



THE UNITED REPUBLIC OF TANZANIA  
PRESIDENT'S OFFICE  
PUBLIC SERVICE MANAGEMENT  
TANZANIA PUBLIC SERVICE COLLEGE,  
(NACTE ACCREDITED INSTITUTION)



P.O.BOX 2574

DAR ES SALAAM.

DATE: 7 October 2022

In reply please quote:

Ref. No. AF.20/955/01A

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**RE: ADMISSION AND JOINING INSTRUCTIONS INTO DEGREE PROGRAMME  
IN SECRETARIAL STUDIES AND ADMINISTRATION**

Welcome to Tanzania Public Service College (TPSC)! Your application to join TPSC was considered positively based on your academic documents submitted and you have been admitted to pursue Bachelor Degree in Secretarial Studies (BSSA). You will be enrolled at Dar es Salaam Campus for the academic year commencing in **24<sup>th</sup> October, 2022**. To complete this course requires a minimum of 360 credit hours. This course is divided into two levels, NTA 7 and 8. NTA level 7 is two years duration and NTA level 8 is one year. Upon successful completion of NTA 7 (Minimum 240 credits) a learner can opt to drop the course and shall be awarded Higher Diploma in Secretarial Studies and Administration. After successful completion of minimum of 360 credit hours you will be awarded Bachelor Degree in Secretarial Studies and Administration (BSSA).

The College is fully registered by the National Council for Technical Education (NACTE) and all Bachelor Degree students are required to comply with statutory guidelines, rules and regulations issued by NACTE and Tanzania Commission for Universities (TCU).

**1. TERMS AND CONDITIONS OF ADMISSION:**

During registration, you will be required to pay all the required fees. A BSSA programme fee is TZS 1,400,000.00 per year however, arrangements can be made to pay in two installments as shown below.

**1.1 DIRECT COST PAYABLE TO THE COLLEGE:**

Fees component	First year		Second Year		Third Year	
	Semester-1 TZS	Semester-2 TZS	Semester-3 TZS	Semester-4 TZS	Semester 5 TZS	Semester 6 TZS
Tuition fee	700,000	700,000	700,000	700,000	700,000	700,000
<b>Total</b>	<b>TZS 1,400,000</b>		<b>TZS 1,400,000</b>		<b>TZS 1,400,000</b>	

Fees should be paid directly to us using GePG system via control number provided to you by our Branch Accountant and thereafter present the Bank-Pay in Slip to the College Account Department for issuance of official college receipt. No cash will be accepted, all payments should be done using the control number provided.

**RECOMMENDED DIRECT PARTICIPANT EXPENSES (PAYABLE DIRECTLY TO STUDENT)**

S/N	ITEM	AMOUNT (TSHS)	DURATION
i.	Book Allowance	200,000	Per semester
ii.	Stationary Allowance	150,000	Per semester
iii.	Field/Independent Study Report	200,000	End of the course
iv.	Stipend (Meal, transport)	10,000	Per day
v.	Field attachment / Research	300,000	During field Attachment period
vi.	Identity Card Fee	10,000	Payable To TAPSSO

**NOTE:** The amounts shown from items **No. (i) to (v)** are merely recommendations and therefore, do not overrule official allowances that are applicable to an organization or sponsor. Money for personal use/incidental expenses should not be deposited into the college bank account. If this happens, 10% charge will be levied.

**2. REGISTRATION REQUIREMENTS:**

The College will open on **24<sup>th</sup> October, 2022**. Slots are limited, therefore, successful applicants will be registered on the opening date **on the basis of first come first served modality**. Failure to report within two weeks, your chance will be given to another applicant on the waiting list. The Candidate will be required to register for the programme offered to him/her by producing the following:

- i. Original and Certified copies of certificates and transcripts including secondary Education (C.S.E.E /A.C.S.E.E) and or Diploma certificates or equivalent from recognized training Institutions;
- ii. Certified copy of birth certificate
- iii. Two recent passport size photographs;
- iv. Proof of payment of the required fees and
- v. Dully filled in Medical Examination form attached (Form 1).

