



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 2020/21**

**1. PERSONAL DETAILS**

- First Name: ..... Middle Name: ..... Surname: .....
- Form Four Index No..... of form four completion..... Date of Birth: ..... Sex: .....
- 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	
Technician Certificate in Tour Guiding Operations	2 years	

**Bustani Campus**

Programme	Duration	✓
Technician Certificate in Hospitality Operations –Apprenticeship programme	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	2 years	
Ordinary Diploma in Travel and Tourism	2 years	
Ordinary Diploma in Travel and Tourism – Upgrading	1 year	

**Mwanza Campus**

Programme	Duration	✓
Technician Certificate in Travel and Tourism	2Years	
Technician Certificate in Tour Guiding Operations	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))*

## EDUCATION BACKGROUND

Level	Name of Institution/School	Year (From .....To .....)
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"> <li>A certificate of secondary school education with a minimum of four passes in non-religious subjects</li> </ul>
Technician Certificate in Hospitality Operations and Basic Technician Certificate in Hospitality Operations – Apprenticeship Programme	<ul style="list-style-type: none"> <li>A holder of Certificate of Secondary Education Examination (CSEE) with Four (4) Passes in non-Religious Subjects</li> <li>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</li> </ul>
Ordinary Diploma in Hospitality Management	<ul style="list-style-type: none"> <li>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.</li> </ul>
Technician Certificate in Travel and Tourism and Technician Certificate in Tour Guiding Operations	<ul style="list-style-type: none"> <li>A holder of Certificate of Secondary Education Examination (CSEE) with Four (4) Passes in non-Religious Subjects</li> <li>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</li> </ul>

	Management, Tourism and Marketing, and Cultural Tourism.
Ordinary Diploma in Travel and Tourism	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
Ordinary Diploma in Travel and Tourism – Upgrading	<ul style="list-style-type: none"> <li>• 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.</li> </ul>

#### 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 coloured passport size photograph.
- iii) Photocopies of your **ACADEMIC CERTIFICATES** and Transcripts.
- iv) Certified Copy of Birth Certificate
- v) Deadline for submission is: **26<sup>th</sup> October, 2020**

#### 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.....

## 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
	<b>TOTAL</b>	<b>1,465,400</b>	<b>1,515,400</b>

## 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
	<b>TOTAL</b>	<b>1,310,400</b>	<b>1,360,400</b>

S/N	Description	Apprenticeship Programmes
	<b>First Year</b>	
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
	<b>TOTAL</b>	<b>865,400</b>

## 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
	<b>TOTAL</b>	<b>810,400</b>

## 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**

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) specify.....
  - 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**

Approved.....  
Not Approved.....  
Reasons:  
Name..... Signature..... Date.....