



# Paradigms Institute -Dar Es Salaam

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Paradigms Institute Dar es salaam paradigms\_institute\_dsm pshes\_college

**REGISTERED AND ACCREDITED BY NACTE REG BMG 033**

## STUDENTS' APPLICATION/ADMISSION FORM FOR SEPTEMBER AND MARCH INTAKE 2025/2026 ACADEMIC YEAR

Attach three  
passport size  
photos

## COLLEGE OF BUSINESS (PCB)

### PROGRAMMES OFFERED:

- |                |                                      |              |                                     |
|----------------|--------------------------------------|--------------|-------------------------------------|
| 1. Law         | 3. Procurement and Supply Management | 5. ICT       | 7. Human Resources Management (HRM) |
| 2. Social Work | 4. Business Administration (BA)      | 6. Marketing | 8. Accountancy                      |

**“BWENI NI BURE KWA WANAFUNZI WOTE”**

## PART A: INTRODUCTION

We are agents of the Tanzania Education Systems offering education services using various curricula developed and regulated by NACTE.

**MOTTO:** “Excellence”

**VISION:** “To be the best, outstanding and competent institution in the production of highly trained professionals in health, technology and business industry.”

**MISSION:** Paradigms Institute contributes to global development through production of highly competent individuals who have been brought up from experienced, committed and dynamic professionals.

### WHO ARE WE

Paradigms Institute Limited which owns Paradigms Institute – Dar es Salaam (Registered and accredited by NACTE) is a limited company registered in Tanzania by BRELA. We are customer focused company which offers HIGH QUALITY education.

### WHERE ARE WE

The college is located at Bonyokwa Hills, Mavurunza Sub-division, Kimara ward, Ubungo District in Dar es Salaam. The College is situated 20km from Dar Es Salaam City Centre, 3.5 km off Morogoro Road from Kimara Mwisho.

### DIRECTIONS

#### Kimara Mwisho Route

Ask for Bonyokwa bus stand .Board “daladala” or “bajaji” heading to Bonyokwa “kwa Mringo” and you alight at “Kwa Mringo.” Use the same route for Private transport too.

#### Kimara Suka Route

Ask for Golani bus stand. Board “daladala” or “bajaji” heading to Bonyokwa “kwa Mringo” and you alight at “Golani Kijiweni centre. The college is located in a few metres away from the centre.”

# PART B: EDUCATION DETAILS

## SECTION A: MINIMUM ENTRY QUALIFICATIONS FOR ALL COURSES

S/N	PROGRAMMES	LEVELS	ENTRY QUALIFICATIONS
01	Law	4	D in English and 3 Ds in any Subject
		5	NTA Level 4 in Law or Form VI with at least one Principal and one subsidiary
02	Social work	4	4 Ds in any Subject
		5	Form VI with at least one Principal and one subsidiary or NTA Level 4 in social work
03	Procurement and Supply	4	Four (4) Passes including Basic Mathematics in CSEE OR NVA Level III (Trade Test Grade I) in a relevant field and CSEE
		5	Level 4 in any relevant field or A-Level at least 1 principal pass and 2 subsidiary in ACSEE
04	Business Administration (BA)	4	Four (4) Passes including Basic Mathematics and English Language in CSEE OR NVA Level III (Trade Test Grade I) in a relevant field and CSEE
		5	Level 4 in BA and any business related field or A-Level at least 1 principal pass and 1 subsidiary in ACSEE in relevant subjects
05	Accountancy	4	Four (4) Passes including Basic Mathematics in CSEE OR NVA Level III (Trade Test Grade I) in a relevant field and CSEE
		5	Level 4 in accountancy or any related field or A-Level at least 1 principal pass and 1 subsidiary in ACSEE in the related field
06	ICT	4	Four (4) Passes including Basic Mathematics and English Language in CSEE OR NVA Level III (Trade Test Grade I) in a relevant field and CSEE
		5	Level 4 in ICT and any related field or A-Level at least 1 principal pass and 1 subsidiary in ACSEE and Basic Mathematics and English Language in CSEE or its equivalence
07	Marketing	4	Four (4) Passes including Basic Mathematics and English Language in CSEE OR NVA Level III (Trade Test Grade I) in a relevant field and CSEE
		5	Level 4 in marketing and any business related field or A-Level 1 principal pass and 1 subsidiary in ACSEE in relevant subjects
08	Human Resources Management (HRM)	4	Four Passes in CSEE
		5	Level 4 Or A-Level at least 1 principal pass and 1 subsidiary in ACSEE

## SECTION B: EDUCATION DETAILS

- List all academic qualifications that you have achieved at "O" level grades or equivalent.
- Original Copies of all relevant final transcripts must be brought for verification during registration.
- Your qualifications must demonstrate eligibility for the course.

Please fill in your academic qualifications in the below table in **CAPITAL** letters.

