



UNITED REPUBLIC OF TANZANIA
MINISTRY OF NATURAL RESOURCES AND TOURISM
NATIONAL COLLEGE OF TOURISM

Junction of Samora Avenue and Shaaban Robert Street

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APPLICATION FORM FOR ACADEMIC YEAR 2019/20

1. PERSONAL DETAILS

- First Name: Middle Name: Surname:
- Date of Birth: Sex: Form Four Index No..... of form four completion.....
- Marital Status:Country of Birth: Citizenship:
- Telephone: E-mail:
- Permanent Address: District..... Region

2. NEXT OF KIN DETAILS

- Full Name: Telephone:
- Permanent Address: District Region
- E-mail:Relationship with the Next of Kin

3. COURSE SELECTION (Tick your favourite choice)

Arusha Campus

Programme	Duration	✓
Technician Certificate in Hospitality Operations – Apprenticeship program	2 years	
Technician Certificate in Hospitality Operations	2 years	

Bustani Campus

Programme	Duration	✓
Technician Certificate in Hospitality Operations –Apprenticeship program	2Years	
Technician Certificate in Hospitality Operations	2 years	
Ordinary Diploma in Hospitality Management	2 years	
Ordinary Diploma in Hospitality Management – Upgrading	1 year	
Technician Certificate in Event Management	2 years	

Temeke Campus

Programme	Duration	✓
Technician Certificate in Travel and Tourism	2Years	
Technician Certificate in Tour Guiding Operations (NOT AVAILABLE)	2 years	
Ordinary Diploma in Travel and Tourism	2 years	
Ordinary Diploma in Travel and Tourism – Upgrading	1 year	

N.B Basic Technician Certificate in Hospitality students can specialize in either Front Office Operations, Food Production, Food and Beverage Services, Pastry and Bakery, House Keeping and Laundry or Proceed with Hospitality Management in their second year of studies (Technician Certificate (NTA Level 5))

NOTE
***New Programmes**

EDUCATION BACKGROUND

Level	Name of Institution/School	Year (FromTo)
College/University		
A level		
O - Level		
Primary school		
Any other (Specify)		

5. APPLICATION REQUIREMENTS (Qualifications)

i) The entry requirements (Qualifications) for this programme are:

Technician Certificate in Event Management	<ul style="list-style-type: none"> A certificate of secondary school education with a minimum of four passes in non-religious subjects
Technician Certificate in Hospitality Operations and Basic Technician Certificate in Hospitality Operations – Apprenticeship Programme	<ul style="list-style-type: none"> A holder of Certificate of Secondary Education Examination (CSEE) with Four (4) Passes in non-Religious Subjects A holder of Certificate of Secondary Education Examination (CSEE) with two passes "D and above" in non-religious subjects and Holder of National Vocation Award (NVA) level III in Front Office, Food Production/Cookery, Food and Beverage Services, Pastry And Bakery, House Keeping and Laundry
Ordinary Diploma in Hospitality Management	<ul style="list-style-type: none"> Holders of certificate of Secondary Education Examination (CSEE) with four (4) passes in non-religious subjects and holder of Basic Technician Certificate (NTA Level 4) in Hospitality Operations, Hotel management, Food and Beverage services, Food Production/Cookery, Pastry and Bakery, Housekeeping and Laundry With 2.0 GPA and above OR Holders of Advanced Certificate of Secondary Education Examination (ACSEE) with at least one principal pass and one subsidiary.
Technician Certificate in Travel and Tourism and Technician Certificate in Tour Guiding Operations	<ul style="list-style-type: none"> A holder of Certificate of Secondary Education Examination (CSEE) with Four (4) Passes in non-Religious Subjects A holder of Certificate Of Secondary Education Examination (CSEE) with two passes "D and above" in non-religious subjects and Holder of National Vocation Award (NVA) level III in Travel and Tourism Operation, Tour guiding operations, Tourism

