THE OPEN UNIVERSITY OF TANZANIA

General Application for Admission FORM

(Certificate in Computing and Information Technology – NTA Level 4 and Diploma in Computer Science (NTA Level 5 & 6)

Ref: ………………

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 your nearest OUT Regional Centre, P .O. Box 23409, Dar es Salaam, Tel: 255-022-2668820/2668035, Fax: 255-0222668759, e-mail:ictdpt.coordinator@out.ac.tz The Open University of Tanzania website: http://www.out..ac.tz/

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

1. Program information.

Requested Program			Region / Centre	Academic Year
NTA Level 4	NTA Level 5	NTA Level 6		

2. Surname**: …………………………………………** (as on your Certificates)

    First Name(s): **…………………………………………** (as on your Certificates)

    Middle Name(s)**: …………………………………………** (as on your Certificates)

3. Full Mailing Address**: ………………………..………………………………………………**

    District**: ……………………………...** Region**: ………………………………………**

    Country**: ....**

4. Telephone: (Residence): **................................ …..**   Telefax**: ……………………………………………**

    (Workplace): **........................…………**   E-mail**: …………………………………………**

5. Gender: Male: Female:

6.   Date of Birth**: ………………………………**

7. Marital Status: Married: Single: Divorce: Widowed:

8. Occupation**: ....**

9. 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**: ....**

10. Name and Address of employer / Guardian (if any): **…………………………………………**

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 certificates) 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*	Date Attended		Award and Specialization
		From (Month/Year)	To (Month/Year)	

*Note: 1. Institution Status can be: Vocational, Technical, College, University, or Other
        2. Award and Specialization can, for example, be: Certificate in (ICT), 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.   **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**:……………………………**

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 should submit this form to our regional centres which are nearest to them. To register in a course.

SECTION A: GENERAL INFORMATION
All applicants must complete this section in full.

PROGRAM INFORMATION: (Number 1)
All applicants must indicate preferred region of study. Centres available are: DSM, Mwanza, Kagera, Singida, Manyara, Rukwa, Katavi, Kigoma, Shinyanga, and Mbeya. The sessions available are: Morning, Afternoon and Evening.

NAME: (Number 2)
Change of names by students after registration is not allowed. OUT reserves the right to refuse any changes of names that are drastic, even when properly booked up by relevant laws of the land. Students should register in the names that appear in their certificates. The official order of names during registration will be; Surname, First Name(s), Middle Name(s). Where a candidate has only two names in his or her certificates, then only those two names shall be used.

CITIZENSHIP (Number 9)
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.

CHECKLIST
Have you included the following in your application? (Tick that which is applicable)

	General application for Admission Form completed and signed.
	Copies of Secondary School Certificates.
	Copy of Birth Certificate.
	Transcripts of all Post Secondary School Education (i.e., Diploma and Certificates. **Successful applicants will be required to bring the originals for verification at the time of registration**.
	Affixed your two coloured Stamp size photographs taken within the last three months (with your name written at the back).
	There is **no application fee** in applying for this program.