

For Official Use Only



Affix two stamp size Black & White photographs

# ST JOHN'S UNIVERSITY OF TANZANIA

## ST MARK'S COLLEGE

### APPLICATION FORM FOR ADMISSION TO CERTIFICATE / DIPLOMA AND DEGREE PROGRAMMES

To be filled and sent to:

Office of Admissions, St John's University of Tanzania, St Mark's College P.O. Box 25017, DSM, Tanzania

**(Carefully read the 'Instructions to Applicants' attached before filling in this application form)**

Academic Year for which admission is sought (e.g. 2017/2018): .....

Please Tick the Mode of study you would prefer: Evening Time  Full Time

#### CHOICE OF DIPLOMA AND CERTIFICATE PROGRAMME IN DESCENDING ORNDER OF PREFERENCE

| Choice of Diploma or Certificate Programme | Faculty/Institute/ College Code | Degree Code | Full Name of Diploma or Certificate Programme as Indicated in the Instructions to applicant |
|--|---------------------------------|-------------|---|
| First choice                               |                                 |             |   |
| Second choice                              |                                 |             |   |
| Third choice                               |                                 |             |   |

#### 1.0 PERSONAL PARTICULARS

1.1 Surname (BLOCK LETTERS): .....(Mr./Mrs./Ms/Miss/Rev.)

First Name: ..... Other Name(s).....  
*(Note: The names entered in this form must be exactly the same as those appearing on your A.C.S.E.E-Form VI or C.S.E.E-Form IV certificates for applicants with equivalent qualifications)*

1.2 Sex: Male  Female  1.3 Date of Birth (Attach a copy of birth certificate) .....

1.4 Place of Birth: ..... 1.5 Citizenship: .....

1.6 Religion: ..... 1.7 Marital Status:.....

1.8 Mailing Address: .....

1.9 Telephone Number(s): ..... E-mail: .....

1.10 Any disability?  None  Physical  Visual  Hearing  Speech

**(Note: This information is required for the University to arrange appropriate means of assisting you once admitted. It will in no way affect the decision to admit you.)**

#### 2.0 MODE OF SPONSORSHIP

Tick the appropriate box

- Loan under Higher Education/Institution Loan Board
- Private Sponsorship
- Others (specify).....

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**3.0 SPONSOR'S DECLARATION**

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(To be completed by Private Sponsors)

I hereby accept the responsibility of paying the fee and other charges for the applicant if he/she is binding

Signature:.....

Full name and address of Sponsor:

Date:.....

.....

.....

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**4.0 EDUCATIONAL BACKGROUND AND EMPLOYMENT RECORD**

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4.1 Certificate of Secondary Education Examinations (C.S.E.E.) [National Form IV] or equivalent.

**First Sitting**

| Subject | Grade | Date | Index No. |
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| Subject | Grade | Date | Index No. |
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Examination Authority: .....

Country: .....

Examination Centre or School: .....

Division: ..... Points.....

**Second Sitting**

| Subject | Grade | Date | Index No. |
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Examination Authority: .....

Country: .....

Examination Centre or School: .....

Division: ..... Points.....

4.2 Advanced Certificate of Secondary Education (A.C.S.E.E.) [National Form VI] or equivalent.

**First Sitting**

| Subject | Grade | Date | Index No. |
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**Combination:** .....

| Subject | Grade | Date | Index No. |
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Examination Authority: .....

Country: .....

Examination Centre or School: .....

Division: ..... Points.....

**Second Sitting**

| Subject | Grade | Date | Index No. |
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Examination Authority: .....

Country: .....

Examination Centre or School: .....

Division: ..... Points.....

4.3 Qualifications other than A.C.S.E.E. (Form VI) or its equivalent (e.g. University Degree, Diploma or Certificate, etc.):

College/Institute: ..... Award: .....

| Subject | Grade | Date | Reg./Index No. |
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| Subject | Grade | Date | Reg./Index No. |
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Examination Authority: .....

Country: .....

Examination Centre or School: .....

Class/Grade: ..... Points.....

