

INSTITUTE OF ADULT EDUCATION



Passport
size
photograph

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APPLICATION FORM FOR ADMISSION INTO BASIC TECHNICIAN AND ORDINARY DIPLOMA PROGRAMMES FOR THE 2017/2018 ACADEMIC YEAR

1. Introduction

This form should be filled by students who are applying for Certificate and Ordinary Diploma programmes offered through Conventional and Open and Distance Learning modes. The filled application forms should be sent to the Deputy Director (Academic, Research and Consultancy), Institute of Adult Education, P.O. Box 20679 DSM; the Institute of Adult Education through Regional Resident Tutors using physical address provided above or through registar@iae.ac.tz for the dully filled and scanned application forms.

Before filling in the form please read carefully the “General Information to Applicants” attached with this form.

2. Personal Particulars

1. Surname (Block letters)
2. Other names: First name:
Middle name *(All the names must be those appearing on your CSEE (Form IV) and ACSEE (Form VI) certificates).*
2. Sex (Male or Female) 3. Date of Birth
4. Marital status 5. Citizenship
6. Present contact Address
7. Telephone number (1) (2)
8. E-mail
8. Another person’s contacts in case of emergency:
a. Contact name b. Relation

c. Address d. Telephone No.....

9. Do you have any disability?

None Physical Visual Hearing Speech

Other; Specify.....

3: Choice of Study Programmes

(Tick the appropriate programme you are applying for)

Basic Technician Certificate in Adult and Continuing Education - NTA Level 4
(1 year) - **Morogoro Campus**

Basic Technician Certificate in Mass Communication - NTA Level 4
(1 year) - **Dar es Salaam Campus**

Basic Technician Certificate in Distance Education (ODL) NTA Level 4
(1 or 2 years) - Offered through Open and Distance Learning. Please, indicate the appropriate centre for face to face sessions (**Put a tick**):

- | | |
|-------------|--------------------------|
| 1. Korogwe | <input type="checkbox"/> |
| 2. Mkuranga | <input type="checkbox"/> |
| 3. Kibiti | <input type="checkbox"/> |
| 4. Masasi | <input type="checkbox"/> |
| 5. Lindi | <input type="checkbox"/> |

Ordinary Diploma in Adult and Continuing Education (NTA Level 6) (2 years)
Dar es Salaam and Morogoro Campus

Ordinary Diploma in Adult Education and Community Development (NTA Level 6) (2 years) **Mwanza Campus**

Ordinary Diploma in Mass Communication (NTA Level 6) (2 years)
Dar es Salaam Campus

Ordinary Diploma in Adult and Continuing Education (NTA Level 6) - Offered through Open and Distance Learning (2 or 3 years).

Please, indicate the appropriate centre for face to face sessions

(**Put a tick**)

- | | |
|------------------|--------------------------|
| 1. Arusha | |
| 2. Dar es salaam | <input type="checkbox"/> |
| 3. Dodoma | <input type="checkbox"/> |
| 4. Morogoro | <input type="checkbox"/> |
| 5. Mwanza | <input type="checkbox"/> |
| 6. songea | <input type="checkbox"/> |
| 7. Tabora | <input type="checkbox"/> |
| 8. Mbeya | <input type="checkbox"/> |
| 9. Buchosa | <input type="checkbox"/> |
| 10. Meatu | <input type="checkbox"/> |

- 11. Kilosa
- 12. Iringa
- 13. Kigoma
- 14. Pangani
- 15. Namtumbo
- 16. Shinyanga

Ordinary Diploma in Distance Education (NTA Level 6) - Offered through Open and Distance Learning (2 or 3 years).

Please, indicate the appropriate centre for face to face sessions

(Put a tick)

- 1. Korogwe
- 2. Mkuranga
- 3. Kibiti
- 4. Lindi
- 5. Masasi

4: Education Background

Fill the following table and attach the copies of academic certificates as evidence:

S/N	EDUCATION LEVEL	NUMBER OF SUBJECTS PASSED	DIVISION/ GRADE/ G.P.A.	EXAM CENTRE/ SCHOOL/ COLLEGE	YEAR	COUNTRY
1.	CSEE (Form 4) or Equivalent					
2.	ACSEE (Form 6) or Equivalent					
3.	Teacher Grade A Certificate					
4.	Any other Certificate					

5: Employment Background

Provide details of your current work status

- a. Current employer
- b. Your post
- c. Your working Centre
- d. Address

6: Declaration

I declare that information given in this form is correct.

Signature of Applicant Date

7: Important Documents to be attached with the Application Form

Note that incomplete application forms will not be processed. It is important that the applicant ensures that all items listed below are attached.

- i. Two recent stamp size photographs with applicants' name written at the back
- ii. Relevant copies of academic certificates
- iii. A copy of Birth Certificate or Affidavit
- iv. **The original bank pay-in slip** for confirmation of payment of **Tshs 40,000/=** non-refundable application fee.

