

THE OPEN UNIVERSITY OF TANZANIA
DIRECTORATE OF POSTGRADUATE STUDIES

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APPLICATION FORM FOR ADMISSION INTO POSTGRADUATE DIPLOMA PROGRAMMES

1. Applicants are required to submit TWO COPIES of this application form
2. Certified copies of certificates and their associated transcripts must be attached to and submitted with the completed form. Certificates obtained from foreign Institutions must be submitted to the Tanzania Commission for University (TCU) for verification, the same should be attached during the application process. Any application not accompanied by these documents will neither be processed nor acknowledged.
3. The copy of the filled in application form and the indicated attachments should be returned directly to any nearby Open University of Tanzania regional/coordinating centre: Alternatively, the package can be sent by mail to: Director of Postgraduate Studies, the Open University of Tanzania, P. O. Box 23409 Dar es Salaam, TANZANIA or by Email as ONE PDF FILE to: postgraduate.admission@out.ac.tz.
4. Applicants are required to pay an application fee of 30,000 Tanzanian Shillings for Tanzanian citizens or 30 USD for international applicants.
 - Local applicants should visit any nearest OUT regional centre to obtain a control number which will enable them to make payments.
 - International applicants should pay their fees through (the Open University of Tanzania, Forex Account, NBC Bank, Swift Code, NLCB TZTX, Corporate Branch, Account Number, 011105000670

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	Postgraduate Diploma in Technical and Vocational Teacher Education (PG TVET)	
4	(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 _____