4.4 Post A-Level Education

Have you attended this University/College or any other Institutions of Higher Learning before? Yes  No

If yes, provide details in the table below.

| S/No. | Reg./Index No. | Institution Attended | Status (Graduated/<br>Discontinued/Absconded) | If graduated, give<br>qualification attained | Dates |
|-------|----------------|----------------------|---|--|-------|
|       |                |                      |   |  |       |
|       |                |                      |   |  |       |
|       |                |                      |   |  |       |

4.5 Employment Record

Please give details of your employment record in the table below.

| S/No. | Name of Employer | Post Held | Dates |
|-------|------------------|-----------|-------|
|       |                  |           |       |
|       |                  |           |       |
|       |                  |           |       |
|       |                  |           |       |

**7.0 PROFESSIONAL GOAL(S)**

Briefly, please state in the following space your professional goals for the next five years

.....  
 .....  
 .....  
 .....

**8.0 APPLICATION FEE**

Indicate the applicant's name as written in the bank pay-in-slip of the non-refundable Application fee:

..... (Note: The original pay-in-slip must be attached to this form).

**Declaration**

I declare that all information given in this form is correct.

Signature of Applicant: ..... Date: .....

*Note: The information given in this form will be used for admission purposes only. Non-disclosure of details or provision of false information to any of the sections in this form, if discovered, shall render your registration with St John's University of Tanzania cancelled.*

**FOR OFFICIAL USE ONLY**

Application form has been received by the Admissions Officer, St John's University of Tanzania.

Name of Officer: .....

Signature: ..... Date: .....

Decision by the Undergraduate Studies Committee: .....

Decision by the SENATE: .....



# ST JOHN'S UNIVERSITY OF TANZANIA

## St Mark's Centre

### ADMISSIONS OFFICE

P.O. Box 25017, Dar es Salaam, Tanzania

E-mail: [admission@smc.ac.tz](mailto:admission@smc.ac.tz) website: <http://www.smc.ac.tz>

Tel: **0719991516 / 0784461450**



#### Instructions to applicants seeking admission to Certificate, Diploma and Bachelor Programme

Applicants are required to read these instructions carefully before filling in the applications forms. Incorrectly filled or incomplete application forms will not be processed for admission.

#### 1.0 APPLICATION FEE

Submission of duly filled application forms should be accompanied by payment of non-refundable application fee. For Tanzanians, the application fee is TShs.15, 000/= . For non-Tanzanians, the application fee is USD 15. All payments should be deposited into the Account No. **01J1020963200** CRDB Holland House Branch. **Remember to indicate the applicant's name and to attach the original pay-in-slip of the application fee to your application forms.**

1. List of Postgraduate, undergraduate and Non Degrees programmes offered at St John's University of Tanzania (St. Mark's Centre)

| Table 1: FACULTY OF COMMERCE AND BUSINESS STUDIES (MFOCB) |             |  |
|---|-------------|--|
| FACULTY CODE  | COURSE CODE | COURSE TITLE   |
| MFOCB   | 5665        | Bachelor of Business Administration(HRM)   |
| MFOCB   | 5611        | Bachelor of Business Studies (BBS)   |
| MFOCB   | 5667        | Bachelor of Business Administration(Procurement)                                 |
| MFOCB   | 5668        | Bachelor of Business Administration(Marketing)                                   |
| MFOCB   | 5610        | Bachelor of Accounts and Finance(BAF)  |
| MFOCB   | 5666        | Bachelor of Commerce with Education(BCOMED)                                      |
| MFOCB   | 2601        | Diploma in Business Administration - Accountancy                                 |
| MFOCB   | 2606        | Diploma in Business Administration - Procurement and Supply                      |
| MFOCB   | 2603        | Diploma in Business Administration - Human Resources and Management              |
| MFOCB   | 2605        | Diploma in Business Administration - Marketing                                   |
| MFOCB   | 2602        | Diploma in Banking and Finance   |
| MFOCB   | 2607        | Diploma in Business Administration with Information and Communication Technology |
| MFOCB   | 2604        | Diploma in Law (DL)  |
| MFOCB   | 1607        | Certificate in Business Administration in Accountancy                            |
| MFOCB   | 1606        | Certificate in Business Administration in Procurement and Supply                 |
| MFOCB   | 1603        | Certificate in Business Administration in Human Resources and Management         |
| MFOCB   | 1605        | Certificate in Business Administration in Marketing                              |
| MFOCB   | 1602        | Certificate in Banking Finance   |
| MFOCB   | 1604        | Certificate in Law (CL)  |

|   |      |   |
|---|------|---|
| <b>Table 2:</b><br><b>FACULTY OF HUMANITIES AND EDUCATION (MFAHE)</b> |      |   |
| MFAHE   | 5401 | <b>Bachelor of Arts in Education</b> ( <i>Major in either History/Geography, English/Geography, History/English, English/Kiswahili, Geography/Kiswahili, History/Kiswahili, Kiswahili/English</i> ) |

