

**UNIVERSITY OF ARUSHA
CERTIFICATE & DIPLOMA APPLICATION FORM**



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A. GENERAL INFORMATION

Name.....

First name

Middle name

Surname

Postal Address:

E-mail.....Phone.....

Nationality.....Date of Birth.....Sex.....

Religious Affiliation () SDA () Catholic () Pentecost () Anglican () Muslim () Methodist () Presbyterian () Lutheran () Other ____

Marital Status () Single () Married () Widowed

Parent/Guardian's name.....

Address.....

Parent/Guardian's Religion.....Occupation.....

MPESA CONFIRMATION CODE.....

B. CAMPUSES/CENTERS

Admit me in () Main Campus () Arusha Extension Center () Musoma Educational Center

C. NATURE () Full Time () Part Time

- All theology students should bring a letter of introduction from their field, conference or union

D. ACADEMIC INFORMATION

O-LEVEL SCHOOL ATTENDED

INDEX NO.....

O-Level School Subjects	Grade	Year of Issue/Completion

Overall O-Level GPA/Division.....

A-LEVEL SCHOOL/COLLEGE ATTENDED.....

INDEX NO:.....

A-Level School Subjects/Basic Certificate	Examination Index No/Certificate No.	Year of Issue/Completion

Overall A-Level GPA/Division.....

E. PROGRAMS OF STUDY: Tick the programme of your preference

❖ **BASIC TECHNICAL CERTIFICATE (NTA LEVEL 4: 1 YEAR)**

- Basic Technical Certificate in Office Administration and HRM
- Basic Technical Certificate in Procurement and Supply Management
- Basic Technical Certificate in Sales and Marketing Strategies
- Basic Technical Certificate in Theology
- Basic Technical Certificate in Business Administration
- Basic Technical Certificate in Accountancy
- Basic Technical Certificate in Records, Archive and Information Management
- Basic Technical Certificate in Information and Communication Technology

❖ **ORDINARY DIPLOMA (NTA LEVEL 5 and 6: 2 YEARS)**

- Ordinary Diploma in Office Administration and HRM
- Ordinary Diploma in Procurement and Supply Management
- Ordinary Diploma in Sales and Marketing Strategies
- Ordinary Diploma in Theology
- Ordinary Diploma in Business Administration
- Ordinary Diploma in Accountancy
- Ordinary Diploma in Records, Archive and Information Management
- Ordinary Diploma in Information and Communication Technology

F:APPLICANTS FOR TRANSFER ADMISSION

Former Institution.....

Course.....

Reason for Transfer.....

Course/ Cresits Completed..... (You may use separate sheet):

Course	Grade	Institution	Units/Credits

Have you ever been suspended/dismissed from another Institution

()Yes ()No (If Yes give reasons)

How did you know about the University of Arusha? _____

Who recommended you to join the University of Arusha?

() University of Arusha Student: His/ Her name _____

() University of Arusha Employee His/ Her name _____

() Any Other (Specify) _____

G. FINANCIAL INFORMATION

Are you able to finance your studies? () NO () YES

If the answer is NO, who will sponsor you? () Employer () Church () Parent () HESLB

Name.....

Address.....

Sponsor's Name.....Signature.....Date.....

H. REFERENCES

Please give the names of two people, not relatives, who have known you for at least two years (We may decide to contact them)

1. Name.....

Address.....

Occupation.....Phone.....

2. Name.....

Address.....

Occupation.....Phone.....

I. APPLICANT'S PLEDGE

I willingly pledge to uphold the principles and standards of conduct and abide by all rules and regulations of the University of Arusha.

Applicant's Full Name _____ Signature _____ Date _____

Please return this form duly filled out along with the following:

- For international student, provide copies of your valid passport.
- Certified copies of O-Level, A-Level and any other Academic Credential and Birth Certificate
- Letter of release from work (For those who are employed).

Send this Application Form to:

The Office of Admissions
University of Arusha
P.O. Box 7 Usa River
Tanzania (East Africa)
Mobile:0765775433
E- Mail admission@uoa.ac.tz/ registrar@uoa.ac.tz



UNIVERSITY OF ARUSHA

A Chartered Seventh-day Adventist Institution of Higher Education

Office of the Registrar

P. O. Box 7, Usa River,
Arusha, Tanzania

Website: www.uoa.ac.tz

Phone: 0765775433

registrar@uoa.ac.tz

To: All Prospective Students

Re: Admission for the Academic Year 2017/2018

I am writing to invite all interested applicants to University of Arusha for the academic year 2017-2018.

We offer the following Certificate and Diploma programs

A. BASIC TECHNICAL CERTIFICATE (NTA LEVEL 4: 1 YEAR)

- Basic Technical Certificate in Office Administration and HRM
- Basic Technical Certificate in Procurement and Supply Management
- Basic Technical Certificate in Sales and Marketing Strategies
- Basic Technical Certificate in Theology
- Basic Technical Certificate in Business Administration
- Basic Technical Certificate in Accountancy
- Basic Technical Certificate in Records, Archive and Information Management
- Basic Technical Certificate in Information and Communication technology

Required qualifications for certificate programs: At least four passes (D's) at Ordinary Level

B. ORDINARY DIPLOMA (NTA LEVEL 5 and 6: 2 YEARS)

- Ordinary Diploma in Office Administration and HRM
- Ordinary Diploma in Procurement and Supply Management
- Ordinary Diploma in Sales and Marketing Strategies
- Ordinary Diploma in Theology
- Ordinary Diploma in Business Administration
- Ordinary Diploma in Accountancy
- Ordinary Diploma in Records, Archive and Information Management
- Ordinary Diploma in Information and Communication Technology

Required qualifications for Diploma programs: At least four passes (D's) at Ordinary Level (for Old Grading System) Or One pass (D) and one Unsatisfactory (E) for new grading system.

Application fee for certificate and Diploma programmes is a non-refundable Tsh. 20,000/- which shall be paid through M-PESA with corresponding details shown below:

1. Dial *150*00# ok
2. Choose number 4 Pay for M-PESA
3. Choose number 4 Enter Business Number 607070
4. Choose reference number 1234
5. Enter Amount 20,000 Tshs.
6. Enter your Pin Number

7. Press 1 To Confirm
8. After confirmation you will receive a message from Vodacom (e.g. "3GQ05BR3F4 28-07-2016 14:41:31 Pay bill to 607070 NACTE acc. 1234 607070 - NACTE Completed TZS Tsh-20,000.00"). -Write the M-PESA code in Part A of the Application form.

The deadline for application: 20th August, 2017:

Send Application Package to The Registrar, University of Arusha, P. O. Box 7, Usa River, Arusha, or email to admission@uoa.ac.tz or registrar@uoa.ac.tz

Note: Application Forms and Fee structures are available on our website www.uoa.ac.tz