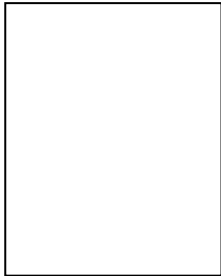


# JR INSTITUTE OF INFORMATION TECHNOLOGY

P.O. Box No. 7170 Arusha-Namanga Road, Sakina Area, Arusha, Tanzania  
 Tel: +255 679 414 415 | +255 754 360 590 | Email: principal@jriit.ac.tz | website: www.jriit.ac.tz  
 Dar es Salaam Campus: Raha tower 4th floor, Azikiwe/bibititi Street  
 Dar Tel: +255 699 488 338 | +255 744 444 557 | Email: dar@jriit.ac.tz



## APPLICATION FORM FOR ORDINARY DIPLOMA COURSE



### APPLICANT'S PARTICULARS

Age Group: 1-18  19-25  26-35  35 above

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

DATE OF BIRTH: \_\_\_\_\_ PLACE OF BIRTH: \_\_\_\_\_

GENDER: \_\_\_\_\_ MARITAL STATUS: \_\_\_\_\_

NATIONALITY: \_\_\_\_\_

S/N	COURSES OFFERED (UNDER NACTVET)	COURSE CODE	TICK(v)
1.	Ordinary Diploma in Business Administration	ODBA 100	
2.	Ordinary Diploma in Information Technology	ODIT 101	
3.	Ordinary Diploma in Travel and Tourism	ODTT 102	
4.	Ordinary Diploma in Electronic Telecommunication Engineering	ODET 103	
5.	Ordinary Diploma in Information Technology in Cyber Security	ODITCS 104	
6.	Technician Certificate in Business Administration	TCBA 100	
7.	Technician Certificate in Information Technology	TCIT 101	
8.	Technician Certificate in Travel and Tourism	TCTT 102	
9.	Technician Certificate in Information Technology in Cyber Security	TCICS 103	
10.	Technician Certificate in Electronic Telecommunication Engineering	TCETE 100	
11.	Basic Technician Certificate in Business Administration	BTCBA 101	
12.	Basic Technician Certificate in Information Technology	BTCIT 102	
13.	Basic Technician Certificate In Travel and Tourism	BTCTT 103	

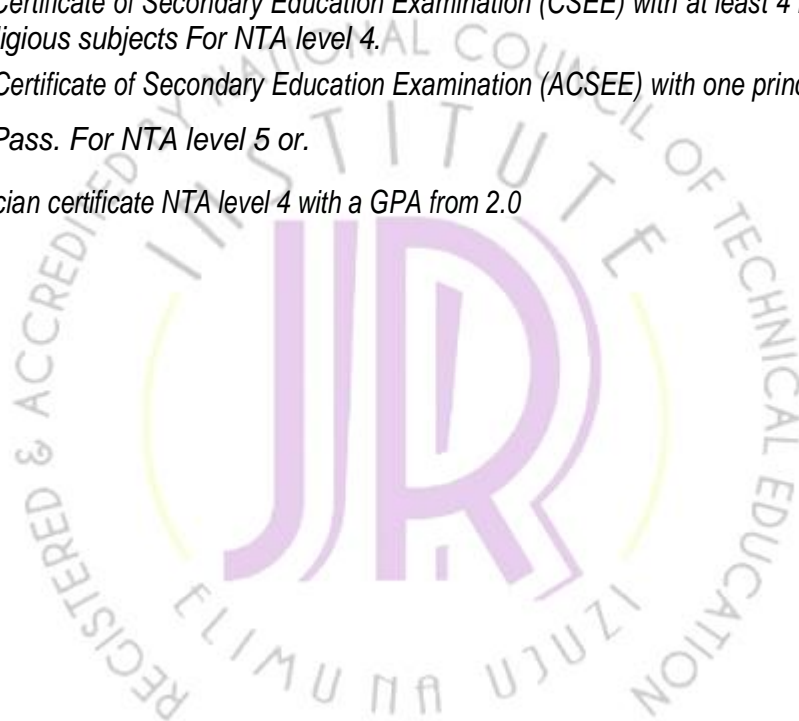
14	Basic Technician Certificate in Electronic Telecommunication Engineering	<b>BTCETE</b>	<b>104</b>	
15	Basic Technician Certificate in Information Technology in Cyber Security	<b>BTCITCS</b>	<b>100</b>	

