



To Learn To Serve

## ST JOHN'S UNIVERSITY OF TANZANIA

ADMISSIONS OFFICE

P.O. Box 47, Dodoma, Tanzania

Tel +255(26)2390044 Fax +255(26)2390025 Mobile +255712882734, +255 786 280 043

e-mail: [admissions@sjut.ac.tz](mailto:admissions@sjut.ac.tz) website: <http://www.sjut.ac.tz>

### INSTRUCTIONS TO APPLICANTS SEEKING ADMISSION TO CERTIFICATE/ DIPLOMA (NON-DEGREE) AND POSTGRADUATE PROGRAMMES FOR SEPTEMBER 2020 INTAKE

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.**

**Table:** List of 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
<b>1.</b>	<b>INSTITUTE OF DEVELOPMENT STUDIES (IDS)</b>	
IDS		Master of Arts in Community Development (MACD)
IDS		Diploma in Community Development (DCD) (full time and evening programme)
<b>2.</b>	<b>FACULTY OF COMMERCE AND BUSINESS STUDIES</b>	
<b>FOCB</b>	<b>Faculty of Commerce and Business Studies</b>	
FOCB		Postgraduate Diploma in Business Administration with specializations in Accounting, Finance, Marketing, Human Resource Management, Procurement and Supply Management, Information and Communication Technology
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
<b>3.</b>	<b>SCHOOL OF NURSING</b>	
<b>SONU</b>		Ordinary Diploma in Nursing and Midwifery
<b>4.</b>	<b>MEDICAL LABORATORY</b>	
		Ordinary Diploma in Medical Laboratory Technology

<b>5.</b>	<b>SCHOOL OF PHARMACY</b>	
SOPH		Ordinary Diploma in Pharmaceutical Science
SOPH		Technician Certificate in Pharmaceutical Science
SOPH		Basic Technician Certificate in Pharmaceutical Science

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## 2.0 SUBMISSION OF APPLICATION FORMS

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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 for Non-degree is Tuesday **4 p.m. on 15<sup>th</sup> September 2020**. Application forms received thereafter (whether submitted in person or otherwise) shall not be processed.

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## 3.0 WARNING

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*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.*

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## 4.0 FINAL CHECKLIST OF APPLICATION FOR ADMISSION

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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) Duly filled in application form.
- (ii) Two **coloured photographs** with applicant's name written at the back.
- (iii) One copy of certificate and/or result slips for O-Level or equivalent.
- (iv) One copy of certificate and/or result slips for A-Level or equivalent.
- (v) One copy 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 photographs



ST JOHN'S UNIVERSITY OF TANZANIA
APPLICATION FORM FOR ADMISSION TO CERTIFICATE, DIPLOMA & POSTGRADUATE 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 attached 'Instructions to Applicants' before filling in this application form)

Academic Year for which admission is sought (e.g. 2020/2021): .....

CHOICE OF CERTIFICATE & DIPLOMA PROGRAMMES IN DESCENDING ORDER OF PREFERENCE

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

Table with 3 columns: Choice of Programme, Faculty / Institute, Full Name of Programme as Indicated in the Instruction to Applicants. Rows include First Choice, Second Choice, and 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 [ ] (specify) .....

**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:.....

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**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	Year	Index No.

Subject	Grade	Year	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	Year	Index No.

Subject	Grade	Year	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	Year	Index No.

Subject	Grade	Year	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: .....