

# BIHARAMULO COLLEGE OF BUSINESS AND TECHNOLOGY

Mobile: +255757639618  
+255675721691

Email: [bcbtcollege@gmail.com](mailto:bcbtcollege@gmail.com)



P.O.Box 36 ,  
Biharamulo,  
KAGERA-TANZANIA

NACTE REGISTRATION NUMBER REG/ BTP/121

Provide two  
colored passport-  
size photographs  
with names written  
on the back of  
each.

## APPLICATION FORM

This form should be completed using block letters and returned to the Admission Office.

### WARNING

It should be noted that it is an offense to submit false information when applying for admission. Applicants found to have submitted forged certificates or any other such information will not be considered, and appropriate legal action will be taken against them.

### SECTION A: Personal Particulars

**\*\* Please write names as they appear on your academic certificates**

Surname: ..... First Name: .....

Middle Name: .....

Gender: ..... Date of Birth: ..... Place of Birth: .....

Marital Status: ..... Permanent Address: .....

Contact Tel: ..... Email: .....

Occupation: .....

Name and address of the person to be notified in case of emergency (Next of Kin)

Name: ..... Address: .....

Phone No: ..... Email: .....

### SECTION B: Educational background

Name of Primary School .....

Year of Graduation: .....

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## CERTIFICATE OF SECONDARY EDUCATION (CSEE)

School Name .....

Year of Graduation.....

Division.....

Examination Number ( e.g S1835/0007/2021 ) .....

## ADVANCED CERTIFICATE OF SECONDARY EDUCATION (ACSEE)

School.....

Year of Graduation.....

Division .....

Examination Number ( e.g S1835/0007/2021 ) .....

## SECTION C: Course Applied for

The institute offers the following courses at both Certificate and Diploma levels. Please indicate your choice below:

- Certificate in Information and Communication Technology
- Certificate in Business Administration
- Diploma in Information and Communication Technology
- Diploma in Business Administration

Your Course Choice.....

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## SECTION D: Fee Structure

S/N	Program	Program Duration	Tuition Fee Per Year	Installments	
		NACTE		1 <sup>st</sup> semester	2 <sup>nd</sup> semester
1	Certificate	1 Year	800,000/=	400,000/=	400,000/=
2	Diploma	2 Years	860,000/=	500,000/=	360,000/=

## OTHER EXPENSES PER YEAR

Caution Money and Identity Card	30,000/=
Assessment and Examination Fee	50,000/=
Stationery	20,000/=
Application Form and Student Organization Fee	20,000/=
Registration fee (NACTE)	20,000/=
T-Shirt	20,000/=
NACTE Quality Assurance Fee	20,000/=
	TOTAL 180,000/=
NHIF Medical Capitation	50,400/=
Graduation Fee	100,000/=

Item	Shillings (Tshs)	1st semester	2nd semester
Hostel Fees Per Year	300,000/=	150,000/=	150,000/=

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## SECTION E: Application Attachments

Attach the following with your application:

1. Completed application form
2. Two colored passport-size photographs
3. Copy of O-Level/A-Level certificate or equivalent qualifications

## SECTION F: Other Regulations

- i) This form is invalid if the application fee of **10,000/= TZS** is not paid.
- ii) All payments must be made before the end of the academic year.

Note: Application and registration fees should be paid to the account:

Account Name: **BIHARAMULO COLLEGE OF BUSINESS AND TECHNOLOGY**

Account Number: **0152430871400 (CRDB Bank)**

Submit the pay-in slips to the Institute **Bursar/Accountant**.

## SECTION G: Student Declaration

I declare that the information provided above and the attached documents are true and genuine to the best of my knowledge. I agree to pay all course fees as stated in this form.

Student Name:.....Signature.....Date.....

Witness(Employer/Sponsor/Parent)Name:.....

Address.....Tel. No.....

Signature.....Stamp.....Date.....

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## FOR OFFICIAL USE ONLY

Student Registration Number:.....

Registrar's Signature:.....Date.....

Finance/Bursar's Signature:.....Date.....

Academic Registrar's Signature:.....Date.....

Principal's Signature:.....Date.....

## GENERAL INSTRUCTIONS

1. All students must deposit their tuition fees, application fee, and hostel fees at least two days before the Institute opens. Submit the pay-in slips to the Bursar/Accountant upon arrival.
2. Certificate programme tuition fee is **800,000 /=TZS/year**. Admission is granted upon payment of at least **400,000 /= TZS**.
3. Diploma programme tuition fee is **860,000/= TZS/year**. Admission is granted upon payment of at least **430,000/= TZS**.
4. During registration, all students must present original academic certificates or transcripts for verification.