

MOSHI CO-OPERATIVE UNIVERSITY (MoCU)

CHUO KIKUU CHA USHIRIKA MOSHI

Sokoine Road,
P.O. Box 474,
Moshi, Tanzania.
Tel:+255 272754401
Fax:+255 272750806
e-mail: info@mocu.ac.tz
Website: www.mocu.ac.tz



DIRECTORATE OF
UNDERGRADUATE STUDIES
P.O. Box 474,
Moshi, Tanzania.
Tel: +255 27 2754401
Fax: +255 27 2750806
E-mail: dus@mocu.ac.tz

APPLICATION FORM FOR ADMISSION TO MoCU NON-DEGREE PROGRAMMES FOR 2019/2020 ACADEMIC YEAR

One copy of this form, when completed, must be sent to the DEPUTY VICE CHANCELLOR – ACADEMIC, MOSHI CO-OPERATIVE UNIVERSITY P.O.BOX 474, MOSHI TANZANIA, after paying a non refundable application fee of **Tshs 10,000/=** through Account No. **01J2036991800 CRDB BANK MOSHI BRANCH. (ACCOUNT NAME: MoCU SAVINGS ACCOUNT)** and **USD 30 to MoCU DOLLAR ACCOUNT 02J1038874400 FOR FOREIGN APPLICANTS.**

FOR OFFICIAL USE ONLY:

APPLICATION FEE RECEIPT NO: _____ APPLICATION FORM NO: _____

APPLICANT MEETS ENTRY REQUIREMENT FOR _____ PROGRAMME

1.0 PERSONAL DETAILS

1.1 Last Name (in Capital Letters): _____ First Name: _____

Middle Name: _____ SEX. (M/F) _____

(Note: The names entered in this form must be exactly the same as those appearing on your A.C.S.E.E – C.S.E.E. or other academic certificates).

1.2 Date of Birth (Attach Copy of Birth Certificate): _____ Place _____

Country _____ Nationality _____

1.3 Permanent Contact Address: _____

Tel: Number (Home). _____ Office _____ Mobile _____

E-Mail: _____

1.4 Name and Address of Sponsor _____

Tel: Number (Home). _____ Office _____ Mobile _____

Fax: _____ E-Mail: _____

NOTE:

- i. Certificate in Management and Accounting and Certificate in Microfinance Management are offered both at MOSHI and KIZUMBI-SHINYANGA
- ii. Diploma in Co-operative Management and Accounting and Diploma in Microfinance Management are offered at MOSHI and KIZUMBI-SHINYANGA.
- iii. Certificate in Enterprise Development (CED) –is offered at Kizumbi (Shinyanga) only.
- iv. Certificate Programmes Last for One Year and Diploma for Two Years
- v. Deadline for receiving dully filled Application Forms is 20/08/2019

2.0 PROGRAMMES APPLIED FOR:

(Tick the appropriate programme you would like to be enrolled by indicating your first, second and third choice)

Certificate in Management and Accounting (CMA)		Certificate in Microfinance Management (CMF)	
Certificate in Accounting and Finance (CAF)		Certificate in Information Technology (CIT)	
Certificate in Human Resource Management (CHRM) - Regular		Certificate in Human Resource Management (CHRM) – Evening Programme	
Certificate in Library and Information Sciences (CLIS)		Certificate in Enterprise Development (CED)	
Certificate in Coffee Quality and Trade (CQT)		Diploma in Co-operative Management and Accounting (DCMA)	
Diploma in Enterprise Management (DEMA)		Diploma in Business Information and Communication Technology (DBICT)	
Diploma in Library and Archival Studies (DLAS)		Diploma in Microfinance Management (DMFM)	

3.0 SELECTED PLACE OF STUDY

MOSHI MAIN CAMPUS	OCTOBER INTAKE ONLY
KIZUMBI CAMPUS-SHINYANGA	OCTOBER INTAKE ONLY

4.0 EDUCATION BACKGROUND

4.1 Advanced Certificate of Secondary Education Examination (A.C.S.E.E.) Form Six or Equivalent

Subject	Grade	Date	Index No.	Subject	Grade	Date	Index No.

Division/Class: _____ Examining Authority: _____

Examination Centre or School _____ Country: _____

4.2 Certificate of Secondary Education Examinations (C.S.E.E.)/National Form Four/or Equivalent. – YOU SHOULD HAVE PASSED AT LEAST FOUR SUBJECTS WITH A MINIMUM OF D GRADE.

Subject	Grade	Date	Index No.	Subject	Grade	Date	Index No.

Division/Class: _____ Examining Authority: _____

Examination Centre or School _____ Country: _____

4.3 Other Relevant Qualifications (e.g. University Degree, Diploma or Certificate etc.):

Name of University/College/Institute/Examining Board	Awards	Date Obtained

5.0 EMPLOYMENT RECORD

Please give details of your employment record in the table below

S/N	Name of Employer	Position Held	Dates

6.0 ATTACHMENTS

Your application form **MUST** be submitted together with the following attachments:

- Certified Copies of Academic Certificates and Transcripts. Result slips shall be accepted only for those who completed their studies in 2018 for form four and 2019 for form six
- Certified Copy of Birth Certificate. **Affidavit and Deed Polls ARE NOT ACCEPTED (unless published in the government gazette)**
- One Passport Size Photograph recently taken firmly affixed to the application form. The photograph should show your face in full and hair line for easy identification.
- Original Receipt of Application Fee/Bank Pay-in-Slip/Postal Money Order. All these should indicate the name of the **CANDIDATE** and name of **PROGRAMME** applied for.

NOTE:

- 1 **INCOMPLETE APPLICATION FORMS SHALL NOT BE PROCESSED.**
- 2 **SUBMISSION OF FALSE INFORMATION OR RECORDS SHALL LEAD TO CRIMINAL PROSECUTION.**
- 3 **ALL TANZANIAN APPLICANTS WHO HAVE COMPLETED THEIR SECONDARY EDUCATION IN A FOREIGN COUNTRY MUST ATTACH A CERTIFICATE OF TRANSLATION OF THEIR GRADES FROM NATIONAL EXAMINATION COUCL FOR TANZANIA**

7.0 DECLARATION

I _____ (Your full name) do hereby confirm, to the best of my knowledge, that the information given in this form **AND THE ATTACHMENTS ARE** correct and complete. I understand that submission of false documents/ information is a criminal offence **AND PUNISHABLE IN** a Court of Law.

Signature of Applicant: _____ Place _____
Date _____

DULLY FILLED FORMS SHOULD BE SUBMITTED TO:

**THE DEPUTY VICE CHANCELLOR - ACADEMIC
MOSHI CO-OPERATIVE UNIVERSITY (MoCU)
P.O. BOX 474,
MOSHI, TANZANIA.**