

SHUKRANI INTERNATIONAL COLLEGE OF BUSINESS MANAGEMENT AND ADMINISTRATION

P O Box 535 Mbeya - Tanzania
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Email: shukranicollege@yahoo.com

AFFIX
PHOTO
HERE

APPLICATION FORM FOR ADMISSION

STUDENT ID

THE COURSE YOU WISH TO APPLY FOR: _____

1. PERSONAL PARTICULARS (PLEASE USE BLOCK LETTERS)

Name of Applicant as shown in ID/or other Official Documents

How would you like to be called (Nick Name)

Nationality Male Female Gender: Tanzania

Oth- ers Religion

(Please specify)

Date of Birth (DD/MM/YYYY) Marital Status
 Married Single
Country of Region Origin

Tel. No. Hand phone No.
Perma- nent Address

P O Box Hand Phone No.

Region E - mail Address

Correspondence Address (If different from permanent address)
P O Box

Region Handphone No.

Emergency Contact
Name of Emergency Contact

Emergency Contacts Permanent Home Address (If different from Applicant's Permanent Address)
Region Post Address

2. PARENT'S/GUARDIAN'S PARTICULARS

Name of Parent/Guardian.

Parents/ Address) Guardians permanent Address (if different from "Applicant's " Permanent

PO Box

Region

Handphone No.

Occupation

Parents/Guardians Relationship

3. ACADEMIC RECORD

Highest examination passed:

O' Level A' Level Degree Diploma Others _____

(Please specify)

No.	Subject	Grade
1		
2		
3		
4		
5		

No.	Subject	Grade
1		
2		
3		
4		
5		

Ordinary Education Certificate

No.	Subject	Grade
1		
2		
3		
4		
5		

No.	Subject	Grade
1		
2		
3		
4		
5		

school/ Institution: _____ Year taken _____

Advanced Secondary Education Certificate

Award	Points/ Level	Year
TOEFL		
IESOL		
Others (please state)		

Awarding Body	Qualification	Year

School/ Institution: _____ Year taken _____

English

Degree or other Qualifications.

TERMS AND CONDITIONS OF ENROLMENT

Applications: Acceptance into the College is by a competitive merit - based process. The score achieved in the Colleges English Proficiency test is a very important factor. Applicants should take every effort to sit this test at either the College in Mbeya or Mgulani (The Salvation Army Compound) in Dar es Salaam. An applicant may be granted provisional acceptance if unable to sit the test because of distance from the exam Centres. In some instances, a phone interview in English can be arranged in lieu of the Proficiency Test. The phone call will be at the applicants expense.

Fees: Fess can be paid in a lump sum at the start of the first semester or by semester installments as specified in the joining instructions.

They can be paid by:

Cash
Telegraphic transfer or Bank deposit to (The Salvation Army, Mji wa Shukrani) A/C No. 016103001856, National Bank of Commerce, Karume Branch, Mbeya or
Cheque (made payable to the Salvation Army—Mji wa Shukrani)

4. CHECKLIST FOR ENCLOSED DOCUMENTS

Application fees (All must be made by crossed cheque, postal order, bank draft or cash made payable to SICBMA two copies of your recent passport - size photographs
Certified true copies of all relevant results (O - Level/Diploma/Degree) and/ or certificates.
A complete resume (if applicable).

5. DECLARATION

- I. I agree to comply with the SICBMA Students Regulations, all policies, rules and regulations, including those made by the schools/departments, and authorized officers of the College, if my application is accepted. (A copy of the Regulations can be obtained from the College).
- II. I declare that the information given in this form is true and correct. I accept that the submission of incorrect information or documentary evidence may result in the termination of any registration as a student.
- III. I acknowledge that the College shall be deemed to have notified me in writing if any correspondence is posted to the most recent mailing address that I have provided. I shall notify the College in writing, of any change of address or other personal details.
- IV. I understand that I am liable for payment of all fees connected with the course I am applying for. I understand that failure to pay any outstanding fees by the due date may lead to the termination of my registration.
- V. I agree to the college releasing my examination results and progress reports to my parent(s) guardian(s) and/or sponsor (s).
- VI. I authorize the college to release my personal details retained by the college to government regulatory or enforcement agencies and bodies of Tanzania or my county of origin/ nationality in satisfaction, of any legal requirement stipulated under any written law currently in force in Tanzania or in my country of origin/ nationality or pursuant to any legal investigation in Tanzania or in my country of origin/nationality.
- VII. I understand that I will not be registered as a student until a place is offered to me by the college and fulfill all requirements of registration, including the payment of fees.

The submission of acceptance of this document does not create any legal relationship between the applicant and the college.

Applicants Signature: _____ Date: _____

Applicants Name: _____

6. DECLARATION BY PARENT/GUARDIAN IF APPLICANT IS BELOW

I, _____ hereby undertake to guarantee the good conduct of the above applicant while studying at SICBMA on his/her behalf in accordance with the policies of SICBMA.

Signature of Parent/Guardian: _____ Date: _____

Indicate Relationship: _____

FOR OFFICE USE ONLY

Education Counselor's ID/Name: _____ Date _____

Introduced by staff Yes No. If Yes, please indicate the Staff's name:

Introduced by Student Yes No If Yes, please indicate the Student's name:

Introduced by Agent Yes No if Yes, please indicate the Agent's name:

Application received by received by: _____ Date _____

Scholarship

Arrival Date

Corporate/Sponsor

Documents Verified

Old Student Yes No

Date of Join

Discount Allowed

Remarks

Application Approved by
Head of Academic Department/Authorized Designate
Name: _____
Signature: _____
Date in _____ Date out _____

<input type="checkbox"/>	Offer
<input type="checkbox"/>	Conditional Offer—Forecast
<input type="checkbox"/>	Conditional Offer—See Comments
<input type="checkbox"/>	Reject Application

Comments

Please indicate the amount of fees payable:

Application Fee	<input type="text"/>	Registration Fees	<input type="text"/>
Resource Fee	<input type="text"/>	Field Placement Fee	<input type="text"/>

* Delete whichever not applicable

Other fee (please specify) Amount (TZS)

Tuition fee (please indicate the payment mode by √):

Full payment Amount (TZS)

Installment Payment 1st Installment 3rd Installment 2nd Install-

PAYMENT MADE BY INTERNATIONAL STUDENTS

Payment Mode: Cash/Draft/Online (Please delete whichever is not applicable) Amount Paid in: TZS US\$

Receipt No. Payment Collected by: Date