**REGISTERED AND ACCREDITED BY: THE NATIONAL COUNCIL FOR TECHNICAL AND VOCATIONAL  
EDUCATION AND TRAINING (NACTVET)  
(BARAZALATAIFA LA ELIMUYAUFUNDI NA MAFUNZO YA UFUNDI STADI)**

**REGISTRATIONNO:REG/EOS/017**

**ENTRY QUALIFICATIONS:**

1. *An Ordinary Certificate of Secondary Education Examination (CSEE) with at least 4 Passes in excluding religious subjects For NTA level 4.*
2. *An Advance Certificate of Secondary Education Examination (ACSEE) with one principle Pass and one Subsidiary Pass. For NTA level 5 or.*
3. *Basic Technician certificate NTA level 4 with a GPA from 2.0*



## **RE: JOINING INSTRUCTIONS FOR ORDINARY DIPLOMA PROGRAMMES IN BUSINESS**

### **ADMINISTRATION/IT PROGRAMMES/TRAVEL AND TOURISM**

It is a pleasure to inform you that you have been selected for a three-year Ordinary Diploma programmes in ..... at JR Institute..

JR Institute is located at Sakina area, Arusha region, Close to Arusha Modern and about 4km from Arusha City center.

#### **The following are necessary conditions for registration**

- a) Copies of academic certificates (O-level/A-level/Basic Technician Certificate NTA level 4)
- b) A copy of Birth Certificate
- c) Full filled Medical Examination form attached here in.
- d) Original bank pay slip
- e) One RIM paper of A4 SIZE
- f) Three current Passport sized photo

**NOTE:** It is a criminal offence to submit false or forged academic documents. Any student who will be discovered to have submitted forged certificates his/her registration to study at the institute shall be revoked and the case shall be reported to the appropriate security bodies for legal action.

#### **UNIFORM**

The Institute will provide to the students of Travel and Tourism two pair of uniform with a cost of one and fifty thousand (150,000.00) as an extra Charges. Uniform will be limited to shirts or blouse, skirts or trouser plus College T-shirt only.

#### **HOSTELSTUDENTS**

Hostel students must bring with them 2 bed sheets, 1 pillowcase, a towel, a mosquito net, a pair of pajamas or night dress, black shoes, white socks and eating utensils e.g. a teacup and saucer, dinner plate, water glass, table spoon, meat knife and fork. The institute provides hostel students with bed, mattress and a pillow together with breakfast, lunch and dinner.

#### **FIELD ATTACHMENT**

The institute will assist the student to look for Field attachment place, but the costs associated will be met by the students or sponsors themselves and not the Institute.

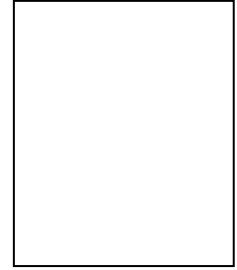
#### **FEES**

You are mandatorily required to pay at least **two payment per semester** of the total fee indicated in the fee structure and the remaining balance should be paid into two installment in the final semester. Should any student or sponsor fail to comply with this regulation, the student will neither not be allowed to seat for examinations nor proceed for field training.

#### **INSTITUTE REGULATIONS**

After completion of registration the student will be provided with Institutes 'rules and regulations and required to sign it. Failure to adhere with regulations will lead to cancellation of admission.

**STUDENT ACCEPTANCE FORM**



First Name:.....

Middle Name:.....

Surname:.....

Gender: .....

Date of Birth: .....

Primary School Name:.....

Secondary School Name:.....

Form four/six Index no:.....

Name of the course: .....

