

# MOSHI CO-OPERATIVE UNIVERSITY (MoCU)

## CHUO KIKUU CHA USHIRIKA MOSHI

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### APPLICATION FORM FOR ADMISSION TO MoCU UNDERGRADUATE PROGRAMMES FOR 2017/2018 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 30,000/=** through Account No. **01J2036991800 CRDB BANK MOSHI BRANCH. (ACCOUNT NAME: MoCU SAVINGS ACCOUNT) and 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 First Name (in Capital Letters): \_\_\_\_\_ Middle Name: \_\_\_\_\_

Last 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 (Two Intakes per annum – May and October each year)
- 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 April, 15 2017 for those who would like to join Certificate for May 2016 Intake at Kizumbi in Shinyanga and June 15, 2017 for those who would like to join any programme during the October 2016 intake.

(ii) Degree applicants shall have to apply THROUGH the Central Admission System of TCU.

**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
KIZUMBI CAMPUS-SHINYANGA	MAY (FOR CERTIFICATE PROGRAMMES), JULY (FOR DIPLOMA PROGRAMMES) AND OCTOBER (FOR CERTIFICATE AND DIPLOMA PROGRAMMES) INTAKES

**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: \_\_\_\_\_

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 2016 for form four and 2017 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 COUCIL 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.**