



**DODOMA INSTITUTE OF DEVELOPMENT AND ENTREPRENEURSHIP STUDIES**  
 Postal address: P. O. Box 2032, Dodoma  
 REG/BTP/085

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**Mobile: +255 679 550 047, + 255 685 506 450, + 255 769 550 047**

**Application Form for Admission into Certificate and Diploma Courses for Academic Year 2024/2025**

Attach you  
 Passport  
 size Photo  
 here

**1. Personal Information (Please use capital letters)**

*Fill your names exactly as they appear in your academic certificates i.e. CSEE, ACSEE or equivalent qualifications*

Last Name:		<b>Do you have any Physical or Communication Disabilities?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
First Name and Middle Name(s) – Do not use initials		If YES above tick whichever is applicable Speech/Hearing/Mobility/Vision/Albinism/Others
Date of Birth	Sex Male <input type="checkbox"/> Female <input type="checkbox"/>	Give details of disability:
Place of Birth:		
Citizenship:		Please select residence category  in Campus <input type="checkbox"/>  Off Campus <input type="checkbox"/>
Permanent Home Address:		
Contact Address:		
E-mail Address:		
Applicant Mobile Number:		
Marital Status:		
<b>Next of Kin</b>		
Name:		
Mobile Number:		
Relationship:		
Residence:		

**Application Details:** Application form will be received from 10<sup>th</sup> February 2024 to 5<sup>th</sup> March 2024 Students should arrive at the Institute from 10<sup>th</sup> March 2024 to 15<sup>th</sup> March 2024. Studies will commence on 18<sup>th</sup> March 2024.

**Type of Application for Certificate and Diploma courses**

S/N	Course Offered	Tick(√)the appropriate field
1.	Certificate in Community Development	
2.	Technician Certificate in Community Development	
3.	Ordinary Diploma in Community Development	
4.	Basic Technician Certificate in Agriculture Production	
5.	Technician Certificate in Agriculture Production	
6.	Ordinary Diploma in Agriculture Production	

**Type of Application for VETA courses**

S/N	Course Offered	Nature of the course	Tick (√)the appropriate field
1.	Information and communication technology	Long course	
2.	Computer Application	Short course	

**OFFER:** The following short courses will be offered freely for any student opted to join with us in any course

S/N	Course Offered	Tick(√)the appropriate field
1.	Poultry and Horticulture	
2.	Aluminum and Welding	
3.	Masonry	
4.	Designing and video Production	

**3. Education Background**

**a) Certificate of Primary Education Examination (CPEE)**

From.....to.....  
 Examination Authority .....  
 School Name.....  
 Country .....

**b) Certificate of Secondary Education Examination (C.S.E.E) or Equivale(From.....to.....Index Number.....**

Examination Authority ..... Division.....  
 Examination Centre/ School ..... Country .....

**a) Advanced Certificate of Secondary Education Examination (A.C.S.E.E.) or Equivalent (Attach certificate)**

(From.....to.....Index Number.....  
 Examination Authority ..... Division.....  
 Examination Center/School .....  
 Country .....

**b) Details of Any Other Qualifications e.g. Diploma, Certificate etc.**

INSTITUTE/INSTITUTION	From(Year)	To(Year)	Name of award e.g. Certificate/Diploma

**4 Sponsorship Declaration**

Your sponsor should commit in the space provided below or in a letter for payment of your fees and other costs including study tours/field work. Give full name and address.

I.....of..... (Postal address) declare to sponsor.....(Name of applicant) to study at Dodoma Institute of Development and Entrepreneurship Studies-DIDES and that I will pay all fees in time as required including costs for Field Practical Training. My mobile no. is ..... and email address: .....

Sponsor’s signature: ..... Date: .....

**5 Applicant’s Declaration**

I.....agree, if admitted to DIDES, to comply with institute regulations. I certify that the information in this application form is true and complete in all aspects and that I have withheld no information. I authorize the institute to verify any information provided as part of this application.