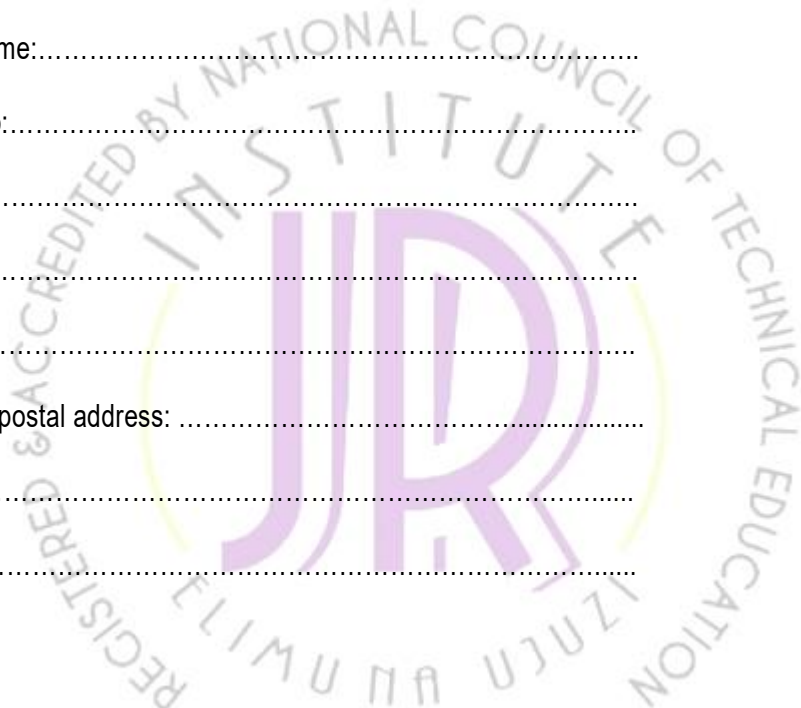
Admission number:.....

Year of study:.....

Guardian / next of kin postal address: .....

Email Address: .....

Telephone Number: .....



**DECLARATION:**

I declare that to the best of my knowledge the above particulars are correct and complete. I am aware that any false statement (s) will lead to this registration being rejected or to an annulment of admission already granted and I promise that I shall abide to the institutes rules and regulations; therefore I accept the offer to join the institute.

Student's Signature.....Date.....



**JR INSTITUTE OF INFORMATION TECHNOLOGY**  
**(Accredited by the National Council for Technical Education) NACTE REG/EOS/017**  
**2024/2025 FEE STRUCTURE FIRST YEAR**

1. JR EDUCATION SERVICES	PARTICULARS	BASIC CERTIFICATE (NTA L 4)	DIPLOMA (NTA L 5)	DIPLOMA (NTA L 6)
S/N				
1	TUTION FEE	980,000	975,000	920,000
2	EXAMINATION FEE	175,000	175,000	205,000
3	ID CARD	10,000	10,000	10,000
4	NACTE QA	20,000	20,000	20,000
5	LIBRARY MEMBERSHIP	35,000	35,000	35,000
6	ACADEMIC ACTIVITY	60,000	60,000	60,000
7	CAUTION MONEY (NR)	50,000		
8	IPT/PLACEMENT	45,000	45,000	30,000
9	STUDENT UNION	5,000	5,000	5,000
10	REGISTRATION NACTE	20,000		
11	PROJECT		25,000	25,000
12	GRADUATION			40,000
	<b>TOTAL</b>	<b>1,400,000</b>	<b>1,350,000/=</b>	<b>1,350,000/=</b>
	<b>NHIF</b>	<b>50,400/=</b>		
	<b>CERTIFICATE FEE</b>	<b>50,000</b>		
	<b>APPLICATION FORM</b>	<b>20,000</b>		

PAYMENT SCHEDULE													
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
NTA 4 MARCH 24			380,000			340,000			340,000			340,000	1,400,000/=
NTA 4 SEPT 23									380,000			340,000	
2024			340,000			340,000							
NTA 5 24					360,000			330,000			330,000		
2025		330,000											1,350,000/=
JOIN SEP 2024							360,000		330,000			330,000	
2025		330,000											1,350,000/=
NTA 6 2024					360,000			330,000			330,000		
2025		330,000											

**HOSTEL DETAILS**

S/N	DETAIL	AMOUNT
1	HOSTEL WITHOUT MEAL	470,000 PER ACADEMIC YEAR

All fees should be paid by the 5<sup>th</sup> of the month mentioned.

Parents and students must ensure that the fees is paid on time, failure to disburse the fee before the deadline will results in a penalty of 2% per month on the remaining amount until paid. Parents are welcomed to apply for installment plan in writing prior to the due date. Parents must remain with the invoice and payment receipts at all time during all three years. In case of any audit or misunderstanding on payment, parents will be required to submit the originals as proof of payment to vouch that payment was done as required otherwise full payment will be required.

