



**THE UNITED REPUBLIC OF TANZANIA  
MINISTRY OF COMMUNITY DEVELOPMENT, GENDER,  
WOMEN AND SPECIAL  
GROUPS**

**Rungemba Community Development  
Training**

**Institute**

**APPLICATION  
FORM**

**Admission into Certificate and Ordinary Diploma  
Programs in**

**Community Development for Academic Year  
2025/2026 for Female students only**

### **1.1 Completion of the form:**

Read this application form carefully before filling it. Form should to be completed in two copies using BLOCK LETTERS and be returned to the Institute of your choice through the address provided below.

### **1.2 Entry Requirements:**

Candidates wishing to be enrolled to pursue either A BASIC TECHNICIAN CERTIFICATE (NTA LEVEL4) or TECHNICIAN CERTIFICATE (NTA LEVEL5) or AN ORDINARY DIPLOMA(NTALEVEL6) in Community Development programme have to fulfill the general minimum entrance requirements specific to each academic program as stipulated here-under: -

#### **1.2.1 Minimum Entry Qualifications for an Ordinary Diploma (NTALEVEL6) Program:**

NTA Level 5 in Community Development or its equivalent of not less than PASS class obtained from a college or institute which fully registered by the National Council for Technical Education (NACTE).

#### **1.2.2 Minimum Entry Qualifications for Technician Certificate (NTA LEVEL 5) Program:**

Basic Technician Certificate (NTA Level 4) in Community Development or other relevant field of not less than **PASS** class obtained from a college or institute which is fully registered by the National Council for Technical Education (NACTE).

**OR**

At least One principal and one subsidiary in the Advanced Certificate of Secondary Education Examination (ACSEE) or equivalent as based on the National Examination Council of Tanzania grades (**Note:** Principal level passes in Divinity/Islamic Knowledge are not counted).

**1.2.3 Minimum Entry Qualifications for Basic Technician Certificate (NTALEVEL4) Program:** Certificate of Secondary Education Examination (CSEE) with minimum average pass of D grade in FOUR subjects (**Note** Bible knowledge/Islamic Knowledge are not counted).

**OR**

Holder NATIONAL VOCATIONAL AWARD (NVA) Level 3 from Vocational Education Training Authority(VETA) in any field.

### **1.3 Documents to be enclosed with:**

You should attach the following when sending your application:

- i. Duly filled application form
- ii. Copies of Certificate or Advanced Certificate of Secondary Education Examination (CSEE or ACSE)
- iii. Copies of any other academic qualification(s) Certificates if any
- iv. Copy of birth certificate
- v. Original Bank Pay-in slip of a non-refundable **Application and Verification fee of Tsh 15,000/-** Should be paid into: Acct. No. **60202300255**; acct. name **Rungemba Economic Activities Bank: NMB**
- vi. Two recent passport size photographs

### **1.4 Date of submission**

The deadline for receiving applications is **15 September, 2025**

## 2.0 APPLICANT'S PERSONAL RECORDS

First name.....Middle.....Last name.....  
 Date of Birth: Day.....Month.....Year.....  
 Place of Birth.....Sex:.....Marital status.....  
 Physical impairment (If any).....Nationality.....  
 Postal Address.....E-mail address.....  
 District.....Region.....Phone number.....

### 2.1 APPLICANT'S NEXT OF KIN

Full name.....Relationship.....phone number.....  
 Postal address.....E-mail address.....  
 District.....Region.....

### 3.0 PROGRAMMES OFFERED (Please tick the Appropriate Course):

<i>Ordinary Diploma in Community Development ( NTA LEVEL 6) (1 year)</i>	
<i>Technician Certificate in Community Development (NTA LEVEL 5) (1 year)</i>	
<i>Basic Technician Certificate in Community Development (NTALEVEL 4) (1 year)</i>	

## ACADEMIC QUALIFICATIONS

4.1 Primary school name.....Year of completion.....District.....Region.....

### 4.2 Certificate of secondary qualifications

#### First Sitting

Certificate of Secondary Education	Advanced Certificate of Secondary Education
School Name:	School Name:
Index Number:	Index Number:
Year of Graduation:	Year of Graduation:

#### Second Sitting (If Any )

Certificate of Secondary Education	Advanced Certificate of Secondary Education
School Name:	School Name:
Index Number:	Index Number:
Year of Graduation:	Year of Graduation:

### 4.3 Post Secondary School Qualifications(NTA Level 4 ,5 and NVA Level 3)

Course Description:	Year of graduation:
Institute /College name:	Registration number:
GPA.....	CLASS OF AWARD:.....

**Please submit your application form to** The Admission Office;  
Rungemba CDTI,  
P.o.Box 6 **MAFINGA**  
**Email:** [prungemba@jamii.go.tz](mailto:prungemba@jamii.go.tz)  
**0769493600 and 0767388946/0714257744**

**6.0 DECLARATION BY THE CANDIDATE: USE CAPITAL LETTERS ONLY**

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I..... hereby certify that the information in this  
application form is accurate and complete.  
Signature of Applicant..... Date.....

