



**AMANI COLLEGE OF MANAGEMENT AND  
TECHNOLOGY (ACMT)**  
P.O. BOX 958, NJOMBE, TANZANIA  
Tel: 026-2782584, +255 755 549285, E-mail: [elctsdacmt@gmail.com](mailto:elctsdacmt@gmail.com)

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Ref. No. \_\_\_\_\_

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

**REF: APPLICATION FORM FOR THE ACADEMIC YEAR 2019/20**

**Dear Prospective Student,**

We warmly welcome you to make an application for joining at Amani College of Management and Technology (ACMT). The College is a full registered institution under NACTE (**Reg.BTP/020**). ACMT is allocated in Njombe Town. This institution is owned by the Evangelical Lutheran Church of Tanzania -Southern Diocese “**Kanisa la Kiinjili la Kilutheri Tanzania-Dayosisi ya Kusini**”, Njombe.

Recently the college offers five (5) programs which are:

- Certificate and Diploma in Community Development
- Certificate and Diploma in Information Technology
- Certificate and Diploma in Business Administration
- Certificate and Diploma in Procurement
- Certificate and Diploma in Accountancy

The following are the necessary requirements and forms of application to various programs for the coming academic year 2019/2020. The application form costs 5,000/= Tshs and upon return of the form the applicant will pay 20,000/=Tshs as registration fee to NACTE.

The following items must accompany your applications:

- a) Completed Application Form
- b) Certified copy of “O” Level Certificate
- c) Certified copy of “A” Level Certificate (**for diploma level**)
- d) Certified copies of other Certificate(s) with Transcripts (**for diploma level**)
- e) Completed Medical Examination Form
- f) 2 passport-size photographs (taken within the past six months)
- g) Certified copy of Birth Certificate (affidavits are not acceptable).

NOTE: Only the attached form with the above requirements will be processed.

Deadline for submitting your application form will be on **20<sup>th</sup> FEBRUARY 2019**

Regards,

**Kidzombe Erasto 0753 580 894**

**Registrar & Admissions Officer**

**For: The Principal  
Amani College of Management and Technology**

**AMANI COLLEGE OF MANAGEMENT AND TECHNOLOGY  
NJOMBE**



**Passport Size  
Photo**

**Form. No. ACMT/APP.1**

**Application for Admission to Certificate and Diploma Programmes for  
Academic Year 2018 – 2019. Please Write in Block Letters.**

**I. PERSONAL INFORMATION**

*(Note: The names entered in this form must be exactly the same as those appearing on your C.S.E.E (Form IV); not any other academic certificates. If there is no surname or middle name in your certificate please do not write)*

Surname		Postal Address	
First Name		City	
Middle Name		Region	
		Country	
Gender			
Marital Status		Phone Number	
Date of Birth		Mobile Number	
Place of Birth		Fax Number	
Nationality		E-mail Address	

**II. EDUCATION INFORMATION**

<b>Primary school</b>		<b>O-Level School:</b>		<b>A-Level School:</b>	
Name of School		Name of School		Name of School	
Completion Year		Index Number		Index Number	
Postal Address		Completion Year		Completion Year	
City		Postal Address		Postal Address	
Region		City		City	
Completion Year		Region		Region	
<b>OTHER RELEVANT COURSES ATTENDED (if any):</b>					
Type of Course		Type of Course			
Name of College		Name of College			
City		City			
Region		Region			

**III. EMPLOYMENT EXPERIENCE (if any):**

1.	Name of Employer	
	Postal Address of Employer	
	Period of Employment	
	Occupation	
	Name of Supervisor	
2.	Name of Employer	
	Address of Employer	
	Period of Employment	
	Occupation	
	Name of Supervisor	

**IV. RELIGIOUS INFORMATION:**

Religious affiliation (Dini)		Local Religious Leader and Address	
Denomination (Dhehebu)			

**V. FINANCIAL SUPPORT FOR STUDIES:**

Name of Sponsor			
Address			
City/Region,			
Country			
Phone Number		Fax Number	
E-mail Address			

**VI. FAMILY INFORMATION**

Name of Father		Postal Address	
Occupation		Employer	
Educational Level		Ethnic Identity	
Name of Mother		Address	
Occupation		Employer	
Educational Level		Ethnic Identity	
Name of Spouse		Postal Address	
Occupational		Employer	
Educational Level		Ethnic Identity	
Number of Children		Ages of Children	
Number of Brothers		Number of Sisters	

