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## APPLICATION FORM FOR ADMISSION TO SHORT COURSES

### PROGRAMMES FOR ACADEMIC YEAR 2025/2026

#### PART I : INTRODUCTION

1. TAKE NOTE OF THE FOLLOWING:

- i. Every applicant must pay a non-refundable application fee of **Tsh.10,000/= through VODA LIPA, TIGO LIPA, or Bank.**
- a) Applicant must affix a passport size photograph on the space provided
- b) The successful applicants will be **notified 1-2 weeks before commencement** of the courses.
- c) *The College is located in **Ivumwe Area of Mbeya City**, opposite Mwakibete Secondary School – along the road to UWATA Hospital)*

#### PART II : PERSONAL DETAILS

2. FIRST NAME: (Block Letters)

.....

3. SECOND or MIDDLE NAME: (Block Letters)

.....

4. LAST NAME or SURNAME: (Block Letters)

.....

*NOTE: The names entered in this form must be the same as those on your official Academic certificates.*

5. Date of Birth.....

6. Gender.....

7. Place of Birth: Town/Village ..... District ..... Region  
..... Country.....

8. Place of Residence: Town/Village ..... District ..... Region  
..... Country .....

9. Nationality .....

10. Present Address.....

.....

11. Permanent Home Address .....
- .....
12. Tel./Mobile .....
13. Email Address .....
14. Religion.....
15. Marital status: Married (YES) / (NO) .....
- .....
16. Employment Status: Please Tick (✓)
- a. Employed ..... ☐
- b. Pastor ..... ☐
- c. Musician ..... ☐
- d. Business ..... ☐
- e. Farmer/Peasant ..... ☐
- f. Pastoralist ..... ☐
- g. Graduated Pupil/Student ..... ☐
17. Other Job/Specify ..... ☐
18. If Employed, Mention the Employer .....
- .....
19. Disability .....
20. General Health Status .....

### **PART III : EDUCATIONAL QUALIFICATION**

**21. School(s) and College(s) or Universities Attended**

### **22. EDUCATION BACKGROUND INFORMATION**

	<b>P/SCHOOL</b>	<b>O' LEVEL</b>	<b>A' LEVEL</b>
<b>Name of School</b>			
<b>Index Number</b>			
<b>Completion Year</b>			
<b>Postal Address</b>			
<b>City /Region</b>			

*Other relevant qualifications e.g. Diploma, Certificate etc*

<b>INSTITUTION</b>	<b>COURSE TAKEN</b>	<b>AWARD</b>
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**Note:** In order to verify your qualification it is important to attach relevant **certificate copies** of the above-mentioned schools and colleges you attended)

#### **PART IV: PROGRAMME APPLIED FOR STUDY**

23. Please put a tick (v) in the appropriate COURSE and PROGRAMME for Study.

	<b>COURSE</b>	<b>SHORT COURSE</b>
i.	<b>Sound Techniques</b>	
ii.	<b>Music production</b>	
iii.	<b>Singing ( vocal and song writing)</b>	
iv.	<b>Music instruments - Piano, Guitar (lead / bass) and drums</b>	

**Note:**

- a. Those who wish to attend the **Music Production Course** they should be computer users, otherwise they should attend at least 2 programs of the **Basic Computer Skills Course** Introduction to Windows and Microsoft Office Word before attending their interested courses.

#### **PART V: COLLEGE ACCOMODATION**

24. I will need a college accommodation  
(YES/NO) .....

#### **PART VI : FEE PAYMENT**

25. My course fees will be paid by:

- a. Myself (YES) / (NO).....
- b. If NO, Mention your Sponsor
- i. My Employer (Name).....
- ii. Any other sponsoring organization or person (Name)  
.....  
(Relationship).....

**Note:** If you have ticked (i) or (ii) please ask your prospective sponsor to complete No. 25 below.

#### **26. EMPLOYER'S/SPONSOR'S CERTIFICATE**

To be completed by a responsible officer authorized by the Organization/Family

(a) I/We .....

Confirm that the applicant will be released for the purpose of attending the course for the whole of the required period.

(b) We further confirm that if the applicant will be accepted, we will pay the College fees as indicated on this Form.

Signed.....

Full Name.....

Rank.....

**PART VII: APPLICANT'S DECLARATION**

I, THE APPLICANT, CERTIFY THAT THE INFORMATION GIVEN ABOVE IS CORRECT

.....  
**APPLICANT'S SIGNATURE**

.....  
**DATE**

**NOTE:**

1. **INCOMPLETE Application forms shall not be processed.**
2. **Submission of false information shall lead to criminal prosecution.**
3. **For those with non-Tanzanian certificates should make sure that their certificates are translated according to NECTA grades before submitted for application.**
4. **NTA 4 certificate in Music production and Sound Technology is open to holders of Four Passes of form four level excluding religion subjects.**
5. **NTA 5 & 6 diploma level in Music production and Sound Technology is open to holders of NTA 4 in Music Production and Sound Technology or Form VI with at least 1 Principal and a subsidiary Pass**
6. **Attach secondary school and other Education certificates at the end of this form.**
7. **Attach copies of transcripts of college education at the end of this form.**