

WESTERN TANGANYIKA COLLEGE



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REG NO: NACTE REG/BMG/032 & NBAA/TPRS/051

DEPARTMENT OF SOCIAL SCIENCE

BUSINESS ADMINISTRATION & RECORDS, ARCHIVES AND
INFORMATION MANAGEMENT

APPLICATION FORM

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(Please fill information in BLOCK LETTERS ONLY)

1. PERSONAL PARTICULARS:

First Name.....Middle Name:

Last Name:Citizenship:

Date of Birth:Place of Birth:

Gender: Marital Status:

Form Four (4) Index Number:

Form Six (6) Index Number:

Secondary School Name:

Primary School Name:

Address: Residence Area:

Mobile Number:Email:

Region: District:

2. EDUCATIONAL INFORMATION:(Tick as appropriate)

O-LEVEL	A-LEVEL	LEVEL 3 VETA	NTA LEVEL 4	NTA LEVEL 5

Work Experience: (Years)

3. EDUCATION BACKGROUND:

School Name	Year Completed	School location	Subjects					
			Grade (A, B, C, D)					
A-LEVEL			Biology		Chemistry		Physics	General study
			Kiswahili		Economic		Mathematics	
			Geography		History		Agriculture	
O-LEVEL			Biology		Chemistry		Physics	English
			Kiswahili		Economic		Mathematics	Civics
			Geography		History		Agriculture	

4. SPONSORSHIP: (Tick as appropriate)

Government	Private Company	Self	Loan Board	Other (Specify)

5. NTA LEVELS OFFERED IN BUSINESS ADMINISTRATION:

NTA LEVEL 4	Basic Technician in Business Administration
NTA LEVEL 5	Technician Certificate in Business Administration
NTA LEVEL 6	Ordinary Diploma in Business Administration

Name of the course (NTA Level) selected:

6. NTA LEVELS OFFERED IN RECORDS, ARCHIVES AND INFORMATION MANAGEMENT

NTA LEVEL 4	Basic Technician in Records, Archives and Information Management
NTA LEVEL 5	Technician Certificate in Records, Archives and Information Management
NTA LEVEL 6	Ordinary Diploma in Records, Archives and Information Management

Name of the course (NTA Level) selected:

6.1 The following are the free courses given to a successful applicant:

N/S	Course Name	FEE
1	Basic Computer Knowledge	Free
2	English Course	Free

ENTRY QUALIFICATIONS AND COURSE DURATION.

- Basic Technician Certificate in (Business Administration)/ (Records, Archives and Information Management) NTA Level 4, Entry qualification, Holder of Certificate of secondary education examination (CSEE) with four passes in nonreligious subjects
- Technician Certificate in (Business Administration)/ (Records, Archives and Information Management) NTA Level 5, Entry Qualification, and holder of Certificate of secondary education examination (CSEE) with four passes in non-religious subjects; AND Possession of Basic Technician Certificate (NTA Level 4) Business Administration/ Records, Archives and Information Management.
- Ordinary Diploma in Business Administration/ Records, Archives and Information Management. - Basic Technician Business Administration/ Records, Archives and Information Management. (NTA Level 4), Entry qualification, Holder of Certificate of secondary education examination (CSEE) with four passes in non-religious subjects. Holder of Certificate of secondary education examination (CSEE) with four passes in non-religious subjects and Possession of Technician Certificate in Business Administration/ Records, Archives and Information Management.

7. NEXT OF KIN INFORMATION:

Full Name:
Mobile:Email:
Area of Residence:Relationship:
District:Region:

8. APPLICANT DECLARATION:

I certify that the particulars furnished in this application form are true and complete In all respects and that no relevant information has been withheld.

I understand that misrepresentation falsification and, or withholding information in regards to this application are offences that may result in nullification/ denial of registration and or persecution.

Application's name in full:
Applicant's signature:Date.....

9. SPONSOR CONFIRMATION:

This organization / Person will meet nominee's tuition fees and other expenses are detailed in Western Tanganyika College application form and joining instruction given.

Name of Sponsoring / Parent / Guardian:
Occupation:
Address: Mobile:
Sponsor's Signature:Date:

The admission reserves the right of admission:

We warmly welcome you at our esteemed college once again.

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For Deputy Principal Academic, Research and Consultancy

