



Affix your  
Passport size  
photograph  
here

THE INSTITUTE OF PUBLIC ADMINISTRATION  
ZANZIBAR

E-mail: [info@ipa.ac.tz](mailto:info@ipa.ac.tz)

Website: [www.ipa.ac.tz](http://www.ipa.ac.tz)

APPLICATION FOR ADMISSION OF IPA PROGRAMMES FOR  
THE ACADEMIC YEAR 2020/2021

*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.

**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 initial tuition fee based on the following categories: -

Programme	Initial tuition fee
Certificate	145,000/=
Diploma	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, 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 recognized institution.
- 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, DBM and DEF applicants

**CERTIFICATES COURSES**

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

- Possession of at least **FOUR** passes of relevant form four subjects or its equivalent established by NECTA based on Tanzania education system, excluding religious subjects
  - NVA level 3 or its equivalent established by VETA stage III or
  - NABE certificate in any three subjects at stage III
- Passes should include the following subjects for specified courses below.
  - **Mathematics** or Physics or Chemistry subjects for **BTCBIT, BTCPS, BTCBM and BTCEF applicants**

**(PLEASE FILL IN BLOCK LETTERS)**

**2A: : APPLICANTS' PERSONAL INFORMATION**

**MOBILE NUMBER:** ..... **EMAIL:** .....

**PRIMARY SCHOOL:** .....

**O LEVEL EXAMINATION INFORMATION:**

SEAT	YEAR	FOURM FOUR INDEX NUMBER	CENTER
FIRST SEAT			
SECOND SEAT			
THIRD SEAT			

**NAME: (OFFICIAL NAME)** .....

**AS APPEARED IN YOUR BIRTH CERTIFICATES**

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

**PLACE OF BIRTH:** .....

**SEX**

M		F	
---	--	---	--

**DATE OF BIRTH:**

YEAR	MONTH	DATE

**NATIONALITY:** ..... **PLACE OF RESIDENCE:** .....

**B: COURSE APPLIED:**

PROGRAMME CHOICE	PROGRAMME
FIRST CHOICE	
SECOND CHOICE	

**C: OTHER TRAINING/QUALIFICATIONS**

NAME OF INSTITUTION	YEAR	AWARD
EXAMPLE: IPA	2018/2019	NTA 4

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

NAME: .....

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: EMPLOYMENT RECORD (TO BE FILLED BY EMPLOYED APPLICANT ONLY)**

CURRENT EMPLOYER:

.....

EMPLOYERS' FULL ADDRESS:

.....

EMPLOYERS TELEPHONE NO:

.....

NATURE OF BUSINESS/SECTION IN WHICH APPLICANT IS EMPLOYED:

.....

APPLICANT DESIGNATION:

.....

**H: 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"/>
PEMBA BRANCH	<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

ADMISSION OFFICE,  
THE INSTITUTE OF PUBLIC ADMINISTRATION,  
P. O. BOX 1179,  
ZANZIBAR

Telephone No. 024 2231160.

E-mail [info@ipa.ac.tz](mailto:info@ipa.ac.tz)

IP.....

**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](http://www.ipa.ac.tz) or email us through [info@ipa.ac.tz](mailto:info@ipa.ac.tz) or contact IPA admission Office, Tunguu - Zanzibar or call us on **0777422211, 0777480751, 0754234949, 0777459992, 0773381755. or 0773319161**

**Pemba Branch: 0777430397 or 0777428328**

**NB:**

BTCBM : BASIC TECHNICIAN CERTIFICATE IN BUSINESS MANAGEMENT  
BTCEF : BASIC TECHNICIAN CERTIFICATE IN ECONOMIC AND FINANCE  
BTCIR : BASIC TECHNICIAN CERTIFICATE IN INTERNATIONAL RELATION AND DIPLOMACY  
BTCDP : BASIC TECHNICIAN CERTIFICATE IN DEVELOPMENT PLANNING  
BTCLGA : BASIC TECHNICIAN CERTIFICATE IN LOCAL GOVERNMENT ADMINISTRATION  
BTCRM : BASIC TECHNICIAN CERTIFICATE IN RECORDS AND ARCHIVE MANAGEMENT  
BTCPA : BASIC TECHNICIAN CERTIFICATE IN PUBLIC ADMINISTRATION  
BTCHRM : BASIC TECHNICIAN CERTIFICATE IN HUMAN RESOURCE MANAGEMENT  
BTCBIT : BASIC TECHNICIAN CERTIFICATE IN COMPUTING AND INFORMATION TECHNOLOGY  
BTCPS : BASIC TECHNICIAN CERTIFICATE IN PROCUREMENT AND SUPPLY  
BTCSS : BASIC TECHNICIAN CERTIFICATE IN SECRETARIAL STUDIES  
BTCPR : BASIC TECHNICIAN CERTIFICATE IN PUBLIC RELATION  
BTELM : BASIC TECHNICIAN CERTIFICATE IN EDUCATIONAL LEADERSHIP AND MANAGEMENT

ODBM : ORDINARY DIPLOMA IN BUSINESS MANAGEMENT  
ODEF : ORDINARY DIPLOMA IN ECONOMICS AND FINANCE  
ODRM : ORDINARY DIPLOMA IN RECORDS AND ARCHIVE MANAGEMENT  
ODPA : ORDINARY DIPLOMA IN PUBLIC ADMINISTRATION  
ODPR : ORDINARY DIPLOMA IN PUBLIC RELATION  
ODDP : ORDINARY DIPLOMA IN DEVELOPMENT PLANNING  
ODLGA : ORDINARY DIPLOMA IN LOCAL GOVERNMENT ADMINISTRATION  
ODHRM : ORDINARY DIPLOMA IN HUMAN RESOURCE MANAGEMENT  
ODPS : ORDINARY DIPLOMA IN PROCUREMENT AND SUPPLY  
ODBIT : ORDINARY DIPLOMA IN BUSINESS AND INFORMATION TECHNOLOGY  
ODIR : ORDINARY DIPLOMA IN INTERNATIONAL RELATION  
ODSS : ORDINARY DIPLOMA IN SECRETARIAL STUDIES  
ODELM : ORDINARY DIPLOMA IN EDUCATIONAL LEADERSHIP AND MANAGEMENT

