



ST JOHN'S UNIVERSITY OF TANZANIA

ADMISSIONS OFFICE

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INSTRUCTIONS TO APPLICANTS SEEKING ADMISSION TO CERTIFICATE AND DIPLOMA

Applicants are required to read these instructions carefully before filling in the application forms. Incorrectly filled or incomplete application forms will not be processed for admission.

1. APPLICATION FEE

Submission of duly filled application forms should be accompanied by payment of non-refundable application fee. For Tanzanians, the application fee is TShs.30,000/= . For non-Tanzanians, the application fee is USD 40. All payments should be deposited into the St John's University of Tanzania, SJUT Income account No. 01J1082864000 CRDB Dodoma Branch. **Remember to indicate the applicant's name and to attach the original pay-in-slip of the application fee to your application forms.**

Table1: List of Postgraduate, undergraduate and Non Degrees programmes offered at St John's University of Tanzania

MAIN CAMPUS

Faculty or Institute or College Code	Programme Code	Full Name of the Programme
1.	SCHOOL OF THEOLOGY AND RELIGIOUS STUDIES	
SOTR	School of Theology and Religious Studies	
2.	FACULTY OF HUMANITIES AND EDUCATION	
FAHE	Faculty of Humanities and Education	
FAHE		Bachelor of Arts with Education (BAEd)
FAHE		Diploma in Project Planning and Management
FAHE		Certificate in Project Planning and Management
3.	FACULTY OF NATURAL AND APPLIED SCIENCES	
FaNAS		Bachelor of Science with Education (BScEd)
FaNAS		Diploma in Science and Laboratory Technology
FaNAS		Certificate in Science and Laboratory Technology
FaNAS		Ordinary Diploma in General Agriculture
FaNAS		Technician Certificate in General Agriculture
4.	FACULTY OF COMMERCE AND BUSINESS STUDIES	
FOCB	Faculty of Commerce and Business Studies	
FOCB		Postgraduate Diploma in Business Administration (PgDBA) with specializations in <ul style="list-style-type: none"> • Finance • Education • Marketing • Accounting • Material Management

		<ul style="list-style-type: none"> • Development Economics • Information and Communication Technology • Human Resource Management
5.	SCHOOL OF NURSING	
SONU		Bachelor of Science in Nursing
SONU		Ordinary Diploma in Nursing
SONU		Ordinary Diploma in Medical Laboratory (NTA Level 6)
SONU		Technician Certificate in Medical Laboratory
6.	SCHOOL OF PHARMACY	
SOPH		Bachelor of Pharmacy
SOPH		Ordinary Diploma in Pharmaceutical Science
SOPH		Technician Certificate in Pharmaceutical Science
SOPH		Basic Technician Certificate in Pharmaceutical Science / Medicine Dispenser Certificate
7.	INSTITUTE OF DEVELOPMENT STUDIES (IDS)	
IDS		Master of Arts in Community Development (M.A CD)
IDS		Diploma in Community Development (DCD) (full time and evening programme)
IDS		Certificate in Community Development(CCD)

	FACULTY OF COMMERCE AND BUSINESS STUDIES	
FOCB	Faculty of Commerce and Business Studies	
FOCB		Diploma in Business Administration (DBA)-Accountancy
FOCB		Diploma in Business Administration (DBA)- Procurement and Supply
FOCB		Diploma in Business Administration (DBA)-Human Resources and Management
FOCB		Diploma in Business Administration (DBA)- Marketing
FOCB		Diploma in Banking Finance
FOCB		Diploma in Business Administration with Information and Communication Technology
FOCB		Diploma in Law (DL)
FOCB		Certificate in Business Administration (CBA) in Accountancy
FOCB		Certificate in Business Administration (CBA) in Procurement and Supply
FOCB		Certificate in Business Administration (CBA) in Human Resources and Management
FOCB		Certificate in Business Administration (CBA) in Marketing
FOCB		Certificate in Law (CL)

2.0 SUBMISSION OF APPLICATION FORMS

Duly filled application forms should be delivered to the Admissions Office, in the administration block. Application forms may also be posted to:

Admissions Office,
St John's University of Tanzania,
P.O. Box 47,
Dodoma, Tanzania

The deadline for submission of duly filled application forms is Thursday **4 p.m. on 28th September 2017**. Application forms received thereafter (whether submitted in person or otherwise) shall not be processed.

3.0 WARNING

It should be noted that it is an offence to submit false information when applying for admission. Applicants discovered to have submitted forged certificates or any other such information will not be considered and appropriate legal action will be taken against them. Bonafide University students are cautioned not to attempt applying for admission. If such students submit their applications then they will be liable to de-registration from studies. Likewise, former students who have already graduated cannot be admitted as undergraduate students under Government loan sponsorship.

4.0 FINAL CHECKLIST OF APPLICATION FOR ADMISSION

Since incomplete application forms will not be processed, it is important that the applicant checks whether all the items indicated below are included in her/his application submission.

