

INSTITUTE OF ADULT EDUCATION



Passport
size
photograph

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APPLICATION FORM FOR ADMISSION INTO DIPLOMA PROGRAMME THROUGH DISTANCE MODE FOR THE MARCH/APRIL 2018/2019 ACADEMIC YEAR COMMENCING APRIL 2018

This form should be filled by students who are applying for Ordinary Diploma programme offered through Distance mode. The filled form should be returned to the Institute’s Headquarters, the Institute of Adult Education (IAE) Regional Resident Tutors, through Post Office to the Director, Institute of Adult Education, P.O. Box 20679 DSM. Dully filled and scanned application forms may be sent via registrar@iae.ac.tz.

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

A. 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? Please tick where appropriate

None	Physical	Visual	Hearing	Speech

Other; Specify.....

B: CHOICE OF STUDY PROGRAMME

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

Please, indicate the appropriate centre for face to face sessions (Put a tick)

S/No	Centre	Tick Appropriate
1	Arusha	
2	Bariadi	
3	Buchosa	
4	Buhongwa	
5	Dar es Salaam	
6	Dodoma	
7	Chimwaga	
8	Geita	
9	Iringa Municipality	
10	Iringa Rural	
11	Mufindi	
12	Kibondo	
13	Kigoma	
14	Kilosa	
15	Mbarali	
16	Mbeya	
17	Meatu	
18	Moshi	
19	Rukwa	
20	Ruvuma	
21	Namtumbo	
22	Shinyanga	
23	Tabora	
24	WAMO-Morogoro	

C: 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	Name & Address of Primary School where you completed STD VII					

D: EMPLOYMENT BACKGROUND

Provide details of your current work status

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

E: DECLARATION

I declare that information given in this form is correct.

Signature of Applicant Date

4.0 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 (in blue background) with applicants' names 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 10,000/= non-refundable application fee.

**INSTITUTE OF ADULT EDUCATION
GENERAL INFORMATION FOR APPLICANTS SEEKING
ADMISSION INTO DIPLOMA PROGRAMME (BY DISTANCE MODE) FOR THE
MARCH/APRIL INTAKE 2018/2019 ACADEMIC YEAR COMMENCING APRIL 2018**

A ENTRY QUALIFICATIONS

Ordinary Diploma Programme (National Technical Award Level 6)

S/N	COURSE	DURATION	REQUISITE ENTRY QUALIFICATION
1	Ordinary Diploma in Adult and Continuing Education (By distance mode)	2/3 years	<p>-Basic Technician Certificate in Adult Education 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 in non-religious subjects for applicants completed A-Level before 2014 and after 2016 and at least not less than two Ds for applicants completed A-Level in 2014 and 2015.</p>

B. IMPORTANT INFORMATION FOR ALL APPLICANTS

- i. Applicants aspiring to pursue Basic Technician Certificate and Ordinary Diploma Programmes (By Distance mode) will send their dully filled application forms to the Deputy Director (Academic, Research and Consultancy), Institute of Adult Education, P.O. Box 20679 DSM; or via the Institute of Adult Education Regional Resident Tutors or through registrar@iae.ac.tz for the dully filled and scanned application forms. Admission is open from 20th February, 2018 to 30th March 2018.

- ii. Application forms are available at the Institute of Adult Education headquarters, Institute of Adult Education Regional Resident Tutors' Offices and can be downloaded freely from www.iae.ac.tz

- iii. Each applicant shall pay a total of Tsh. 10,000/= non-refundable application fees which should be deposited at NMB BANK, Account Name: Institute of Adult Education, Account Number: 20601100081.

All correspondences MUST be addressed to;
Deputy Director (Academic, Research and Consultancy),
Institute of Adult Education,
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