Qualification	From	To	School / College / University name	Grade/Division/GPA
VET				
FORM 4				
FORM 6				
NTA Level 4				
NTA Level 5				

## SECTION C: PROGRAMME APPLIED FOR

Intake for 2023/2024 March / September Intake	Program applying for both Certificate and diploma	Put a Tick	Program applying for both Certificate and diploma	Put a Tick
	a) Law		e) ICT	
	b) Social Work		f) Marketing	
	c) Procurement and Supply Management		g) Human Resources Management (HRM)	
	d) Accountancy		h) Business Administration (BA)	

# PART C: FEES AND OTHER PAYMENTS

**TABLE 1: FEE STRUCTURE**

PROGRAMME		TUITION FEES (Tsh)
(I)	Social Work	850,000.00
(II)	Law	1,150,000.00
(III)	Procurement and Supply Management	1,150,000.00
(IV)	Accountancy	1,150,000.00
(V)	ICT	1,150,000.00
(VI)	Marketing	1,150,000.00
(VII)	Human Resources Management (HRM)	1,150,000.00
(VIII)	Business Administration (BA)	1,150,000.00

**TABLE 2: OPERATIONAL COSTS**

	DESCRIPTION	AMOUNT (TSH)
(I)	Admission fee	50,000.00
(II)	Identity Card (for every academic year)	10,000.00
(III)	Students Union (paid every academic year)	10,000.00
(IV)	Stationery	100,000.00
	<b>Total</b>	<b>170,000.00</b>

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

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

**TABLE 4: OTHER COMPULSORY COSTS (Paid directly to the authorities)**

	DESCRIPTION	AMOUNT (TSH)
(I)	NACTE quality assurance fee (paid every academic year)	22,000.00
(II)	Verification fee (NACTE) (paid once)	22,000.00
(II)	Medical Insurance to only those without Medical Card (paid every academic year)	60,000.00
	<b>Total</b>	<b>104,000.00</b>

**TABLE 5: OPTIONAL COSTS**

	DESCRIPTION	AMOUNT (TSH)
Accommodation	Paid twice (150,000 x 2)	300,000.00
Meals	Paid in Four Installments (250,000 x4)	1,000,000.00

**TABLE 6: EXAMINATION PAYMENTS**

Internal Examination (Paid in two Equal Instalment 125,000/= X 2)	350,000.00
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**TABLE 7: PAYMENT SCHEDULES**

1 <sup>st</sup> INSTALLMENT	2 <sup>nd</sup> INSTALLMENT	3 <sup>rd</sup> INSTALLMENT	4 <sup>th</sup> INSTALLEMNT
<b>1<sup>ST</sup> APRIL</b>	<b>1<sup>ST</sup> JUNE</b>	<b>1<sup>ST</sup> SEPTEMBER</b>	<b>1<sup>ST</sup> JANUARY</b>

## MODE OF PAYMENTS

The fees are payable in full/or in four installments at the beginning of each academic year / semester. No one will be accepted to the college prior payment of quarter of the amount; and if accepted by any means, no one will be allowed into examinations rooms unless she/he has cleared all dues.

All payments shall be paid directly to our bank (**Account No. 0150518812000**), at any branch of **CRDB BANK PLC, with Account Name: Paradigms Institute Ltd**

Bring the bank pay in slips to the college.

**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										

Permanent Home Address:				Next of Kin Address:			
Country				Full Name:			
City				Relationship			
Post code				Phone Number			
Telephone no.							
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	Job Title
Telephone No	Place of work
Address	Office Telephone
E-mail	

**REGISTRATION/MANDATORY REQUIREMENTS**

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

1. This application form (mandatory).
2. Original Bank pay in Slips on reporting date.
3. Copy of Latest academic transcripts and certificates.
4. Three passport size photos: Attach one to the front page of this application form.
5. Fully filled and signed form of medical examination (Appendix ii).
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 non refundable medical insurance fees.
8. Copy of NIDA Identification Card.

**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

## PART E: HOSTEL REQUIREMENTS AND RULES FORM

### Personal Information:

- Full Name: \_\_\_\_\_
- Student ID: \_\_\_\_\_
- Course of Study: \_\_\_\_\_
- Contact Number: \_\_\_\_\_
- Email Address: \_\_\_\_\_

### Hostel Requirements:

1. **Social Services (Electricity, cleanliness, security, water) 50,000/= per quarter.**
2. **Mattress Or 50,000/=**
3. **Mosquito net**
4. **Trunk or bag for storing clothes**
5. **Mattress cover (to prevent dirt and dust)**
6. **Washing buckets**

### Hostel Rules and Regulations:

1. **General Conduct:**
  - Maintain respect and consideration for all hostel residents.
  - Noise levels should be kept to a minimum, especially after 10 PM.
2. **Room Maintenance:**
  - Keep your room clean and tidy at all times.
  - Report any damages or maintenance issues immediately to the hostel warden.
3. **Visitor Policy:**
  - Visitors are allowed only during designated visiting hours.
  - Overnight stays by visitors are strictly prohibited.

