



APPLICATION/ADMISSION FORM

FOR MARCH / SEPTEMBER INTAKE 2026/2027 ACADEMIC YEAR

REGISTERED AND ACCREDITED BY NACTVET
REG BMG 033

Please attach
two (2) coloured,
passport-size photos

COLLEGE OF BUSINESS (PCB)

PROGRAMMES OFFERED:

Digitalized Human Resource Management Social Work Law

Business Administration Marketing Accountancy

Procurement and Supply Management



ALL COURSES ARE ELIGIBLE FOR CRDB(ADALOAN & ZHESLB)

"BWENI(MAHALI PA KULALA) NI BURE KWA WANAFUNZI WOTE"

PART A: INTRODUCTION



WHERE ARE WE

The college is located at Mringo Road, Mavurunza Sub-division, Kimara Ward, Ubungo District in Dar Es Salaam. It is situated 20 km from Dar Es Salaam City Centre and 3.5 km off Morogoro Road from Kimara Mwisho.



DIRECTIONS

From Bonyokwa Route:

Ask for Bonyokwa bus stand. Board a "Daladala" or "Bajaji" heading to Bonyokwa "Kwa Mringo" and alight at "Kwa Mringo." The same route applies for private transport.



KIMARA SUKA ROUTE

Ask for Golani bus stand. Board a "Daladala" or "Bajaji" heading to "Golani Kijiweni Centre" and alight at "Golani Kijiweni Centre." The college is located just a few meters from the centre.

PART B: EDUCATION DETAILS

SECTION A: MINIMUM ENTRY QUALIFICATIONS FOR ALL COURSES

PRORAMME APPLYING	ENTRY QUALIFICATIONS	AWARDS: PROGRAMMES
Law	D in English and 3 Ds in any Subject or NVA Level 3 in related programme with at least 2 passes including English Language in Certificate of Secondary Education Examination.	Certificate and Diploma
Social Work	4 Ds in any Subjects.	Certificate and Diploma
Digitalized Human Resource Management	4 Ds in any Subject or (NVA) Level 3 in any programme and Certificate of Secondary Education Examination (CSEE) with Two (2) passes (Two Ds') in any subjects.	Certificate and Diploma
Procurement and Supply Management	Four (4) Passes including Basic Mathematics in CSEE OR NVA Level III (Trade Test Grade I) in a relevant field and CSEE	Certificate and Diploma
Business Administration (BA)	Four (4) Passes including Basic Mathematics and English Language in CSEE OR NVA Leve III (Trade Test Grade I) in a relevant field and CSEE	Certificate and Diploma
Accountancy	Four (4) Passes including Basic Mathematics in CSEE OR NVA Level III (Trade Test Grade I) in a relevant field and CSEE	Certificate and Diploma
Marketing	Four (4) Passes including Basic Mathematics and English Language in CSEE OR NVA Leve III (Trade Test Grade I) in a relevant field and CSEE	Certificate and Diploma

NB: Religious Subjects pass marks are not accepted

SECTION B: EDUCATION DETAILS

a). List all academic qualifications that you have achieved at "O" level grades or equivalent.

Please fill in your academic qualifications in the table Below in CAPITAL letters

Qualification	From	To	School / College / University name	Registration Number
VET(A)				
FORM 4				
NTA Level 4				
NTA Level 5				

SECTION C: PROGRAMMES

Intake for 2026 march / september intake	Programme for both Certificate and diploma	Tuition Fees	Put a Tick
	a) Law	1,150,000.00	
	b) Social Work	950,000.00	
	c) Digitalized Human Resource Management	1,150,000.00	
	d) Procurement and Supply Management	1,500,000.00	
	e) Business Administration (BA)	1,500,000.00	
	f) Accountancy	1,500,000.00	
	f) Marketing	1,500,000.00	

PART C: OTHER PAYMENTS

TABLE 2: OPERATIONAL COSTS

	DESCRIPTION	AMOUNT (TSH)
(I)	Admission fee (Paid Once)	50,000.00
(II)	Identity Card	10,000.00
(III)	Students Union	10,000.00
(IV)	Stationery	100,000.00
(V)	Library & Computer Services	50,000.00
	Total	220,000.00

TABLE 3: PRACTICAL AND FIELD COSTS (paid in two equal installments)

DESCRIPTION	AMOUNT (TSH)
Practical and Field costs - Paid in 2 nd Semester	100,000.00

TABLE 4: OTHER COMPULSORY COSTS

DESCRIPTION	AMOUNT (TSH)
(I) NACTVET quality assurance fee	22,000.00
(II) Verification fee (NACTVET)	22,000.00
(III) Medical Insurance to only those without Medical Insurance Card (paid every academic year)	60,000.00
(IV) Graduation (Paid in Three Installments - 100,000)	33,000.00
Total	137,000.00