General University Requirements:

- (i) Two duly filled in application forms.
- (ii) Two **coloured photographs** with applicant's name written at the back.
- (iii) Two copies of certificates and/or result slips for O-Level or equivalent.
- (iv) Two copies of certificates and/or result slips for A-Level or equivalent.
- (v) Two copies of birth certificate and/or affidavit.
- (vi) The original bank pay-in-slip for the payment of the non-refundable application fee.

For Official Use Only



Affix two stamp size Black & White photographs

ST JOHN'S UNIVERSITY OF TANZANIA

APPLICATION FORM FOR ADMISSION TO CERTIFICATE AND DIPLOMA PROGRAMMES

To be filled in duplicate and sent to:
Office of Admissions, St John's University of Tanzania, P.O. Box 47, Dodoma, Tanzania
(Carefully read the 'Instructions to Applicants' attached before filling in this application form)

Academic Year for which admission is sought (e.g. 2017/2018):

CHOICE OF CERTIFICATE AND DIPLOMA PROGRAMMES IN DESCENDING ORDER OF PREFERENCE

In the table below, enter the Certificate/Diploma or Postgraduate Programme you would like to study in descending order of preference. Details of the Certificate/Diploma or Postgraduate Programmes are given in the "Instructions to Applicants".

Choice of Programme	Faculty / Institute / College Code	Programme Code	Full Name of Programme as Indicated in the Instruction to Applicants
First Choice			
Second Choice			
Third Choice			

1.0 PERSONAL PARTICULARS

1.1 Surname (Block Letters):

First Name: Middle Name:.....

(Note: The names entered in this form must be exactly the same as those appearing on your A.C.S.E.E-Form VI or C.S.E.E-Form IV certificates for applicants with equivalent qualifications)

1.2 Sex: Male Female 1.3 Date of Birth (Attach a copy of birth certificate)

1.4 Place of Birth: 1.5 Citizenship:

1.6 Religion:..... 1.7 Marital Status:.....

1.8 Mailing Address:

1.9 Telephone Number(s): E-mail:

1.10 Any disability? None Physical Visual Hearing Speech

(Note: This information is required for the University to arrange appropriate means of assisting you once admitted. It will in no way affect the decision to admit you.)

1.11 Have you applied for admission to other Institutions?
YES NO

If YES please list names of the Institutions:.....

1.12 How did you know St. John's University of Tanzania? Through Media Exhibitions Other

2.0 MODE OF SPONSORSHIP

Tick the appropriate box

- Loan under Higher Education/Institution Loan Board
- Private Sponsorship
- Others (specify):.....

3.0 SPONSOR'S DECLARATION

(To be completed by Private Sponsors)

I hereby accept the responsibility of paying the fees and other charges for the applicant if he/she is admitted

Signature:.....

Full name and address of Sponsor:

Date:.....

.....

4.0 EDUCATIONAL BACKGROUND AND EMPLOYMENT RECORD

4.1 Certificate of Secondary Education Examinations (C.S.E.E.) [National Form IV] or equivalent.

Subject	Grade	Date	Index No.

Subject	Grade	Date	Index No.

Examination Authority:

Division:

Examination Centre or School:

Country:

4.2 Advanced Certificate of Secondary Education (A.C.S.E.E.) [National Form VI] or equivalent.

Subject	Grade	Date	Index No.

Subject	Grade	Date	Index No.

Examination Authority:

Division:

Examination Centre or School:

Country:

4.3 Qualifications other than A.C.S.E.E. (Form VI) or its equivalent (e.g. University Degree, Diploma or Certificate, etc.):

College/Institute:

Award:

Subject	Grade	Date	Index No.

Subject	Grade	Date	Index No.

Examination Authority:

Division:

Examination Centre or School:

Country:

4.4 In case you have submitted both types of qualifications, which qualification do you intend to use as your primary qualification for admission? *(Please tick one)*

A-Level Secondary Examination

Equivalent (e.g. Diploma) Qualification

4.5 Post A-Level Education

Have you attended this University/College or any other Institutions of Higher Learning before? Yes No

If yes, provide details in the table below.

S/No.	Institution Attended	Status (Graduated/ Discontinued/Absconded)	If graduated, give qualification attained	Dates

4.6 Employment Record

Please give details of your employment record in the table below.

S/No.	Name of Employer	Post Held	Dates

5.0 APPLICATION FEE

Indicate the applicant's name as written in the bank pay-in-slip of the non-refundable Application fee:

..... *(Note: The original pay-in-slip must be attached to this form).*

Please note that postgraduate applications must be supported with references (one personal and one academic) from at least two people

Declaration

I declare that all information given in this form is correct.

Signature of Applicant: Date:

Note: The information given in this form will be used for admission purposes only. Non-disclosure of details or provision of false information to any of the sections in this form, if discovered, shall render your registration with St John's University of Tanzania cancelled.

FOR OFFICIAL USE ONLY

Application form has been received by the Admissions Officer, St John's University of Tanzania.

Name of Officer:

Signature: Date:

Decision by Faculty: Date.....

Decision by the SENATE: