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Passport size
photograph
here

**THE INSTITUTE OF PUBLIC ADMINISTRATION
ZANZIBAR**

E-mail: info@ipa.ac.tz

Website: www.ipa.ac.tz

**APPLICATION FOR ADMISSION OF IPA PROGRAMMES FOR
THE ACADEMIC YEAR 2018/2019**

Please read carefully before filling the form

1. REQUIREMENTS

The following conditions must be fulfilled before any application is processed.

This application form has to be fully completed and attached with copies of the following documents.

- a) Birth Certificate
- b) Copies of School and/or College ACADEMIC Certificates/Transcripts.

ALL forms must be fully completed and information given must be correct.

NB:

INTERVIEW

All applicants for Diploma programmes will be required to seat for interview and only qualified applicants will be selected.

REGISTRATION & ORIENTATION:

There will be an orientation week. All selected trainees have to be registered officially by the Institute during the orientation week **upon payment** and submission of Bank pay Slip of the registration fee and initial tuition fee based on the following categories:-

Programme	Registration	Initial tuition fee
Certificate	10,000/=	145,000/=
Diploma	10,000/=	270,000/=

MINIMUM ENTRY REQUIREMENTS

DIPLOMA PROGRAMME

The minimum entry requirement for the IPA Diploma Programmes (DBM, DDP, DEF, DHRM, DLGA, DPA, DBIT, DPR, DPS, DIR, DSS, DPSM and DRM) will be either one of the following:-

- Graduate degree in any discipline
- Possession of relevant NTA level 4 with GPA 2.0 and above or its equivalent from established institution and recognized by NACTE.
- Possession of at least one Principal and one Subsidiary pass at Tanzania A-level or its equivalent established by NECTA.

For DPS and DBIT applicants should have 2 passes for the following subjects in CSEE.

- *Mathematics* and any other *Science* subject for DBIT applicants.
- English and Mathematics subjects for DPS and DEF applicants

CERTIFICATES COURSES

For NTA L4 (CBM, CDP, CLGA, CPA, CHRM, CRM, CIR, CIT, CSS, CPR, CPS, CPSM) the minimum entry requirements for will be either one of the following:-

- Graduate degree in any discipline.
- Possession of at least **FOUR** passes of relevant form four subjects or its equivalent established by NECTA based on Tanzania education system;
- Possession of at least **FOUR** passes of relevant form four subjects excluding religious subjects or its equivalent established by **NECTA** based on Tanzania education system and
 - NVA level 3 or its equivalent established by VETA or
 - NABE certificate in any three subjects at stage II

Passes should include the following subjects for specified courses below.

- **Mathematics** and any other **Science** subject for **CIT** applicants
- **English** and **Mathematics** subjects for **CPS** and **CBM** applicants

2A: PROGRAMME:

COURSE APPLIED:

(Please fill in BLOCK LETTERS)

B: APPLICANTS' PERSONAL INFORMATION

NAME: (OFFICIAL NAME)
as appeared in your certificates

DATE OF BIRTH: **PLACE OF BIRTH:**
(Day/month/year)

NATIONALITY: **PLACE OF RESIDENCE:**

SEX **MALE** **FEMALE**

Tick appropriate box

MARITAL STATUS:
Tick appropriate box

Married		Single		Divorced		Widow		Separated	
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RELIGION

HOME ADDRESS (PHYSICAL ADDRESS)			
Telephone	Home:		Mobile
POSTAL ADDRESS (P. O. Box)			
E-MAIL ADDRESS			
HOBBY/SPORTS ACTIVITIES			

C: EDUCATIONAL BACKGROUND

(Primary and Secondary education)

NAME OF SCHOOL	YEAR	AWARD

OTHER TRAINING/QUALIFICATIONS

NAME OF INSTITUTION	YEAR	AWARD

D: EMPLOYMENT RECORDS

CURRENT EMPLOYER:.....

EMPLOYERS' FULL ADDRESS:.....

EMPLOYERS TELEPHONE NO:.....

NATURE OF BUSINESS/SECTION IN WHICH APPLICANT IS EMPLOYED:.....

APPLICANT DESIGNATION:.....

E: NAME AND ADDRESS OF PERSON TO BE NOTIFIED IN CASE OF EMERGENCY

NAME:

TELEPHONE NUMBERS: HOME: MOBILE:

POSTAL ADDRESS: (P. O. BOX)
.....

EMAIL ADDRESS: RELATIONSHIP

F: PHYSICAL DISABILITY/CHRONIC DISEASE:

DO YOU HAVE ANY PHYSICAL DISABILITY/CHRONIC DISEASE? YES NO

IF YES, GIVE EXPLANATION: USE ANOTHER SHEET IF NECESSARY
.....
.....

