

THE OPEN UNIVERSITY OF TANZANIA

General Application for Admission FORM (For non-degree and undergraduate programmes only)

PART I

First read the instructions under PART II of this form and then complete all sections of the form. If you need assistance in filling it, please contact any OUT Regional Centre or the Office of the Deputy Vice Chancellor (Academic), Admissions section, P.O.Box 23409, Dar es Salaam, Tel: 255-022-2668820/2668035, Fax: 255-022-2668759, e-mail: dvc-ac@out.ac.tz / admissions@out.ac.tz. The Open University of Tanzania website: <http://www.openuniversity.ac.tz>.

SECTION A: GENERAL INFORMATION (See instructions on the reverse side of this FORM).

1. Surname:..... (as on your Certificates)
First Name(s) (as on your Certificates)
Middle Name(s)..... (as on your Certificates)
2. Full Mailing Address:
.....
District:.....
Region:..... Country.....
3. Telephone: (Residence):..... Telefax:.....
(Workplace):..... E-mail:
4. Gender: Male Female
5. Date of Birth
6. Marital Status: Married Single Divorce Widowed
7. Number of dependants
8. Occupation:
9. Name and Address of employer (if any)
10. Citizenship: (a) Tanzanian (b) Non-Tanzanian
If you are not Tanzanian Citizen, and if you live in Tanzania, please indicate
(a) Immigration document you poses (attach certified copy):
 - Permanent Resident
 - Resident Permit Class C
 - Student
 - Other Types of Permit (specify below).
.....

(b) Country of your Citizenship:
11. As a student, do you have special needs related to physical/medical/ psychological/learning disability or other limitations?
Yes: No:
If yes, specify the disability of or other limitations

12. Have you ever applied and been selected to study at OUT before? Yes: No:

If **yes**, mention the programme and academic year
 Programme..... Year.....

13. Have you ever been discontinued from any public University? Yes: No:

If **yes**, state when and give reason(s).....

14. Are you currently enrolled in a programme at another institution? Yes: No:

If **yes**: Name of the institution:.....

Name of the academic programme:.....

Qualifications expected.....

Completion date:.....

SECTION B: EDUCATIONAL BACKGROUND:

15. Name all secondary schools attended and the full name of the certificate(s) obtained.

School	Location & Address	Dates attended	Certificate Awarded

16. List all post secondary institutions and qualifications you were awarded in order of attendance. If more space is needed, you may write on a separate sheet and attach.

Institution Name, Location & Address	Institution Status*	Dates attended		Award and Specialisation
		From (Month/Year)	To (Month/Year)	

*Note: 1. **Institution Status** can be: Vocational, Technical, College, University, or Other
 2. **Award and Specialisation** can, for example, be: Certificate in Education, FTC (Civil Engineering), B.A (Gen.), Certificate (Agriculture), etc.

17. Are you an Open University of Tanzania staff member? Yes: No:

If **yes**, please, give Name of the Faculty / Department / Centre

18. Why do you wish to study with the OUT (through Distance Learning)? You may choose up to three reasons that are most important to you:

- | | | | | | |
|---|--------------------------|------------------------------------|--------------------------|----------------------|--------------------------|
| 1. I am enrolled at another institution | <input type="checkbox"/> | 2. Study Materials are available | <input type="checkbox"/> | 3. I have dependants | <input type="checkbox"/> |
| 4. I want to work while studying | <input type="checkbox"/> | 5. Limited campus chances | <input type="checkbox"/> | 6. Self-employed | <input type="checkbox"/> |
| 7. I just want to study at home | <input type="checkbox"/> | 8. Flexibility (time and location) | <input type="checkbox"/> | | |
| 9. I only fit into O.U.T programmes | <input type="checkbox"/> | 10. None of the above | <input type="checkbox"/> | | |

SECTION C: REQUESTED PROGRAMME (See Instructions under Part II of this FORM)

19. NON-DEGREE PROGRAMMES DESIRED AT THE OPEN UNIVERSITY OF TANZANIA

Tick	Name of Programme
	Certificate in Foundation Course (OFC)
	Certificate in Distance Education (CCDE)
	Certificate in Poultry Production and Health
	Diploma in Poultry Production and Health
	Diploma in Distance Education and Open Learning
	Diploma in Primary Teacher Education
	Commonwealth Youth Programme Diploma (CYP-Diploma)

