



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.30,000/=(Tanzanian) or USD30 (Non Tanzanians)
3. Attach a non-refundable bank pay in slip of **Tshs.30,000=/USD30** 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 Secretarial Studies and Administration (BSA) 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 in Secretarial Studies (NTA 6) with minimum 3.0 GPA or equivalent qualification 	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 Records, Archives and Information Management (BRM) 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 in Records and Archives Management (NTA 6) with minimum 3.0 GPA or equivalent qualification 	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)		
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 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

Iunderstand 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. 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

.....

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 OfficerSignature.....

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 **20th August 2017.**

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