**INSTITUTE OF ADULT EDUCATION
GENERAL INFORMATION TO APPLICANTS FOR
ADMISSION INTO THE STUDY PROGRAMMES- 2017/2018**

1.0 ENTRY QUALIFICATION

i) Ordinary Diploma Programmes

S/N	COURSE	DURATION	REQUISITE ENTRY QUALIFICATION
1	Ordinary Diploma in Adult and Continuing Education (Conventional mode) (Dar es Salaam and Morogoro Campus)	2 years	-Basic Technician Certificate in Adult Education and other related fields. -Grade “III A” Teaching Certificate or any other related field from recognized Institutions, plus a Certificate of Secondary Education Examinations (CSEE) with at least four passes in non- religious subjects. -Advanced Certificate in Secondary Education Examinations (Form Six) with at least any two principal passes.
2	Ordinary Diploma in Adult Education and Community Development (Conventional mode) (Mwanza Campus)	2 years	-Basic Technician Certificate in Adult and other related fields. -Grade “III A” Teaching Certificate or any other related field from recognized Institutions, plus a Certificate of Secondary Education Examinations (CSEE) with at least four passes in non-religious subjects. -Advanced Certificate in Secondary Education Examinations (Form Six) with at least any two principal passes.
3	Ordinary Diploma in Mass Communication (Conventional mode) (Dar es Salaam Campus)	2 years	-Technician Certificate in any Social Sciences. -Advanced Certificate in Secondary Education (Form Six) with at least any two principal passes.
4	Ordinary Diploma in Adult and Continuing Education (by distance mode)	2/3 years	-Basic Technician Certificate in Adult Education and other related fields.

	<p>Offered at the the following face to face learning centres:</p> <p>Dar es Salaam, Kilosa-Morogoro, Dodoma, Arusha, Mbeya, Ruvuma-Songea, Tabora, Shinyanga, Mwanza, Buchosa-Mwanza and Meatu-Shinyanga.</p>		<p>-Grade “III A” Teaching Certificate or any other related field from recognized Institutions, plus a Certificate of Secondary Education Examinations (CSEE) with at least four passes in non-religious subjects.</p> <p>-Advanced Certificate in Secondary Education Examinations (Form Six) with at least any two principal passes.</p>
5	<p>Ordinary Diploma in Distance Education (by distance mode)</p> <p>Offered at the the following face to face learning centres: Korogwe - Tanga, Mkuranga-Coast Region, Kibiti-Coast region, Lindi and Masasi – Mtwara.</p>	2/3 years	<p>-Basic Technician Certificate in Adult and other related fields.</p> <p>-Grade “III A” Teaching Certificate or any other related field from recognized Institutions, plus a Certificate of Secondary Education Examinations (CSEE) with at least four passes in non-religious subjects.</p> <p>-Advanced Certificate in Secondary Education Examinations (Form Six) with at least any two principal passes.</p>

ii) **Basic Technician Certificate Programmes**

S/N	COURSE	DURATION	REQUISITE ENTRY QUALIFICATION
1	Basic Technician Certificate in Adult and Continuing Education (Conventional mode) (Morogoro Campus)	1 year	<ul style="list-style-type: none"> - Grade III A Teaching Certificate or any other related field from recognized Institutions plus at least two passes in Certificate of Secondary education examinations in non-religious subjects - Certificate of Secondary Education Examinations (CSEE) with four passes in non-religious subjects.
2	Basic Technician Certificate in Mass Communication (Conventional mode) (Dar es Salaam Campus)	1 year	-Certificate of Secondary Education Examinations (CSEE) with four passes including non-religious subjects.
3	Basic Technician Certificate in Distance Education (by distance mode)	1/2 years	-Certificate in Teachers Education (Grade ‘A’) or any other related field and at least two passes in Certificate of Secondary Education Examinations including non-religious subjects

	<p>Offered at the the following face to face learning centres: Korogwe - Tanga, Mkuranga-Coast Region, Kibiti-Coast region, Lindi and Masasi – Mtwara.</p>		<p>-Certificate of Secondary Education Examinations (CSEE) with four passes including non-religious subjects.</p>
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2.0 FEES

- Each applicant will pay a non-refundable application fee of Tshs. 20,000/= plus Tshs. 20,000/= for NACTE verification. Therefore, a total of **Tsh. 40,000/=** should be deposited at **NMB BANK, Account Name:** Institute of Adult Education; **Account Number:** 20601100081.
- Registration into any study programme will be restricted to payment of the whole annual fee or at least half of the annual fee. Please find the attached fee structure breakdown in appendix 1.

3.0 DEADLINE OF THE APPLICATION

The deadline for receiving application forms is **20th August, 2017** for all Certificate and Diploma programmes.