TABLE 5: EXAMINATION PAYMENTS

1	Internal Examinations /CATS (Paid in two Equal Installment 125,000/= X 2)	250,000/=
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TABLE 6: PAYMENT SCHEDULES

1 st INSTALLMENT	2 nd INSTALLMENT	3 rd INSTALLMENT	4 th INSTALLEMNT
1 st APRIL	1 st JUNE	1 st SEPTEMBER	2 nd JANUARY

TABLE 7: OPTIONAL COSTS

	DESCRIPTION	AMOUNT (TSH)
Accommodation	Room	FREE
	Utility Services (Electricity, Water and Security) - Paid in 4 Installments.	200,000.00
Meals	Paid in Four Installments (250,000 ×4)	1,000,000.00

MODE OF PAYMENTS

All payments MUST be made in full/installments at the beginning of each academic year / semester. No one will access the college services prior payment of specified amount.

All payments should be made directly through;

1. The **CONTROL NUMBER** which will be generated by the college accountants
2. Through **CRDB BANK NUMBER 0150518812000** (Paradigms Institute Limited) - One-Time payment Only.

Please take note that; money paid is NON- REFUNDABLE.

PART D: STUDENT INFORMATION

TABLE 1: PERSONAL PARTICULARS / INFORMATION

First Name														
Second Name														
Surname														
Date of birth							Nationality:							
Sex	Male <input type="checkbox"/>		Marital Status			Single <input type="checkbox"/>								
	Female <input type="checkbox"/>								Married <input type="checkbox"/>					
NIDA NUMBER	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Permanent Home Address:		Next of Kin Address:	
Full Name:		Country	
City			
Relationship			
Phone Number			
Email (Please write your e-mail address clearly)			

TABLE 2 . FINANCING

Please show how you will finance your studies

Family/ Employer / Loan / Saving / Other:	
Parents / Guardians	
Telephone No	
Address	
E-mail	

MANDATORY REQUIREMENTS

On registration please make sure you have the following documents: -

1. This application form (mandatory).
2. Evidence of Payments.
3. Copy of Latest academic transcripts and certificates.
4. Two passport-size photos: Attach one on the front page of this application form.
5. Dully filled and signed form of medical examination (Appendix ii).or 20,000 to get Service from Our Health center
6. Signed form of College Rules and Examination Regulations. (Appendix i).
7. Submit a copy of medical insurance card. Failure of which you will be required to pay 60,000 non Refundable medical insurance fees.
8. Copy of NIDA Identification Card. Or NIDA Number

SPONSOR DECLARATION

Sponsor Declaration: I have read, understood and agreed on all rules, regulations and responsibilities and hereby agree to finance the above-named applicant in his /her studies at Paradigms Institute Dar es Salaam, and shall provide funds for tuition fees, meals and accommodation expenses as per the signed contract as and when required.

Signed:..... Name:..... Date:.....

FOR OFFICIAL USE ONLY ADMISSION APPROVAL

Paradigms Institute Dar es Salaam has approved you to be admitted for

(i) Basic Technician Certificate (NTA LEVEL 4) (ii) Technicians Certificate (NTA LEVEL 5)
 (iii) Ordinary Diploma (NTA LEVEL 6) (iv) Diploma Upgrading (NTA LEVEL 6)

Classes will be commencing on _____ Day of _____ Year _____

Admission Officer

Quality Assurance Officer

Date of approval

Principal's Signature

Principal's Stamp

Appendix i

HOSTEL REQUIREMENTS

Personal Information:

- Full Name: _____
- Course of Study: _____
- Contact Number: _____
- Email Address: _____

Hostel Requirements:

1. Mattress Or 50,000/= (*not paid in college account or control number, cash only*)
2. Mosquito net
3. Trunk or bag for storing clothes
4. Mattress cover (to prevent dirt and dust)
5. Washing buckets
6. Bedsheets & pillow

Appendix ii

MEDICAL EXAMINATION:

STUDENT'S NAME

Please examine the above-named Student on his/her physical and mental fitness for a Full-time studies in our College. The examination should include the following categories:

Hemoglobin

P.V. Bleeding

Sight

Blood pressure

Sugar and Pregnancy test

Asthma

Leprosy

Tuberculosis

Neurosis

Other serious diseases

MEDICAL CERTIFICATE

(TO BE COMPLETED BY A MEDICAL OFFICER)

I have examined the above-named Student and consider that he/she is Physically fit/unfit and Mentally fit/unfit for full studies.

Other comments: DATE:

SIGNATURE AND OFFICIAL STAMP