



JORDAN UNIVERSITY COLLEGE

A Constituent College of St. Augustine University of Tanzania
P.O. Box 1878 Morogoro, Tanzania

Application Form for Ordinary Diploma Programmes 2019/2020

(Note: Please fill-in all details in block/cap letters)

Attach one
passport size photo
with name
clearly written at the
back

(Please tick the programme you are applying for)

Programme (NTA Level 5-6)	Choice	Programme (NTA Level 5-6)	Choice
Diploma in Accountancy		Diploma in Psychology & Counselling	
Diploma in Business Administration		Diploma in Records, Archives & Information Management	
Diploma in Business Administration & Tourism Management		Diploma in Education with Religious Studies	
Diploma in Community Development			
Diploma in Computer Science			
Diploma in Computing ICT			
Diploma in Law			
Diploma in Procurement & Supply Chain Management			

Diploma in Library & Information Studies

1. Student's Names on the School Certificate

(Note: The names and initial entered in this form must be exactly as those appearing on your ASCEE – Form VI or other certificate to be used for admission. If there is no surname or middle in your certificate please do not write it)

Surname:			
First Name:		Middle Names:	

2. Student's Names on Birth Certificate or an ID (Passport)

Surname:			
First Name:		Middle Names:	

3. Student's Religious Name (if applicable):

4. Sex:	Male <input type="checkbox"/>	Female <input type="checkbox"/>	5. Date of Birth (day/month/year):	
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6. Place of Birth:		7. Region:		8. Country:	
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9. Nationality:		10. Citizenship:		11. Tribe:	
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12. Religion:		13. Marital Status:	
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14. Address:				
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15. Contacts:	Tel.:	Fax:	Email:
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16. Profession:			
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17. Father's Name:		Occupation:	
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18. Mother's Name:		Occupation:	
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19. Disability:	Do you have any kind of disability?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
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If yes, please specify:			
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(Note: This information is required in order to arrange appropriate means of assisting you once admitted. It will in no way affect the decision to admit you)

For Emergencies: Persons to be contacted

Full Name			
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Relationship			
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Address:			
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Contacts:	Tel.:	Fax:	Email:
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Full Name			
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Relationship			
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Address:			
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Contacts:	Tel.:	Fax:	Email:
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For Religious/Diocesan Students (Students belonging to Religious Congregations/Dioceses)

Name of the Congregation/Diocese:		Official Stamp or Seal
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Address of the Superior/Bishop:	
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Contacts:	Tel.:	Fax:	Email:
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3.4 Date & Signature:			
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For Non Tanzanians

Resident Permit (a copy is required)			
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Date of Issue (d/m/y):		Valid to (d/m/y):	
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Date of Renewal (d/m/y):		Valid to (d/m/y):	
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Passport (a copy is required)	No: <input type="checkbox"/>	Country:	
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Date of Issue (d/m/y):		Valid to (d/m/y):	
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Education Background (Please attach copies of your certificate(s), transcript(s), and/or official award letter(s) to your application.)

All Sec. Schools Attended	Location	Dated from (month/year)	Dates to (month/year)	Cert. Index No
All Colleges Attended	Status (graduated/ discontinued/ absconded)	If graduated qualification attained	Date Obtained	

Employment Record

(Please list your current and previous employment in chronological order, putting your present or most recent post first. Short periods of vacation work, unless they are particularly relevant to your proposed course, should be excluded)

Name of Employer & Location	Post Held	From (month/year)	To (month/year)

Any other relevant qualification or experience**Proficiency in English** (English is not your first language, please state your qualifications and proficiency in it)

If you have taken an IELTS or TOEFL test, or the Cambridge Certificate of Proficiency in English, please attach a copy of your test score report.

Academic Referee (who know your ability as a student and can assess your competence in written and spoken language)

Full Name		Address	
Contacts:	Tel.:	Fax:	Email:
Full Name		Address	
Contacts:	Tel.:	Fax:	Email:

Sponsorship (The sponsor should indicate here that the candidate would receive financial support for time of study at Jordan University College)

Full Name		Address	
Contacts:	Tel.:	Email:	Business or Activity:

I confirm my Organization will give full financial support to during the period of his/her education at Jordan University College

Date: Signed:

Official stamp or seal

Source of Information (Please indicate where you first learned about this College and the programmes)

Internet TCU Prospectus College Staff Newspaper Student

Other (please specify)

Declaration

I declare that all information given in this form is correct: Signature of the Applicant: Date:

Payments

Submission of dully filled application form should be accompanied with payment of non-refundable Application Fee of TSHS 10,000 (for Tanzanians) or \$15 (for non-Tanzanians). Pay the Application Fee to:

JORDAN UNIVERSITY COLLEGE Acc No.: 015 027 752 7900 CRDB Bank Mandela Branch, Morogoro

NB.: Cheques are not accepted! Remember to use the applicant's name and to attach the original pay-in-slip of the Application Fee to your application form.

Attachments

Please include the following with this application:

- A medical Doctor's Certificate that you are fit to follow this course (please use our form)
- One (1) passport size photos
- A short history of your life in English (500-700 words) in your own handwriting, describing the important details of your life, your reasons for pursuing these studies and your plans for the future.
- Photocopies of your school certificates or result slip
- Photocopy of Birth Certificate.
- Original pay slip of TSHS 10,000 or \$ 15.

When you have attached all required materials and have included certification of sponsorship kindly send this to the following address:

Admission Office, Jordan University College, P.O. Box 1878, Morogoro, Tanzania