



**THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF HEALTH, COMMUNITY DEVELOPMENT, GENDER,
ELDERLY AND CHILDREN**

Buhare Community Development Training Institute

APPLICATION FORM

FOR

**Admission into Certificate and Ordinary Diploma Programs in
Community Development for Academic Year 2019/2020 of
September intake**

1.1 Completion of the form:

Read this application form carefully before filling it. Forms are to be completed in two copies using BLOCK LETTERS and be returned to the Institute of your choice through the address provided below.

1.2 Entry Requirements:

Candidates wishing to be enrolled to pursue either A BASIC TECHNICIAN CERTIFICATE (NTA LEVEL 4) or TECHNICIAN CERTIFICATE (NTA LEVEL 5) or AN ORDINARY DIPLOMA (NTA LEVEL 6) in Community Development programme have to fulfill the general minimum entrance requirements specific to each academic program as stipulated hereunder:-

1.2.1 Ordinary Diploma (NTA LEVEL6) Program:

Entry requirements for an Ordinary Diploma (NTA Level 6) in Community Development are NTA Level 5 in Community Development, or its equivalent of not less than PASS class obtained from a college or institute which is fully registered by NACTE.

1.2.2 Technician Certificate (NTA LEVEL 5) Program:

Should be a holder of A Basic Technician Certificate (NTA Level 4) in Community Development or other relevant field of not less than **PASS** class obtained from a college or institute which is fully registered by National Council for Technical Education (NACTE).

OR

Should have at least One principal and pass in the Advanced Certificate of Secondary Education Examination (ACSEE) or equivalent as based on the National Examination Council of Tanzania grades (**Note:** Principal level passes in Divinity/Islamic Knowledge are not counted).

1.2.3 Basic Technician Certificate (NTA LEVEL 4) Program:

Holder of Certificate of Secondary Education Examination (CSEE) with a minimum average pass of D grade in FOUR relevant subjects.

OR

Holder NATIONAL VOCATIONAL AWARD (NVA) Level 3 from Vocational Education Training Authority (VETA) in relevant field.

1.3 Documents to be enclosed with duly filled application form

- i. Certified copies of Certificate or Advanced Certificate of Secondary Education Examination (CSEE or ACSE)
- ii. Certified copies of any other academic qualification(s) Certificates if any
- iii. Copy of birth certificate
- iv. Original Bank Pay-in slip of a non-refundable **Application and Verification fee of Tsh.10,000/-**.
- v. One recent passport size photographs

1.4 Dates of submission

The deadline for receiving applications is **20th July, 2019**

2.0 APPLICANT'S PERSONAL RECORDS

Surname: Other Names:
 Date of Birth: Place of Birth:
 Sex: Male { } Female { } Marital Status
 Nationality:
 Postal Address:
 E-mail Address: Tel. No:.....

3.0 PROPOSED PROGRAMME OF STUDY *(Please tick the Appropriate Course):*

Ordinary Diploma Community Development (NTA Level 6)	
Technician Certificate Community Development (NTA Level 5)	
Basic Technician Certificate Community Development (NTA Level 4)	

4.0 ACADEMIC QUALIFICATIONS:

4.1 Primary School Education

School Name:	
Year of completion:	
Region:	
Country:	

4.2 Secondary School Qualifications

Certificate of Secondary Education		Advanced Certificate of Secondary Education	
School Name:		School Name:	
Country:		Country:	
Index Number:		Index Number:	
Year of Completion:		Year of Completion:	
Division:		Division:	
Subject passed "O" Level		Subject passed "A" – Level	
<i>Subject</i>	<i>Grade</i>	<i>Subject</i>	<i>Grade</i>

4.3 Post Secondary School Education

Course Description:		Year of Completion:	
Institute /College name:		Index number:	
Country:		Award:	
Relevant subjects passed			
<i>Subject</i>	<i>Grade</i>	<i>Subject</i>	<i>Grade</i>

5.0 Next of Kin

- i. Full Name:.....
- ii. Relationship (e.g father/mother/brother/sister e.t.c).....
- iii. Contact Address.....
- iv. District:..... Region:.....
- v. Phone No:.....
- vi. E-mail Address:.....

Please submit your application form to one of the following addresses according to your choice:

The Admission Office;
 Buhare CDTI,
 P. O. Box 190,
MUSOMA.

Payment should be made through bank account:

Buhare CDTI
 Bank Name: NMB Musoma
 Account Name: Economic Account Community Development Training Institute
 Acct. No. 30301100002

6.0 DECLARATION BY THE CANDIDATE:

I hereby certify that the information in this application form is accurate and complete.

Signature of Applicant Date

7.0 FOR OFFICIAL USE ONLY: Date of receipt:

**MINISTRY OF HEALTH, COMMUNITY DEVELOPMENT, GENDER, ELDERLY AND CHILDREN
BUHARE COMMUNITY DEVELOPMENT TRAINING INSTITUTE
FEE STRUCTURE**

A: DIRECTLY PAYABLE TO THE INSTITUTE

Level	Tuition Fee	Accommodation (Boarding and Lodging if provided)	Medical Contribution (NHIF)	NACTE Quality Assurance Fee	Total
Ordinary Diploma (NTA Level 6)	790,000	200,000	50,400	15,000	1,055,400
Technician Certificate (NTA Level 5)	790,000	200,000	50,400	15,000	1,055,400
Basic Technician Certificate (NTA Level 4)	690,000	200,000	50,400	15,000	955,400

B. DIRECTLY PAYABLE TO STUDENTS

Meals	Field Allowance	Books and Stationery
850,000	300,000	150,000

C: DIRECTLY PAYABLE TO STUDENTS ORGANIZATION

Students Organization Annual Fee	10,000
----------------------------------	--------

D: APPLICATION AND VERIFICATION FEE

D1: Application Fee (Payable to the Institute)	5,000
D2: Verification Fee (Payable to NACTE)	5,000