

THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY
AGENCY FOR THE DEVELOPMENT OF EDUCATIONAL MANAGEMENT (ADEM)



**INTENTION FOR JOINING WITH DIPLOMA PROGRAMMES
OFFERED BY ADEM IN THE ACADEMIC YEAR 2022/2023**

Fill this Form accurately and submit to ADEM together with copies of **Academic and Professional Certificate(s)** as well as **Bank Pay-in-slip** to the undersigned address.

PART A:

In the table below, put a tick (✓) against the course and Campus you wish to join

COURSE	CAMPUSES		
	BAGAMOYO	MWANZA	MBEYA
Diploma in Education Management and Administration (DEMA)			
Diploma in School Quality Assurance (DSQA)			

PART B: PERSONAL INFORMATION

1. First name Middle Name Surname

(as indicated in your CSEE)
2. Gender: Date of Birth Place of Birth Nationality
3. **Mailing Address:**
P. O. Box Town/City District Region

Country *Phone number **E-mail
4. (a) Next of Kin Details

Name Phone Relationship

District Town/City
5. The last primary school completed: Name
6. Applicant's details:

* (i) Current working place :(school) Position/Title

(ii) Ward: District/Council Region

(iii) Number of years(from first appointment). Phone number (employer)

PART C: EDUCATION BACKGROUND:

7. Education and professional background (attach certificate copies)

Level of Education	Award	Year completed	Index number	Examination centre	Remarks

8. College / Institution attended

Name of College	Registration number/ Index number	Year completed	Course attended	Award

9. DECLARATION

I certify that the information provided above is true and complete in all aspects and I agree that ADEM retains the right to nullify my admission if the information provided is not correct.

Name.....signature.....date.....

10. ATTACHMENTS TO THE APPLICATION FORM

- Copies of Certificate(s) of Secondary Education Examination (CSEE)
- Copies of Academic Transcripts and Certificates
- Copy of Birth Certificate
- Copies of Professional Qualifications (Teaching profession)

APPLICATION FEE IS SHILLINGS.10,000/= WHICH SHOULD BE PAID THROUGH:

(i) NMB BANK BY FILLING PAY-SLIP and quote CONTROL NUMBER 991250018004

(ii) M-PESA,TIGO-PESA or Airtel-Money under Government payment CONTROL NUMBER 991250018004

***All non-Tanzanian certificates should be certified by NECTA or TCU before submitting for application.**

Successful applicants shall be required to bring the original certificates for verification at the time of registration.

Submit your dully filled application form to ADEM-Bagamoyo,Mwanza or Mbeya

ADDRESSES FOR SUBMITTING YOUR APPLICATION

Chief Executive, ADEM-Bagamoyo, P.O.Box 71,Bagamoyo E-mail: admission@adem.ac.tz Website: www.adem.ac.tz	ADEM-Mwanza Campus P.O.Box 1234, Mwanza E-mail: ademwz@adem.ac.tz	ADEM-Mbeya Campus P.O.Box 187, Mbeya E-mail: ademby@adem.ac.tz
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*** and ** compulsory (should be filled)**

For E-mail submission: Scan all pages of your application form and its attachments into **ONE PDF FILE** before sending it into a respective e-mail address according to campus of your choice. Use the following format in saving your PDF file: **DEMA: JUMA HAMISI**

Deadline for submission of the Application form is 3th October, 2022.

FOR FURTHER DETAILS PLEASE CONTACT:

- 1. 0765 140 487 - (Bagamoyo)**
- 2. 0679 649 443- (Mwanza)**
- 3. 0786 674 512 - (Mbeya)**
- 4. 0672 751 145 – (Bagamoyo,Mbeya,Mwanza)**

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ADMISSION REQUIREMENTS FOR:

DIPLOMA IN EDUCATION MANAGEMENT AND ADMINISTRATION – DEMA

The National Technical Award (NTA) Level 5 curriculum is a pre-requisite for the Ordinary Diploma programme. It is open to holders of:

- (a) Certificate of Secondary Education Examination (CSEE) with a minimum of four passes at “D” grade (excluding religious subjects) and a Grade A Teacher Certificate or MUKA OR;
- (b) National Technical Award (NTA) Level 4 qualification in Education Leadership, Management and Administration; OR
- (c) Ordinary Diploma in Education; OR
- (d) Bachelor degree and above in education.

DIPLOMA IN SCHOOL QUALITY ASSURANCE - DSQA

The National Technical Award (NTA) Level 5 curriculum is a pre-requisite for the Ordinary Diploma programme. It is open to holders of:

- (e) Certificate of Secondary Education Examination (CSEE) with a minimum of four passes at “D” grade (excluding religious subjects) and a Grade A Teacher Certificate or MUKA OR;
- (f) National Technical Award (NTA) Level 4 qualification in Education Leadership, Management, and Administration; OR
- (g) Ordinary Diploma in Education; OR
- (h) Bachelor degree and above in education.
- (i) In addition, teaching experience of not less than two years.

Application Procedures via Admission email

Step 1: Download and print the Application form from ADEM website www.adem.ac.tz

Step 2: Fill page 1 and 2 of the application form and attach with all required supporting documents as listed in the form

Step 3: Scan all your documents and save into **one** PDF file named as DSQA-JUMA HAMISI or DEMA – JUMA HAMIS where JUMA is your name and DSQA/DEMA is a programme of your choice.

Step 4: Send the PDF file to email address according to the campus of your choice.

Use the name DSQA-JUMA HAMISI or DEMA – JUMA HAMIS as the subject of the email. See example below