**4. Prohibited Items:**

- o Alcohol, drugs, and any illegal substances are strictly forbidden.
- o Cooking appliances, heaters, and other high-wattage electrical appliances are not allowed.

**5. Curfew:**

- o All residents must be inside the hostel by 10 PM.
- o Late-night entry and exit are not permitted unless prior approval is obtained from the hostel warden.

**6. Disciplinary Actions:**

- o Violations of hostel rules will result in disciplinary actions, including fines or expulsion from the hostel.

**Declaration:** I have read and understood the hostel requirements and rules. I agree to abide by them during my stay in the hostel.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Paradigms Institute Dar es Salaam

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## JOINNING INSTRUCTIONS

### MEDICAL EXAMINATION FORM (TO BE FILLED BY ALL APPLICANTS)

Before finalizing the admission processes for registration, please visit any Reputable and Registered Health Facility for medical examination and make sure that the attached form for medical examination (Appendix ii) is dully filled OR You may do all required examinations at our College Hospital at a charge of 10,000 TZS.

## EXAMINATION DETAILS

SURNAME \_\_\_\_\_ OTHER NAMES \_\_\_\_\_

AGE \_\_\_\_\_ SEX \_\_\_\_\_ MARITAL STATUS \_\_\_\_\_

CITIZENSHIP \_\_\_\_\_

Is the examinee suffering from any of the following? Indicate **Yes or No**.

1. Tuberculosis \_\_\_\_\_

2. Pneumonia \_\_\_\_\_

3. Pleurisy \_\_\_\_\_

4. Asthma \_\_\_\_\_

5. Rheumatic Fever \_\_\_\_\_

6. Allergy disorder \_\_\_\_\_

7. Heart Disease \_\_\_\_\_

8. Gastric or duodenal \_\_\_\_\_

9. Recurrent indigestion \_\_\_\_\_

10. Jaundice \_\_\_\_\_

11. Dysentery \_\_\_\_\_

12. Varicose Veins \_\_\_\_\_

13. Kidney or urinary disease \_\_\_\_\_

14. Diabetes \_\_\_\_\_

15. Epilepsy \_\_\_\_\_

16. Deformity \_\_\_\_\_

17. Psychotic \_\_\_\_\_

18. Eye disorder \_\_\_\_\_

19. Ear, Nose or Throat disorder \_\_\_\_\_

20. Skin disease \_\_\_\_\_

21. Anemia \_\_\_\_\_
22. Gynecological disorder \_\_\_\_\_
23. Malaria other tropical disease \_\_\_\_\_
24. Cholera \_\_\_\_\_
25. Major or minor operations \_\_\_\_\_
26. Serious accidents \_\_\_\_\_
27. Any other serious disorder \_\_\_\_\_

1. Height \_\_\_\_\_
2. Weight \_\_\_\_\_
3. Skin disease \_\_\_\_\_
4. Eye Conjunctivae Pupils \_\_\_\_\_  
 Vision Right \_\_\_\_\_  
 Left \_\_\_\_\_
5. Please state condition of Ears (if any discharge) \_\_\_\_\_  
 Mouth and throat \_\_\_\_\_  
 Nose \_\_\_\_\_
6. Any Abnormality \_\_\_\_\_
7. Cardiovascular System \_\_\_\_\_  
 Blood Pressure: Systolic \_\_\_\_\_ Diastolic \_\_\_\_\_  
 Heart: Any Murmur? \_\_\_\_\_ Arteries and Veins \_\_\_\_\_
8. Abdomen \_\_\_\_\_ Hernia \_\_\_\_\_  
 Hydrocele \_\_\_\_\_  
 Masses \_\_\_\_\_  
 Liver \_\_\_\_\_

1. Kidneys \_\_\_\_\_  
 Rectal \_\_\_\_\_  
 Any Clinical evidence of hyperacidity or gastric duodenal ulcer? \_\_\_\_\_
1. Urine \_\_\_\_\_ Albumin \_\_\_\_\_  
 Sugar \_\_\_\_\_ Bilharzia \_\_\_\_\_
2. Stool: Special emphasis on Hookworm or Bilharzia.
3. Blood examination: Hb Level \_\_\_\_\_  
 (a) Neutrophils \_\_\_\_\_  
 (b) Eusinophils \_\_\_\_\_  
 (c) Bisophils \_\_\_\_\_  
 (d) Lymphocytes \_\_\_\_\_  
 (e) Monooytes \_\_\_\_\_  
 (f) ESR \_\_\_\_\_
4. X - ray examination - Chest \_\_\_\_\_
5. Scrology: Widal test \_\_\_\_\_ VDRL \_\_\_\_\_
6. Pregnancy Test \_\_\_\_\_

I have examined Mr/Mrs/Miss/Sr/Br/Fr \_\_\_\_\_

Date \_\_\_\_\_ Signature Name \_\_\_\_\_

Address \_\_\_\_\_