

THE OPEN UNIVERSITY OF TANZANIA
DIRECTORATE OF POSTGRADUATE STUDIES

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OUT/DPGS-A3

**APPLICATION FORM FOR ADMISSION INTO POSTGRADUATE DIPLOMA
PROGRAMMES**

SECTION A: TO BE COMPLETED BY THE APPLICANT

Fill in spaces provided and tick appropriate box

1. Surname (Block Letters) _____
2. Other Names _____
3. Present Address _____

4. Date of Birth _____
5. Country of Birth _____
6. Nationality _____
7. Citizenship _____
8. Telephone No _____ E-mail _____
9. Sex: Male Female
10. Marital Status: Single Married
11. Present Employer: _____
12. Employed as: _____
13. Financial Sponsor: _____
14. **Programmes offered under different faculties are as indicated below, please tick appropriate box**

I. FACULTY OF EDUCATION

S/N	PROGRAMME	
1	Postgraduate Diploma in Education (PGDE)	
2	Postgraduate Diploma in Curriculum Design and Development (PGDCDD)	
3	(Any other)	

II. **FACULTY OF LAW**

S/N	PROGRAMME	
1	Postgraduate Diploma in Law (PGDL)	
2	(Any other)	

III. **FACULTY OF BUSINESS MANAGEMENT**

S/N	PROGRAMME	
1.	Postgraduate Diploma in Business Studies (PGDBS)	
2	(Any other)	

V. **FACULTY OF ARTS AND SOCIAL SCIENCES**

S/N	PROGRAMME	
1	Postgraduate Diploma in Social Work (PGDSW)	
2	(Any other)	

15. Indicate preferred mode of course work study:

Blended **Evening** **Executive**

16. **Educational background and other professional qualifications**
(Start with the most recent award)

Title of Award	Specialization	Name of Institution	Date Obtained	GPA	Duration (Years)

17. Form four index number (if applicable) _____

18. Form six index number (if applicable) _____

19. **Professional and/or Employment Experience**

Name of Organization	Duration of Employment	Title or Position held	Job Description

SECTION B: TO BE COMPLETE BY THE EMPLOYER AND/OR SPONSOR

(To be filled even if the employer is not sponsoring the applicant)

- 20. Has the applicant been confirmed in his/her employment? YES/NO _____
- 21. How long has the applicant been in service? _____
- 22. If the applicant gains admission, will you release him/her for studies? YES/NO _____
- 23. If the applicant gains admission, will you support him/her financially? YES/NO _____
- 24. Any other remarks: _____
- 25. Signature of employer/sponsor: _____ Date: _____

Checklist (to be checked against by each applicant before submitting the form)

- 1. All personal data are filled in (postal address, email, phone number) ()
- 2. Names are written as they appear in secondary education certificate ()
- 3. All copies of **Certified** academic **certificates and their associated transcripts** are attached (i.e. form 4, form 6/equivalent, BA/adv. Dip, etc.) ()
- 4. Transcripts are placed next to their attendant certificates ()
- 5. Attachments to the form are arranged in ascending order ()
- 6. The sought programme is ticked against ()
- 7. The mode of study is indicated ()
- 8. A concept note is attached (for those who intend to study by thesis mode) ()
- 9. The form is signed ()

Sign here to prove that you have fulfilled the requirement of each element in this list

Date: _____

SECTION D: FOR OFFICIAL USE ONLY

(To be filled by a Postgraduate Admission Officer)

- 1. The form is dully filled in: YES/NO _____
- 2. The checklist is adhered by YES/NO _____
- 3. Name of a receiving officer: _____
- 4. Signature of a receiving officer: _____ Date _____
- 5. Comments _____

(To be filled by a Relevant Academic Staff at the Faculty Level)

- 6. The applicant qualifies for admission into the programme sought: YES/NO _____
- 7. If the answer to item 6 is No, give reasons _____

8. Name of the academic staff in question: _____
9. Designation of the Academic staff in question: _____
10. Signature: _____ Date _____