Applicant’s Full Name:	
Applicant’s Signature:	Date of Application:

**Sponsorship – Please select once**

Private <input type="checkbox"/>	<input type="checkbox"/>
	Government Specify:

## 6. Mode of Payment

<p>Registration and identity card are paid only once during first year.</p> <p>i. <b>Course Fee to be paid in four installments starting with Tsh. 350,000/= during registration for certificate and Tsh. 400,000/= for Diploma and Tsh. 320,000/= for at mid semester (Semester I) and Tsh 320,000/= in the start of semester II for both certificate and diploma and Tsh 320,000/= at the end of semester II for community Development Courses.</b></p> <p>ii. <b>Course Fee to be paid in four installments Tsh. 450,000/= during registration and Tsh. 320,000/= for certificate and Tsh. 400,000/= for diploma at mid semester (Semester I) and Tsh. 320,000/= for certificate and Tsh. 305,000/= diploma at the start and end of semester II for Agriculture Production Course.</b></p> <p>iii. <b>Accommodation fee Tsh. 200,000/= Shall be paid into two installments starting with Tsh 100,000/= in semester I and Tsh. 100,000/= for semester two.</b>  <b>NOTE: All payments shall be done through control number provided by the institute</b></p>	<p><b>Document to be Enclosed</b></p> <p>You should include the following when sending your application:</p> <ol style="list-style-type: none"> <li>1. <b>Dully filled application form</b></li> <li>2. <b>Copy of Certificate of Primary and Secondary Education Examination (CSEE)</b></li> <li>3. <b>Copy of other qualification(s) e.g. certificates – if any</b></li> <li>4. <b>Copy of birth certificate</b></li> <li>5. <b>Original Bank Pay slip for application fee</b></li> <li>6. <b>Two recent passport size photographs</b></li> </ol>
<p>iv. <b>20,000/= FOR ONLINE REGISTRATION TO NACTVET, SHOULD BE PAID through institute phone no. 0679550047 registered as Dodoma institute of development and entrepreneurship studies (DIDES)</b></p> <p>v. <b>Medical Health Insurance Fee TZS 50400/= or NHIF Membership Card.</b></p> <p>vi. <b>Non-refundable application fee (Tshs.10,000/=) to be paid via control number.</b></p> <p>vii. <b>Student Union fee Tsh 10,000/= should be deposited in Account No: 51710032980 Account name DIDESSO.</b></p>	<p><b>The Registrar,          Dodoma Institute of Development and Entrepreneurship Studies,          P. O. Box 2032,          DODOMA, TANZANIA.</b></p>

### Note:

1. All payment should be done through **Institute Bank Account ONLY**
2. Other recommended direct student costs (incurred by sponsors or students) are merely indicative
3. Students are advised to join the national health insurance fund if you have not insured before
4. Fee structure is attached in appendix 1
5. This application form is available at Dodoma Institute of Development and Entrepreneurship Studies-DIDES or you can directly download from our Website: [www.dides.ac.tz](http://www.dides.ac.tz) any enquiries should be sent to [www.didesvet@gmail.com](mailto:www.didesvet@gmail.com) or [info@dides.ac.tz](mailto:info@dides.ac.tz)

**APPENDIX 1: FEE STRUCTURE AND OTHER CHARGES APPLICABLE 2023/2024**

<b>NO.</b>	<b>COST ITEMS</b>	<b>Certificate in Crop Production</b>	<b>Ordinary Diploma in Crop Production</b>	<b>Certificate in Community Development</b>	<b>Diploma in Community Development</b>
	<b>DIRECT COST PAYABLE TO THE INSTITUTE</b>		<b>YEAR 1 (TSH)</b>	<b>YEAR II (TSH.)</b>	<b>YEAR (TSH.)</b>
1.	Tuition fee – annually	910,000	960,000	910,000	960,000
2.	Registration – once	15,000	15,000	15,000	15,000
3.	Examination fee – annually	50,000	50,000	50,000	50,000
4.	Identity card – once	10,000	10,000	10,000	10,000
5.	Field/Research supervision – annually	60,000	60,000	60,000	60,000
6.	NACTE subscription	15,000	15,000	15,000	15,000
7.	Graduation fee	50,000	50,000	50,000	50,000
8.	Farm Tools	100,000	100,000	-	-
<b>TOTAL FEE</b>		<b>1,210,000</b>	<b>1,260,000</b>	<b>1,110,000</b>	<b>1,160,000</b>
9.	Accommodation – annually	200,000	200,000	200,000	200,000
<b>TOTAL FEE AND ACCOMMODATION</b>		<b>1,410,000</b>	<b>1,460,000</b>	<b>1,310,000</b>	<b>1,360,000</b>