	Management, Tourism and Marketing, and Cultural Tourism.
Ordinary Diploma in Travel and Tourism	<ul style="list-style-type: none"> • Holders of certificate of Secondary Education Examination (CSEE) with four (4) passes in non-religious subjects and holder of Basic Technician Certificate (NTA Level 4) in Travel and Tourism Operation, Tour guiding operations, Tourism Management, Tourism and Marketing, and Cultural Tourism With 2.0 GPA and above OR Holders of Advanced Certificate of Secondary Education Examination (ACSEE) with at least one principal pass and one subsidiary.
Ordinary Diploma in Travel and Tourism – Upgrading	<ul style="list-style-type: none"> • Holders of certificate of Secondary Education Examination (CSEE) with four (4) passes in non-religious subjects and holder of Technician Certificate (NTA Level 5) in Travel and Tourism Operation, Tour guiding operations, Tourism Management, Tourism and Marketing, and Cultural Tourism with 2.0 GPA and above.

6. APPLICATION CHECK LIST

- i) Application fee/receipt of 10,000/- TShs. **NON REFUNDABLE**. The payment must be made through direct bank deposit using the following bank accounts after obtaining a **control number** from the College.
- ii) Recent colored passport size photograph.
- iii) Photocopies of your **ACADEMIC CERTIFICATES** and Transcripts.
- iv) Certified Copy of Birth Certificate
- v) Deadline for submission is: **10th November, 2019**

7. SPONSORSHIP

- Name of Sponsor.....Occupation..... Date.....
- Address..... Tel/Mobile.....
- E- Mail..... Signature.....

8. DECLARATION

I declare that I have read and accepted the information in this form. I agree to abide to all Rules and Regulations put forth by the Management of the National College of Tourism. And hereby declare that the information given herein is true, accurate and complete. I ACCEPT THAT IF I DO NOT COMPLY WITH THESE REQUIREMENTS, THE COLLEGE SHALL CANCEL MY APPLICATION AND I SHALL HAVE NO CLAIM AGAINST THE NATIONAL COLLEGE OF TOURISM

Name.....Signature..... Date.....

10	FEE STRUCTURE
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FIRST YEAR

S/N	Description	Certificate Programmes	Diploma Programmes
1	Tuition Fee	1,200,000	1,250,000
2	Excursion Fee	100,000	100,000
3	Examination and Quality Assurance Fee	50,000	50,000
4	Caution Money	50,000	50,000
5	Identity Card	5,000	5,000
6	Student's union Fee	10,000	10,000
7	Health Insurance	50,400	50,400
	TOTAL	1,465,400	1,515,400

SECOND YEAR

1	Tuition Fee	1,200,000	1,250,000
2	Examination and Quality Assurance Fee	50,000	50,000
3	Student's union Fee	10,000	10,000
4	Health Insurance	50,400	50,400
	TOTAL	1,310,400	1,360,400

S/N	Description	Apprenticeship Programmes	
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First Year

1	Tuition Fee	700,000	
3	Examination and Quality Assurance Fee	50,000	
4	Caution Money	50,000	
5	Identity Card	5,000	
6	Student's union Fee	10,000	
7	Health Insurance	50,400	
	TOTAL	865,400	

Second Year

1	Tuition Fee	700,000	
2	Examination and Quality Assurance Fee	50,000	
3	Student's union Fee	10,000	
4	Health Insurance	50,400	
	TOTAL	810,400	

Other charges

1	Uniform for Tourism and Event Management courses	90,000
2	Uniform for Hospitality Courses	240,000
3	Hostel Fee per Semester	200,000

11	PUBLICITY SURVEY
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1. Please fill the following survey, to assist College's publicity programme
How did you get information about National College of Tourism?
 - i. TV
 - ii. Radio
 - iii. Newspaper
 - iv. At the College's campuses
 - v. College Workers
 - vi. College's website

- vii. Social media (i.e. Instagram, Facebook, YouTube and twitter)
- viii. OTHERS (specify).....
- 2. Which media could easily be available/accessible to you (Specify).....
- 3. Which New programme(s)/course(s) should NCT introduce (Please specify)
- 4. Any other recommendations

12	OFFICIAL USE ONLY
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Approved.....

Not Approved.....

Reasons:

Name..... Signature..... Date.....