



THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF LANDS, HOUSING AND HUMAN SETTLEMENTS DEVELOPMENT



ARDHI INSTITUTE TABORA

P. O. BOX 744, TABORA

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Form No -----

APPLICATION FORM FOR ACADEMIC YEAR 2017/2018

(i) TECHNICIAN CERTIFICATE/ORDINARY DIPLOMA (NTA Level 5) IN:

- CARTOGRAPHY
- LAND MANAGEMENT, VALUATION & REGISTRATION
- GRAPHIC ARTS AND PRINTING

(ii) BASIC TECHNICIAN CERTIFICATE (NTA Level 4) IN:

- CARTOGRAPHY
- LAND MANAGEMENT, VALUATION & REGISTRATION
- GRAPHIC ARTS AND PRINTING

ATTACH YOUR
RECENT
COLOURED
PASSPORT
PHOTOGRAPH
HERE

NAME OF APPLICANT

Instructions:

1. The fee for Application Forms is **Tshs. 10,000.00 only**
2. This form is applicable and valid only for this Academic year starting September 2017.
3. Submission of Application Forms should be **attached** by a **Bank pay-in slip** after depositing the money into: Bank Account Name: **Principal Ardhi Institute**; Bank Account No. **51001100026 NMB Mihayo Branch, Tabora** and sent to the Registrar, Ardhi Institute Tabora.
4. Any Application Form submitted without attaching the pay in document or proof of payment will not be considered.
5. Applicants are **REQUIRED** to fill this form carefully and neatly. Forms containing incomplete information will **NOT BE CONSIDERED**.
6. On returning this form, applicants **MUST** attach **certified photocopies** of all the relevant Certificates (such as CSEE/ ACSEE/FTC, School Leaving Certificates and Birth Certificate).
7. **CONSIDERATION** will be made to all applicants who meet the **minimum entry requirement** for each Course.
8. **Filling of the form does not imply an automatic admission to the Institute.**

NB: Please return the completed Application Forms together with certified photocopies of certificates to:

**The Registrar,
Ardhi Institute Tabora,
P.O. Box 744,
TABORA.
(E-mail or Fax is not allowed)**

DEADLINE: ALL APPLICATION FORMS MUST REACH THE INSTITUTE ON OR BEFORE 20th AUGUST 2017

PART (A): PERSONAL PARTICULARS

Complete this form in CAPITAL LETTERS.

Course Being Applied for.....

1. Names:

Surname:..... First Name:.....Middle Name:.....

Gender Male Female

NOTE: (The names entered in these forms must be the same as those of 'O' / 'A' level School Certificates, Course Certificates or equivalent document offered as an entry qualification)

2. Date of Birth: Date.....Month.....Year.....Place.....

3. Marital Status: Married Single

4. Nationality.....

5. Financial Sponsor:

6. Country of Residence:

7. Permanent Contact Address:

Name:

Postal Address.....

Telephone/Fax (Include Area Code):

E-mail:

Mobile Phone:.....

8. National form IV/Ordinary Level School Certificate (CSEE) results

Subject	Year of Examination	Grade Attained	Remarks (For official use only)
Mathematics			
Geography			
Physics			
Chemistry			
Biology			
History			
English/ Literature			
Civics			
Commerce			
Book-keeping			
Agricultural Science			
Building Construction			
Information & Computer Studies			
Engineering Science			
Technical Drawing			
Architectural Drafting			
Workshop technology			

9. National Form VI/High School Certificate or Advanced Level School Certificate (ACSEE) results

Subject	Year of Examination	Grade Attained	Remarks (For official use only)
Mathematics			
Geography			
Physics			
Biology			
Chemistry			
English/ Literature			
History			
Economics			
Commerce			
Agriculture			

10. State Any Other Qualifications

Qualification	Place	Year

11. For Those Employed:

Name and Address of Employer:

Name.....

P.O. Box.....Tel/Fax.....E/mail.....

Town/City.....

12. Have you applied for admission to any other Institution? (Yes/No) (*Delete which is not applicable)

(i) If yes, list names of Institutions and courses of study applied for.

No	Name of Institute	Course

(ii) Were you enrolled? (Yes/No). If Yes, which year and what course?

.....

(iii) Reason for leaving the College or Institution?

.....

13. Extra Curricular Activities

(a) What are your extra – curricular activities?

.....

(b) Affiliations to Professional Organisations (If any)

.....

Criminal Record

Have you ever been convicted of a criminal offence? (Yes/No). If yes, explain the nature of the offence

.....

14. Languages: Please indicate with 'x' where appropriate.

Language	Speaking				Writing				Reading			
	Very Good	Good	Fair	Poor	Very Good	Good	Fair	Poor	Very Good	Good	Fair	Poor
English												
Kiswahili												
Any other (State)												

15. Declaration of the Applicant

I do declare that, the information provided is true and correct to the best of my knowledge, and I shall be held responsible if proved otherwise.

Signature of Applicant Date.....

16. Guardian’s Declaration

I..... (**Hereunder called Guardian**) do declare that, the above mentioned Applicant (hereunder called.....) is personally known to me, and that the information provided is true and correct to the best of my knowledge, and I shall be held responsible if proved otherwise.

Name.....

Address.....

Telephone No.....

Signature Date.....

17. Sponsor

Full Name:

Designation.....

Address.....

I..... (**Name of Sponsor**) do hereby declare full responsibility to pay fees and any other costs involved in pursuance of the applied Course for Mr/Mrs/Missif admitted to Ardhi Institute Tabora.

Name of Responsible Person

Position

Signature and Official Stamp Date.....

PART (B):

FOR OFFICIAL USE ONLY

1. Recommendations by the Registrar:

Received and accepted/not accepted for consideration

Name.....

Signature..... Date.....

2. Recommendations by the Institute Registration Committee

Recommended/Not recommended for admission in the department as per entry requirements.

.....
Name of Chairperson

.....
Name of Secretary

Signature..... Date..... Signature.....

3. Decision of Academic Committee of the Institute Advisory Board

Approved/not approved for Admission to the Course in

.....
Name of Chairperson

.....
Name of Secretary

Signature..... Date..... Signature.....

Official Stamp