**NB:** Every student should have at least two pairs of Executive suits from any of the recommended colours of Black and Dark blue (**Strictly** executive skirt suits for women and trousers for men).

**3. ACCOMMODATION:**

It is the responsibility of the students to arrange for their own accommodation. However, nearby private hostels prices range between Tshs 200,000/= and 250,000/= per semester depending on service levels.

**4. MEDICAL EXPENSES:**

Medical expenses and personal liabilities are not covered by the College. It is advised that sponsors and parents provide Medical insurance to student, during registration students should come with NHIF Identity card or any other health Insurance provider. For those without any form of health insurance cover, student's Health Insurance offered by NHIF costs 50,400/= per annum. The college will arrange for means to register with NHIF.

Congratulations and welcome to Tanzania Public Service College Dar es salaam Campus

Kind regards,



Musa A. Ligembe  
**Campus Manager**

I ..... accept the terms and conditions stated above in this admission letter and promise to abide to the rules, procedures and regulations of the college and understand that upon breaching the rules I may be discontinued from the studies.

Signature.....

Date.....

**MEDICAL EXAMINATION**

Admission to the Tanzania Public Service College is conditional upon receipt of satisfactory medical report. The Medical Practitioner to whom this Form is presented is requested to return it completed before the registration date through the following address:

The Campus Manager,  
Tanzania Public Service College,  
Magogoni Street,  
P.O. Box 2574,  
Dar es Salaam.

STUDENT SURNAME: -----

OTHER NAMES: -----

PROGRAMME: -----

AGE: ----- SEX ----- MARITAL STATUS-----

**PERSONAL HISTORY**

Has examinee suffered from any of the following? If yes indicate date and diagnosis. If not please write "NO" in appropriate space.

(a) Tuberculosis: -----

(b) Other respiratory disease: -----

(c) Cardiac disease: -----

(d) Gastro-intestinal disease -----

(e) Renal or Genital Urinary disease: -----

(f) Syphilis or Gonorrhoea: -----

(g) Emotional disease or Psychosis: -----

(h) Serious Injuries: -----

(i) Allergies: -----

(j) Any fits: -----

(k) Any operations: -----

(l) Leprosy: -----

**PHYSICAL EXAMINATION**

1. Height: ----- Weight -----

2. Skin disease -----

Eyes: conjunctives ----- Pupils -----

Sight: without glasses:----- Right -----

Left -----

Sight: with glasses: Right ----- Left -----

Please state condition of:

Ears (if any discharge)

Mouth and throat -----

Nose -----

3. Respiratory System: Any abnormality? -----

4. Cardiovascular system: -----

Blood Pressure: Systolic -----

Diastolic -----

Heart: Any Murmur -----

Arteries and Veins -----

5. ABDOMEN:

Scars (operation) -----

Hernia -----

Hydrocele -----

Masses \_ -----

Spleen -----

Kidneys-----

Rectum -----

Any clinical evidence of hyperacidity or  
Gastric duodenal ulcers

6. LABORATORY

L. URINE: Almoïn -----

Sugar -----

Leucocytes -----

Biharzia -----

7. Stools:

(Special emphasis on Hookworm and (Bilharzia) -----

8. Blood Examination: Haemoglobin -----

Differential Count: -----

(a) Neutrophils -----

(b) Audiophiles -----

(c) Basophils -----

(d) Lymphocytes -----

(e) Monocytes -----

(f) E.S.R. -----

White Blood Count -----

9. Sputum if indicated -----

X-RAY EXAMINATION

X-ray chest – send the X-any film

Report

**CONCLUSION:**

I have examined Dr/Mr/Mrs/Miss -----

and I consider that he/she is FIT/NOT FIT to be admitted to the College for higher studies.

NAME:----- SIGNATURE: -----

TITLE: ----- QUALIFICATIONS: -----

REGISTRATION NO. ----- (Official Stamp) Date: -----

STUDENT PARTICULARS.

1. Department: -----

2. Resident: -----

3. Financial Sponsor: -----

4. Registration NO. ----- Date -----