|   |      |  |
|---|------|--|
| <b>Table 3: INSTITUTE OF DEVELOPMENT STUDIES(IDS)</b> |      |  |
| <b>IDS</b>  | 1700 | Diploma in Community Development (DCD)     |
| <b>IDS</b>  | 2700 | Certificate in Community Development (CCD) |

|  |      |   |
|--|------|---|
| <b>Table 4</b><br><b>FACULTY OF THEOLOGY AND RELIGIOUS STUDIES (MSOTR)</b> |      |   |
| <b>MSOTR</b>   | 1101 | Certificate in Theology                           |
| <b>MSOTR</b>   | 2101 | Diploma in Applied Theology                       |
| <b>MSOTR</b>   | 5101 | Bachelor of Arts in Theology (Education)          |
| <b>MSOTR</b>   | 5102 | Bachelor of Arts in Theology (General Management) |
| <b>MSOTR</b>   | 5105 | Bachelor of Arts in Applied Theology              |

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## **2.0 SUBMISSION OF APPLICATION FORMS**

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Duly filled application forms should be delivered to the Admissions Office, in the administration block. Application forms may also be posted to:

Admissions Office,  
St John's University of Tanzania,  
St Mark's Centre,  
P.O. Box 25017. Dar es salaam, Tanzania

The deadline for submission of duly filled application forms is ..... Application forms received thereafter (whether submitted in person or otherwise) shall not be processed.

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## **3.0 WARNING**

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*It should be noted that it is an offence to submit false information when applying for admission. Applicants who would be discovered to have submitted forged certificates or any other such information would not be considered and appropriate legal action would be taken against them. Bonafide University students are cautioned not to attempt applying for admission. If such students submit their applications then they would be liable to de-registration from studies. Likewise, former students who have already graduated cannot be admitted as undergraduate students under Government loan sponsorship.*

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#### **4.0 FINAL CHECKLIST OF APPLICATION FOR ADMISSION**

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Since incomplete application forms would not be processed, it is important that the applicant checks whether all the items indicated below are included in her/his application submission.

**General University Requirements:**

- (i) One duly filled in application form.
- (ii) Two stamp size **coloured/black and white photographs** with applicant's name written at the back.
- (iii) A copy of certificates and/or result slips for O-Level or equivalent.
- (iv) A copy of certificates and/or result slips for A-Level or its equivalent.
- (v) A copy of birth certificate and/or affidavit.
- (vi) A copy of other Academic transcripts.
- (vii) The original bank pay-in-slip for the payment of the non-refundable application fee.

**BURSARIES AND CHARGES POLICY FOR FIRST YEAR STUDENTS: CERTIFICATE, DIPLOMA & BACHELOR**

In order a student to register has to pay 50% of the annual tuition fees. **Once paid cannot be refundable in any situation.**

**TUITION FEES FOR BACHELOR**

| Course         | BAEd      | BBA/BAF/BCOME<br>D | BA.THEO   | Pg.BA     | Pg.ED     | ME        |
|----------------|-----------|--------------------|-----------|-----------|-----------|-----------|
| <b>Tuition</b> | 1,540,000 | 1,540,000          | 1,540,000 | 1,900,000 | 1,900,000 | 4,500,000 |

**TUITION FEE FOR DIPLOMA**

| COURSE         | YEA<br>R | DBA       | DCD       | DTHEO     | DLAW      | ODPE      |
|----------------|----------|-----------|-----------|-----------|-----------|-----------|
| <b>Tuition</b> | 1        | 1,240,000 | 1,240,000 | 1,240,000 | 1,240,000 | 1,150,000 |
|                | 2        | 1,240,000 | 1,240,000 | 1,240,000 | 1,240,000 | 1,150,000 |
|                | 3        | N/A       | N/A       | N/A       | N/A       | 1,150,000 |

**TUITION FEE FOR CERTIFICATE**

| COUR<br>SE     | YEA<br>R | CBA     | CLAW    | C.THEO  | CCD     |
|----------------|----------|---------|---------|---------|---------|
| <b>Tuition</b> | 1        | 990,000 | 990,000 | 990,000 | 990,000 |
|                | 2        | N/A     | N/A     | N/A     | N/A     |