CONTROL NUMBER Uliyopewa na Ofisi ya Uhasibu ya Chuo. Kamilisha Muamala na ambatanisha risiti utakayopewa na fomu hii.*

Do not hesitate to call for further Inquiries (*kwa maelekezo Zaidi Piga simu usaidiwe*)

***** You are our valued customer - Wewe ni mtu muhimu kwetu *****