



MOSHI INSTITUTE OF TECHNOLOGY

Plot 7/A Rindi Lane, P.O.Box 8734, Moshi, Tanzania.

Tel/fax: 2750531 (off) mobile: 0754-469894 or 0715929092 or 0752123596

Website: www.mit.ac.tz E-mail: info@mit.ac.tz

FORM NO _____

APPLICATION FOR ADMISSION TO / ENROLMENT IN

APPLICANTS SHOULD READ THESE NOTES BEFORE COMPLETING THE APPLICATION FORM FOR ADMISSION

1. Institute information

Moshi Institute of Technology (MIT) is a local Tanzania Institute with **Reg No 150686** specializing in providing people with a high-quality Computer and Language education in the lowest possible fees. Tuition and fees are only a fraction of other colleges in Tanzania. The main campus is located at the centre town of Moshi .MIT is a whole-life environment where the student can develop intellectual potential. The college is associated with VETA, APTECH & MICROSOFT

2. Academic Information

Students may earn Certificates of competency or Diplomas in Computer. MIT also offers Language courses, Office practice & management courses and Computer accounting courses. Students may enroll in more than one program at a time. Students are qualified to sit for the diploma exams after the completion of MIT certification.

3. Application Period

Application forms are obtainable from the SRO office in person or by e-mail after paying **2000Tsh**. Completed application form should reach the SRO before course starts for local applicants and 3 weeks for non-local. Study places are given on a first-come-first-served basis; applicants are advised to submit applications as early as possible.

4. Application Procedures

A. Completion of Forms

- (1) Applicants should complete the application form read the notes on the application form before completing it..
- (3) Applicants are advised to make photocopies of completed application forms for their own reference.

B. Submission of Application Forms

- (1) Applicants are required to submit application at the SRO office, or post it to the Principal (Application for Admission), box 8734 Moshi Tanzania and applicants should submit passports size, for certificates and diploma before sitting for final examination.

5. Choice(s) of Courses

An applicant should indicate on the application form the courses he / she intends to take and class time (session)

6. Payment of Tuition Fee and Hostel Fee

Tuition fee:

Tuition fee will be charged once the registration completed and submission of the admission form. The fees can be paid in full, installment or monthly depend with the course or package fees.

Payment can be made by cheque or cash payable to “**Moshi institute of technology**”. The deposit is non-refundable and non-transferable except when the course concerned is cancelled or the applicant is not accepted for enrollment

7. Use of Information in the Application Form

Information provided in the application form will be:

- used as a basis for assessing the applicant for admission to the Institute and for all other related purposes; and
- used to carry out checks on matters relating to the application and records of the applicant’s previous studies at other institutions.

8. Enquiries

All enquiries about application for admission should be directed to the Principal:

Telephone No: Mob :0754-469894 or 0715929092 or 0752123596

Fax No. : 2750531

E-mail : info@mit.ac.tz

Address : P.O BOX 8734 MOSHI

8. Office Hours for Enquiries and class sessions

Monday to Friday	8:00 a.m. – 12:30 p.m.
Saturday	8:35 a.m. – 12:30 p.m.
Sunday and Public Holidays	Closed

INSTITUTE CLASS SCHEDULE		
SESSIONS	CLASSES TIME	
1 ST	8:30AM	10:30AM
2 ND	10:30AM	12:30PM
3 TH	12:30PM	2:00PM
4 TH	2:00PM	4:00PM
5 TH	4:00PM	6:00PM
6 TH	6:00PM	7:30PM



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FORM NO _____

Full Name:			
Date/year of birth:		Nationality :	
Residence address:			
Languages spoken		phone or mobile:	
Education level			
Do you have any particular needs? (or a disability?)			
ARE YOU EMPLOYED?			
§ Employer's Name & Address:			
Your job title:			
Please indicate your courses/packages preference and class time			

PERSONAL INFORMATION.

EMERGENCY CONTACT PERSON

Last Name: _____

First & Middle Name: _____

Relation to applicant: _____

Home phone: _____

Address: _____

mobile: _____

How did u learn about this Institute? :

SUMMARY OF RULES AND REGULATIONS:

1. The College is open to all students irrespective of their religion, color or sex, but reserve the right of admission on the grounds of academic performance and good behavior.
2. Foreign students must comply with the Tanzania Immigration Regulations before they are admitted.
3. Fees once paid are neither refundable nor transferable under any circumstances. At least 50% of the tuition fee must be paid before the start date of the course.
4. Transfer from one session to another (e.g. day to evening) will depend on availability of space and students must attend all lectures and sit for tests and examinations as required. A student who fails to maintain 60% attendance will not be allowed to register for examinations.
5. Students will have to purchase their own writing and study materials.
6. Students are expected to maintain high standards of personal discipline and morality in their behavior mode of dressing and interaction among themselves and members of the institute community.
7. Complaints/grievances or any other form of communication should be channeled to the Principle through student relationship officer or trainer(instructor)

DECLARATION

I hereby certify that the information given on this form is TRUE, CORRECT and COMPLETE to the best of my knowledge.

Signed (applicant): _____ Date: _____

OFFICIAL USE ONLY

Start date: Batch Rolls no:

Remarks: _____

Signed: _____ Date: _____ Invoice no

SRO/Academic Registrar