G: SPONSORS' NOMINATION CERTIFICATE

SPONSORS' NAME (Full name):

FULL ADDRESS:

TELEPHONE NUMBER: E-MAIL ADDRESS:

I (*Sponsor's name*) hereby nominate and agree to

sponsor (*Applicant's Name*)

.....
DATE TITLE STAMP AND SIGNATURE

PLEASE TICK WHERE APPROPRIATE

ZANZIBAR BRANCH <input type="checkbox"/>	REGULAR PROGRAM <input type="checkbox"/>
PEMBA BRANCH <input type="checkbox"/>	EVENING PROGRAM <input type="checkbox"/>

H: DECLARATION OF THE APPLICANT

I to the best of my knowledge hereby certify that all the information provided above is true, complete and correct . I agree to obey and abide by the institute rules and regulations if I am selected for the course.

.....
SIGNATURE

I: FOR OFFICIAL USE ONLY

Applicant:

.....	ACCEPTED	<input type="checkbox"/>
DIRECTORS'/REGISTRARS' SIGNATURE	REJECTED	<input type="checkbox"/>
DATE:	STUDENT'S NO	<input type="checkbox"/>

J: SUBMISSION

All applications must be submitted by hand/post to the following address before **20th February, 2019**.
ADMISSION OFFICE,
THE INSTITUTE OF PUBLIC ADMINISTRATION,
P. O. BOX 1179,
ZANZIBAR
Telephone No. 024 2231160.
E-mail info@ipa.ac.tz

CONDITIONS

This form will only be processed upon the payment of non-refundable application fee of 15,000/= Tanzania shillings that should be paid through IPA Account at **Peoples' Bank of Zanzibar Account N° 0404300000, Account Name Chuo cha Utawala wa Umma**

The student should observe all rules and regulations of the Institute once admitted.

Currently IPA has no hostel therefore students are advised to make their own arrangement with regards to accommodation and the Institute will not be held liable for any act or conduct of students on the matter of accommodation.

For more information visit our website www.ipa.ac.tz or email us through info@ipa.ac.tz or contact IPA admission Office, Tunguu - Zanzibar or call us on **0773486839, 0773 845944, 0773123694, 0778457212 or 0777430397**

NB:

- BOA** : BUSINESS OPERATIONAL ASSISTANT
- CBM** : CERTIFICATE IN BUSINESS MANAGEMENT
- CIR** : CERTIFICATE IN INTERNATIONALRELATION
- CDP** : CERTIFICATE IN DEVELOPMENT PLANNING
- CLGA** : CERTIFICATE IN LOCAL GOVERNMENT ADMINISTRATION
- CRM** : CERTIFICATE IN RECORDS AND ARCHIVE MANAGEMENT
- CPA** : CERTIIFCATE IN PUBLIC ADMINISTRATION
- CHRM** : CERTIFICATE IN HUMAN RESOURCE MANAGEMENT
- CIT** : CERTIFICATE IN COMPUTING AND INFORMATION TECHNOLOGY
- CPS** : CERTIFICATE IN PROCUREMENT AND SUPPLY
- CSS** : CERTIFICATE IN SECRETARIAL STUDIES
- CPR** : CERTIFICATE IN PUBLIC RELATION
- CPSM** : CERTIFICATE IN PUBLIC SERVICE MANAGEMENT
- DEF** : DIPLOMA IN ECONOMICS AND FINANCE
- DELM** : DIPLOMA IN EDUCATIONAL LEADERSHIP AND MANAGEMENT
- DRM** : DIPLOMA IN RECORDS AND ARCHIVE MANAGEMENT
- DPA** : DIPLOMA IN PUBLIC ADMINISTRATION
- DPR** : DIPLOMA IN PUBLIC RELATION
- DDP** : DIPLOMA IN DEVELOPMENT PLANNING
- DLGA** : DIPLOMA IN LOCAL GOVERNMENT ADMINISTRATION
- DHRM** : DIPLOMA IN HUMAN RESOURCE MANAGEMENT
- DPS** : DIPLOMA IN PROCUREMENT AND SUPPLY
- DBIT** : DIPLOMA IN BUSINESS AND INFORMATION TECHNOLOGY
- DPSM** : DIPLOMA IN PUBLIC SERVICE MANAGEMENT
- DIR** : DIPLOMA IN INTERNATIONAL RELATION
- DSS** : DIPLOMA IN SECRETARIAL STUDIES