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UNIVERSITY OF DAR ES SALAAM COMPUTING CENTRE CERTIFICATE IN RECORDS MANAGEMENT PROGRAMME

**Application for Admission to Certificate in Records Management in collaboration with Tanzania Public Service College (NTA 4)
Offered by University of Dar es Salaam Computing Centre.**

To be filled in duplicate and sent to: The Managing Director
University of Dar es Salaam Computing Centre, P. O. Box 35062, Dar es Salaam, Tanzania

Application Number

Date.....

Session for which admission is being sought:

- Morning 8.00 12.00
- Evening 4.00pm- 8.00pm

Application for Admission to Certificate in Records Management the year..... (State the Year)

Under:

- Private Sponsorship
- Government Sponsorship

1. Surname (Block Letters)

Other Names

2. Sex.....

(Note: The names entered on this form must be the same as those on you're (form VI or equivalent).

3. *Date of Birth

4. Place of Birth.....

5. Citizenship.....

6. Religion.....

7. Marital Status.....

8. Permanent Address.....

9. Contact Address (if different from 8 above).....

Mobile No:

Phone No:

E-Mail (if any):

10. (a) Certificate of Secondary Education Examination National Form Four/or Equivalent.

Subject	Grade	Date	Subject	Grade	Date

Examination Authority Division:

Examination Centre or School: Country:

11. Give details of any other qualifications other than (Form IV) or equivalent, e.g. Certificate or Trade Test (NVTC)

Subject Grade

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*Copies of “O” & “A” Level /Diploma/FTC or any other certificate must be attached

13. Employment Record:

S/N	Name of Employer	Post Held	Dates

14. Give full name and Address as well as signed guidance /guarantee letter from financial sponsor for your fees and other expenses. Also indicate if you are applying as a private candidate or government sponsorship (note: if government, you have to submit the letter as well).

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15. Application Fee

I _____ certify that I have enclosed receipt no. _____ confirming my application fee. (Note: Original receipts must be attached at the back side of this form).

16. 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 the University of Dar es Salaam cancelled.)

Please note:

This application should be accompanied by an application fee of **Tshs 20,000/-** for Citizen and **US \$20** for Non-Citizen whose pay in slip should be attached with this form. The fee is non-refundable and payable to **University Computing Centre, CRDB Account No. 01J1020063300 or NBC Account No. 040103000237**