



MOSHI UNIVERSITY COLLEGE OF COOPERATIVE AND BUSINESS STUDIES (MUCCoBS)



A constituent College of Sokoine University of Agriculture



PROFESSIONAL FINANCIAL CO-OPERATIVE MANAGEMENT PROGRAMME (PFCMP)

APPLICATION FORM FOR ADMISSION TO PROFESSIONAL CERTIFICATE IN SACCOs MANAGEMENT (PC-SACCOs)

This form is to be returned to the PROGRAM COORDINATOR - PFCMP, Moshi University College of Cooperative and Business Studies, P.O. Box 474, Moshi, Tanzania

(Please read carefully the Instructions before filling in this application form)

Academic year in which Admission is sought e.g. 2008/2009).....

1.0. PERSONAL DETAILS

1.1. **TITLE:** *(Block Letters)* Surname/Family name
 First Name(s) SEX (M/F)

(Note: the names entered in this form must be exactly the names as those appearing on your C.S.E.E/Form Four, A.C.S.E.E./ Form VI or other certificates to be used for admission)

Marital Status: SINGLE () MARRIED ()

1.2. **DATE OF BIRTH** (Attach photocopy of birth certificate):

1.3. **PLACE:** **NATIONALITY**

1.4. **PERMANENT CONTACT ADDRESS:**

Tel. Number(s) Email address:

1.5. Name and Address of Sponsor (if any).....

Tel. No. Email address.....

1.6. Please state any physical or sensory disability which might in some way affect your studies or may require special facilitates of treatment. *(Note: This information is required in order for the Program to arrange appropriate means of assisting you once admitted. It will in no any affect the decision to admit you)*

State the disability here:

2.0. DETAILS OF NEXT OF KIN

First Name(s) Middle Names (s)

Address:

Home Telephone No:-

Work Place

Email address

3.0. INFORMATION ABOUT THE PROGRAM

i) How did you know about the Program? *(Tick whichever is appropriate)*

- a) Newspaper/Radio ()
- b) Employer ()
- c) Tutor ()
- d) Others () If others, specify.....

ii) Who persuaded you to join the Program? Tick only one who contributed most.

- a) I decided myself ()
- b) My employer ()
- c) The Tutor ()
- d) Information in the Newspaper/Radio ()

4.0. EDUCATION BACKGROUND AND EMPLOYMENT RECORD:

Attach copy of Certificate of Secondary Education Examinations (C.S.E.E.) and/or Advanced Certificate of Secondary Education (A.C.S.E.E.) or Equivalent

Post A-level Education

Have you attended University/College or any other institutions of Higher Learning before?

YES (): No ():

If Yes, provide details in the table below:-

S/N	Institution Attended	Status (Graduated/Discontinued/Absconded)	If Graduated give qualification attained	Date Obtained

Attach copy of University/ College Awards (Certificates, Diploma, and Degree)

5.0 EMPLOYMENT RECORD

Please give details of your employment record in the table below (most recent first)

S/N	Name of Employer	Post Held	Dates

6.0 APPLICATION FEE AND SPONSOR

6.1 A non-refundable application fee of Tshs 20,000 for Tanzanians and US \$ 30,000 for foreigners should be paid to MUCCoBS. Attach the receipt number or original bank deposit slip. Bank payment of application fee should be made through the Account indicated below.

6.2 Indicate the type of sponsorship for your studies (Please tick one)

- Employer () If the employer, give the Name
- Private ()

7.0 CONFIRMATION

I confirm, to the best of my knowledge, that the information given in this form is correct and complete. I have read the instructions, and information relating to admissions. I understand what they say, and agree to abide by the conditions set out there, which I accept as conditions of this application.

Signature of applicant: Date:

**8.0 FOR OFFICIAL USE ONLY
TO BE FILLED BY THE PPROGRAM COORDINATOR**

- i) VERIFICATION OF THE CERTIFICATES
 - Form IV Certificate No:-Year
 - Form VI Certificate No:- Year
 - Advanced Diploma Cert. No..... Year
 - *Degree/Equivalent Cert. No..... Year
 - Student Application Number.....
 - Application Received on (Date).....
 - Selection approved by the Academic Sub-Committee (Date).....
 - Registration Number (when Admitted).....

9.0 FEES PAYMENTS

Cash/Cheque amount paid Tshs/USD Rec. No.
Paid through MUCCoBS STANBIC Bank Moshi Branch Account No.0140020012501
(Attach Copy of Pay in Slip)
Certified/Approved by:-