**6.0 FOR OFFICIAL USE ONLY:**

*Date of receipt:*.....*Reference number:*

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**RUNGEMBA COMMUNITY DEVELOPMENT TRAINING INSTITUTE**

**FEE STRUCTURE FOR BASIC TECHNICIAN CERTIFICATE IN COMMUNITY DEVELOPMENT (NTA  
LEVEL 4) -2024/2025**

**A: PAYABLES AS PER SEMESTER (MWAKA WA KWANZA)**

ITEM	SEMESTER I	SEMESTER II	MODE OF PAYMENT
Tuition Fee (Ada ya mafunzo)	300,000/=	300,000/=	Obtain <b>Control number</b> from Institute Accountant
Registration Fee (Ada ya usajili)	15,000/=	-	Obtain <b>Control number</b> from Institute Accountant
Accommodation fee (Boarding and Lodging when available) (Ada ya bweni)	100,000/=	100,000/=	Obtain <b>Control number</b> from Institute Accountant
Identity card fee (Ada ya kitambulisho)	10,000/=	-	Obtain <b>Control number</b> from Institute Accountant
Wear and Tear (Fedha ya uchakavu)	10,000/=	-	Obtain <b>Control number</b> from Institute Accountant
Medical Contribution (NHIF) (Fedha ya bima ya afya)	50,400/=	-	Student will obtain account of NHIF once arrived at the institute (Mwanachuo atapewa akaunti ya kulipia akifika chuoni)
First Aid (non -refundable) (Fedha ya huduma ya kwanza)	10,000/=	-	Obtain <b>Control number</b> from Institute Accountant
NACTVET Quality Assurance Fee (Ada ya uhakiki na baraza la vyuo NACTVET)	20,000/=	-	Institute A/C No. 60202300255 NMB Jina la akaunti: <b>Rungemba Economic Activities</b>
Examination Fee (Ada ya mitihani)	15,000/=	15000/=	Obtain <b>Control number</b> from Institute Accountant
Certification (Certificates & transcript (malipo ya cheti na slip ya matokeo)		15,000/=	Obtain <b>Control number</b> from Institute Accountant
	<b>530,400/=</b>	<b>430,000/=</b>	

**B: MODE OF PAYMENT (NAMNA YA ULIPAJI)**

ITEM	AMOUNT	MODE OF PAYMENT
Contribution to Student Organization (CDSO) (Mchango wa Umoja wa Serikali ya Wanachuo)	10,000/=	A/C No. <b>01065308</b> MUCOBA BANK, Account name: CDISO RUNGEMBA CDTI MAFINGA
T-shirt ya umoja wa wanafunzi	15,000/=	Atanunua kwenye ofisi ya umoja wa wanafunzi CDISO

**C: DIRECT STUDENT COSTS (POCKET MONEY)**

ITEM	AMOUNT
Meals (Chakula)	850,000 (kwa mwaka)
Field allowance (Gharama za mafunzo kwa vitendo) NB: Pata ufafanuzi chuoni	300,000 (kwa mwaka)
Books and stationery (gharama za stationari)	150,000 (kwa mwaka)

**RUNGEMBA COMMUNITY DEVELOPMENT TRAINING INSTITUTE**  
**FEE STRUCTURE FOR NTA LEVEL 5 AND 6 ACADEMIC YEAR 2024/2025**

ITEM	SEMESTER I	SEMESTER II	MODE OF PAYMENT
Tuition Fee ( <b>Ada ya mafunzo</b> )	350,000/=	350,000/=	Obtain <b>Control number</b> from Institute Accountant
Registration Fee ( <b>Ada ya usajili</b> )	15,000/=		Obtain <b>Control number</b> from Institute Accountant
Accommodation fee (Boarding and Lodging when available) ( <b>Ada ya bweni</b> )	100,000/=	100,000/=	Obtain <b>Control number</b> from Institute Accountant
Identity card fee ( <b>Ada ya kitambulisho</b> )	10,000/=		Obtain <b>Control number</b> from Institute Accountant
Wear and Tear ( <b>Fedha ya uchakavu</b> )	10,000/=		Obtain <b>Control number</b> from Institute Accountant
Medical Contribution (NHIF) ( <b>Fedha ya bima ya afya</b> )	50,400/=		Student will obtain account of NHIF once arrived at the institute (Mwanachuo atapewa akaunti ya kulipia akifika chuoni)
First Aid (non -refundable) ( <b>Fedha ya huduma ya kwanza</b> )	10,000/=		Obtain <b>Control number</b> from Institute Accountant
NACTVET Quality Assurance Fee (Ada ya uhakiki na baraza la vyuo NACTVET)	20,000/=		Institute A/C No. 60202300255 NMB Jina la akaunti: <b>Rungemba Economic Activities</b>
Examination Fee ( <b>Ada ya mitihani</b> )	15,000/=	15,000/=	Obtain <b>Control number</b> from Institute Accountant
Certification (Certificates +transcript ( <b>malipo ya cheti na slip ya matokeo</b> ))		15,000/=	Obtain <b>Control number</b> from Institute Accountant
	<b>580,400/=</b>	<b>480,000/=</b>	

**B: MODE OF PAYMENT (NAMNA YA ULIPAJI)**

ITEM	AMOUNT	MODE OF PAYMENT
Contribution to Student Organization (CDSO) ( <b>Mchango wa Umoja wa Serikali ya Wanachuo</b> )	10,000/=	A/C No. <b>01065308</b> MUCOBA BANK, Account name: CDISO RUNGEMBA CDTI MAFINGA
T-shirt ya umoja wa wanafunzi	15,000/=	Atanunua kwenye ofisi ya umoja wa wanafunzi CDISO

**C: DIRECT STUDENT COSTS (POCKET MONEY)**

ITEM	AMOUNT
Meals (Chakula)	850,000 (kwa mwaka)
Field allowance (Gharama za mafunzo kwa vitendo) NB: <i>Pata ufafanuzi chuoni</i>	300,000 (kwa mwaka)
Books and stationery (gharama za stationari)	150,000 (kwa mwaka)