**VII. EMERGENCY CONTACT (Provide two names and addresses)**

<b>1. Contact Name</b>		<b>2. Contact Name</b>	
Relationship		Relationship	
Postal Address		Postal Address	
Phone Number		Phone Number	
Mobile Number		Mobile Number	
Fax Number		Fax Number	
E-mail Address		E-mail Address	

**VIII. PERSONAL REFERENCES**

Please give names of two referees from whom information can be sought on:

- Academic Integrity
- Status of Responsibility/Position

<b>1. Reference Name</b>		<b>2. Reference Name</b>	
Postal Address		Postal Address	
Phone Number		Phone Number	
Mobile Number		Mobile Number	
Fax Number		Fax Number	
E-mail Address		E-mail Address	

**IX. ACADEMIC PROGRAMMES**

Indicate your preference using numbers **1, 2 and 3** against the respective programme.

**A: PROGRAMMES OFFERED AT ACMT - NJOMBE**

	Certificate in Community Development (CCD)	
	Diploma in Community Development (DCD)	
	Certificate in Business Administration (CBA)	
	Diploma in Business Administration (DBA)	
	Diploma in Accountancy and Finance (DAF)	
	Diploma in Procurement and Material Management (DPMM)	
	Certificate in Information Technology (CIT)	
	Diploma in Information Technology (DIT)	

**X. DECLARATION**

I declare that the information and documents provided are true and correct to the best of my knowledge.

Date..... Signature of applicant.....

**XI. FOR OFFICIAL USE ONLY**

Remarks.....

Title: ..... Signature: .....

Date: .....

**NOTE:**

Students should arrange for their own accommodation.

For more information, please contact us: **0753-580-894 or 0755 549 285**

## FEE STRUCTURE 2019 / 20

Dormitory Fees for ON CAMPUS only (for female students)	1st Installment 5 <sup>th</sup> MARCH 2019	2nd Installment 1 <sup>nd</sup> JUNE 2019	3rd Installment 5 <sup>th</sup> OCTOBER 2019	4th Installment 3 <sup>rd</sup> JANUARY 2020	TOTAL
		50,000	50,000	50,000	50,000

<b>CERTIFICATES</b>					
Orientation Fees	30,000				30,000
Tuition Fees	180,000	120,000	180,000	120,000	600,000
Computer Fees	37,500	37,500	37,500	37,500	150,000
Identity Card	10,000				10,000
Depreciation fee	50,000				50,000
NACTE Fees	20,000				20,000
Graduation Fees				50,000	50,000
<b>TOTAL</b>	<b>327,500</b>	<b>157,500</b>	<b>217,500</b>	<b>207,500</b>	<b>910,000</b>

<b>DIPLOMA – 1<sup>st</sup> YEAR</b>					
Orientation Fees	20,000				20,000
Tuition Fees	240,000	160,000	240,000	160,000	800,000
Computer Fees	37,500	37,500	37,500	37,500	150,000
Identity Card	10,000				10,000
NACTE Fees	20,000				20,000
Depreciation fee	50,000				50,000
<b>TOTAL</b>	<b>367,500</b>	<b>197,500</b>	<b>277,500</b>	<b>197,500</b>	<b>1,050,000</b>

<b>DIPLOMA – 2<sup>nd</sup> YEAR</b>					
Tuition Fees	240,000	160,000	240,000	160,000	800,000
Computer Fees	37,500	37,500	37,500	37,500	150,000
NACTE Fees	20,000				20,000
Graduation fee				50,000	50,000
<b>TOTAL</b>	<b>297,500</b>	<b>197,500</b>	<b>277,500</b>	<b>247,500</b>	<b>1,020,000</b>

**NB:**

1. Course fees should be paid through: Amani College of Management and Technology Account No (Tanzania Postal Bank - TPB) 0260000774
2. Accommodation fees should be paid through: ELCT – SD – Women Bus, A/C No. (NBC): 039201054507
3. Student Activity fee of Tsh. 18,000/= should be paid through Amani University Project Students' Account No. (CRDB) : 0152350217700

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