All fees are to be banked and submit deposit slip to the cashier.

PAYMENT THROUGH DTB BANK	PAYMENT BY LIPA KWA MPESA	PAYMENT THROUGH CRDB BANK
A/C Name: Jr Educational Services Ltd Account Number: 0000535571	Lipa Name: JR Educational Services Ltd Lipa Number: 5591309	A/C NAME: JR EDUCATIONAL SERVICES LTD ACOUNT NUMBER:01J1035181700

For more information please contact us, 0679414415/0754360590 EMAIL. [principal@jriit.ac.tz](mailto:principal@jriit.ac.tz)

**DECLARATION TO SPONSOR A STUDENT AT JR INSTITUTE OF INFORMATION TECHNOLOGY**

We/I .....

Will sponsor Mr./Mrs./Miss .....

Region.....District.....Ward.....

Who has been selected for admission into .....

(Name of the programme)

We/I promise to pay all his/her student's fees and other costs as it shall deem necessary for the whole duration of the programme, in compliance to the joining instruction.

Yours faithfully,

Name .....

Sign..... Date

..... **Official**

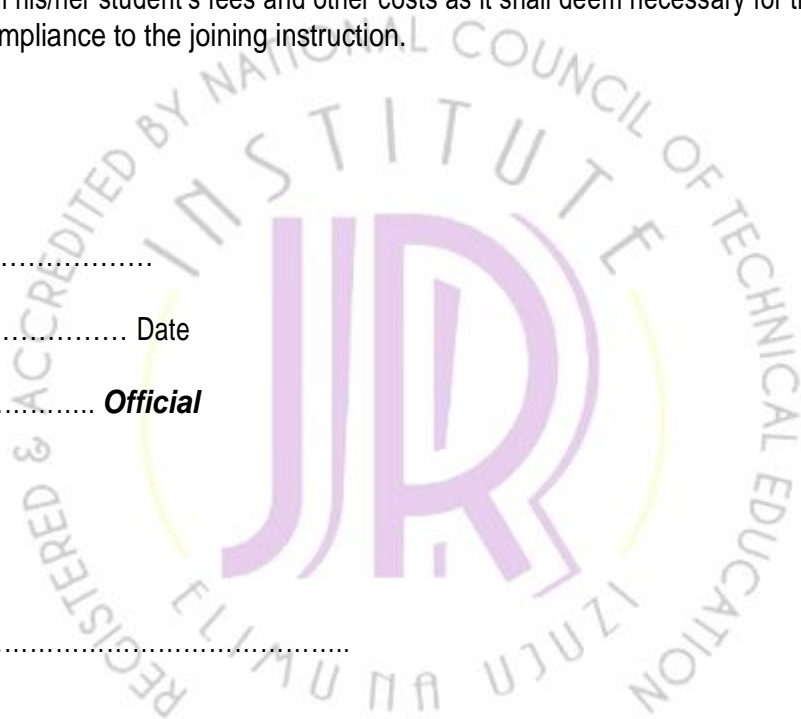
**Stamp**

Contact address;-

Telephone .....

Fax.....

E-mail.....



# MEDICALEXAMINATIONREPORT

NAME.....REGNO:.....

AGE:..... SEX.....WEIGHT.....L.....

## PHYSICALEXAMINATION:

### Respiratory system:

Chest.....

Lungs.....

## CARDIOVASCULARSYSTEM:

Pulse.....

Heart.....

## ABDOMEN:

Liver.....

Spleen.....

Kidney.....

## Other

MSS & Skin.....

CNS.....

ENT.....

Stool: Microscopy.....

X-ray Chest.....

Typhoid.....

## LABORATORY

Urine:-Microscopy.....

Multistics.....

Sugar.....

Blood: HB.....ESR.....

Serology: Syphilis:.....

**CONCLUSION:**

I have Examined Mr. / Mrs. /Ms. / Dr. ....  
and consider He/She  
He/She physically and mentally fit.

Medical Officer's Name: .....Signature: .....

Designation..... Date: .....

Institution's Name:.....Address: .....