20. UNDERGRADUATE DEGREE PROGRAMMES DESIRED AT THE OPEN UNIVERSITY OF TANZANIA (please, choose only one programme)

Tick	Name of Programme	Major subject	Minor Subject
	Bachelor of Arts General		
	Bachelor of Arts with Education		
	Bachelor of Arts (<i>Tourism Studies</i>)		
	Bachelor of Arts (Mass Communication)		
	Bachelor of Arts (Sociology)		
	Bachelor of Arts (Social Work)		
	Bachelor of Arts (Journalism)		
	Bachelor of Business Administration General		
	Bachelor of Business Administration with Education		
	Bachelor of Science General		
	Bachelor of Science (ICT)		
	Bachelor of Science (ES)		
	Bachelor of Science with Education		
	Bachelor of Laws		
	Bachelor of Education		

Note: Major and minor apply only for degrees other than B.Ed., LLB, BBA, B.com and BSc. (Mathematics)

21. AUTHORITY (optionally, to be filled by undergraduate degree programme applicants only):

If my academic qualifications are not appropriate for the undergraduate degree programme for which I am applying, then let the Selection Committee have an authority to:

21.1 Consider me for another undergraduate degree programme should my qualifications allow

21.2 Consider me for Foundation Course (OFC) should my qualifications allow

22. DECLARATION:

I agree to abide by the rules and regulations of the Open University of Tanzania communicated separately, and as they may be amended from time to time. I certify that the information provided above is true and complete in all respects and that no relevant information has been withheld. I agree that the Open University of Tanzania retains the right to nullify my admission if the information provided is false or incomplete. I certify that I am not under suspension or dismissal from another institution for reasons of academic misconduct.

Signature of Applicant:.....

Date:.....

PART II

IMPORTANT INSTRUCTIONS TO ALL APPLICANTS

All applicants must complete all sections of the General Application for Admissions Form carefully and legibly. If the University discovers that any information submitted by the applicant is false, it will reject that application and may refer the matter for legal action. Applicants must be at least 18 years of age to be admitted to the Open University of Tanzania. **Applicants should submit this form to our regional centres which are nearest to them.** To register in a course, ALL STUDENTS (new and continuing) must fill and submit **Course Registration FORM** every year, which is issued during the registration period.

SECTION A: GENERAL INFORMATION

All applicants must complete this section in full.

NAME: (Number 1)

Please indicate your full names, which appear on your school and/or college certificates. In case you changed your name(s), please attach an executed and registered DEED POLL. The DEED POLL should be registered by Registrar of documents and advertised in the Government Gazette otherwise your application will not be processed.

CITIZENSHIP (Number 10)

All Applicants must indicate their citizenship. Failure to do so will result in the General Application for Admission FORM being returned and a delay in admission, enrolment and registration.

STUDENTS WITH SPECIAL NEEDS (Number 11)

If you have physical/mental/learning disabilities or other limitations which might affect your academic progress, tick "Yes" and give details on separate sheets of paper, if necessary.

SECTION B: EDUCATIONAL BACKGROUND

All applicants must complete this section in full.

PROGRAMME DESIRED (Section C)

Select only one academic programme. For more details, see the Open University of Tanzania General Information booklet. Applicants who possess a degree from a recognised degree granting institution may have their programme of study reduced on the basis of work completed in their first degree. Such applicants should select a different degree programme. If you select more than one category or an invalid choice, your application may not be considered. Also, note that some subjects are taken as Double i.e. they cannot be taken with others. These are:

- | | |
|-------------------------|--|
| Economics | - no second subject except Education for B.com with Education and BBA with education |
| Business Studies | -no second subject except Education for B.com with Education and BBA with education. |
| Home Economics | - no second subject except Education for B.Sc. with Education |
| LL.B | - write Laws only. |
| Mathematics | - may be taken as a Double (i.e. No second subject except Education for those doing BA with Education) or B.Sc. (with Education)
-may also be taken as a Single (i.e. with a second subject shown in the General Information booklet) |

CHECK LIST

Have you included the following in your application? (**Delete inapplicable**)

- | | |
|--|--------|
| 1. True copy of O-Level certificate or its equivalent(results slips not acceptable) | YES/NO |
| 2. True copy of A-Level certificate or its equivalent (result slips not acceptable) | YES/NO |
| 3. Transcripts of all Post Secondary School Education (i.e Degree, Diploma and Certificates) | YES/NO |
| 4. Application fee pay-in-slip worth T.sh. 10,000/= and USD 30, respectively, for Tanzanian citizens and Non-Tanzanians. | YES/NO |
| 5. Affixed your two coloured Stamp size photographs taken within the last three months without tinted spectacles | YES/NO |
| 6. General application for Admission Form completed and signed | YES/NO |

Application fee payments should be deposited through NBC Ltd, City Corporate Branch A/c number **011103002558** or NMB Ltd, Bank House Branch A/c number **2011100105**. Fee remittance by any other means shall not be accepted.