

# *HUBERT KAIRUKI MEMORIAL UNIVERSITY*

Incorporated in The Mission Mikocheni Health and Education Network (MMHEN)

Tel: 255-22-270021/4

Fax: 255-22-2775591

E-mail: [admissions@hkmu.ac.tz](mailto:admissions@hkmu.ac.tz) or [secvc@hkmu.ac.tz](mailto:secvc@hkmu.ac.tz)



322 Regent Estate

P. O .Box 65300

Dar es Salaam.

Tanzania

website:[www.hkmu.ac.tz](http://www.hkmu.ac.tz)

## Instructions to Applicants for The Pre-University Programme Academic Year 2010/2011

### *1. The entry requirements for this programme:*

Three categories:

- a) Direct Applicants who have three credits at O- level or its Equivalent in relevant subjects and at least three A-level principal passes at E grade or two principals of **not less than 3.0 points**. Female applicants with **two principal** passes at E grade may be considered provided they do not have F grades in the other two subjects.
- b) Equivalent applicants who hold a Diploma in any allied health science. Such applicants must have three Credits at O-level or its equivalent in relevant subjects, and **at least two Principal** Passes in Physics, Chemistry, Biology or Mathematics at the Advanced Level Certificate of Secondary Education
- c) Applicants who have gone through the 8-4-4 system and passed Physics, Chemistry, Biology, English and Mathematics at **“B” grade** and above.

### **Course Duration:**

Minimum duration of the programme will be 6 months (i.e. 24 weeks). New students will be admitted in academic session commencing from October – April every year.<sup>1</sup>

### *2. The following particulars should be attached to the application:*

- a) Photocopies of National form IV certificate and/or National form VI certificates or a certified statement of results from a reputable Examination Council. Diploma holders must attach copies of their results transcripts.
- b) **Recommendation letter** from either the latest School head or present employer.
- c) **Application Fee:** Postal money order or cash Tshs 25,000/= or US\$ 25.

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<sup>1</sup> The syllabus for this programme is streamlined as per medical needs with topics taken from both Form Five and Form Six Secondary School syllabuses. Subjects to be covered are Physics (144 hrs), Chemistry (120 hrs), Biology (168 hrs), Basic Applied Mathematics (96 hrs), English Language (96 hrs) and Self Study / Examinations (48 hrs).

**3. To be accepted, students will have to show evidence that they have full sponsorship. A form for that purpose is attached.**

Please return: -

- i. The duly filled in application forms attached with relevant documents and
- ii. Properly authenticated financial guarantee form.

*The Deputy Vice-Chancellor for Academic Affairs*

*The Hubert Kairuki Memorial University*

*P.O. Box 65300*

*Dar es Salaam*

*Tanzania*

*E-mail: [admissions@hkmu.ac.tz](mailto:admissions@hkmu.ac.tz)*

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*The deadline for receiving dully filled application forms is 31<sup>st</sup> August 2010*

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## Application Forms for Admission to The Pre-University Programme Academic Year 2010/2011

APPLICATION NO. \_\_\_\_\_

(For official use only)

STICK ONE  
COLOURED  
PASSPORT  
PHOTO HERE

**Please type or write in block letters**

### 1. PERSONAL DETAILS

1.1. First name \_\_\_\_\_ Middle name \_\_\_\_\_

Surname/Family name \_\_\_\_\_

(As they appear on your secondary school certificates)

1.2. Sex \_\_\_\_\_

1.3. Date of Birth: Date \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_, Place of Birth \_\_\_\_\_

1.4. Your father's name \_\_\_\_\_

Occupation \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

1.5. Your mother's name \_\_\_\_\_

Occupation \_\_\_\_\_

—

Address \_\_\_\_\_

Telephone \_\_\_\_\_

1.6. Tribe \_\_\_\_\_

1.7. Nationality \_\_\_\_\_

1.8. Marital Status \_\_\_\_\_

1.9. Number of children \_\_\_\_\_

1.10. Any physical disability \_\_\_\_\_

1.11. Permanent Address \_\_\_\_\_ City/Town \_\_\_\_\_  
Region \_\_\_\_\_ Country \_\_\_\_\_

1.12. Mailing Address to which information should be sent if applicant is successful  
\_\_\_\_\_  
\_\_\_\_\_

1.13. Telephone No: \_\_\_\_\_ Mobile No: \_\_\_\_\_  
Fax No: \_\_\_\_\_

1.14. E-mail address \_\_\_\_\_

1.15. Next of Kin \_\_\_\_\_  
Relationship to you \_\_\_\_\_  
Address of the next of Kin \_\_\_\_\_  
\_\_\_\_\_  
Telephone \_\_\_\_\_

1.16. Your guardian's name \_\_\_\_\_  
Occupation \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Telephone \_\_\_\_\_

1.17. State whether you intend to stay in University accommodation YES/NO. \_\_\_\_\_

## 2. ACADEMIC QUALIFICATIONS

2.1. Ordinary Level Secondary Education:

School/Schools attended \_\_\_\_\_ Year(s) \_\_\_\_\_

Form IV National Examination Year \_\_\_\_\_ Index No. \_\_\_\_\_ Division \_\_\_\_\_

SUBJECTS

GRADES OBTAINED

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2.2. Advanced Level Secondary Education

School/Schools attended \_\_\_\_\_ Year(s) \_\_\_\_\_

Form VI National Examination Year \_\_\_\_\_ Index No. \_\_\_\_\_ Division \_\_\_\_\_

SUBJECTS

GRADES OBTAINED

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2.3. Qualifications obtained (including Certificates, Diplomas and Degrees) and the name of institutions attended with dates of attainment.

Name of Institution

Date/Year

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2.4. Please give details of any employment with dates

Name of Employer

Post

Dates, From--To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2.5 Language proficiency: What is your mother tongue \_\_\_\_\_

Other languages (put "V" where appropriate)

1. \_\_\_\_\_ Reading \_\_\_\_\_ Writing \_\_\_\_\_
2. \_\_\_\_\_ Reading \_\_\_\_\_ Writing \_\_\_\_\_
3. \_\_\_\_\_ Reading \_\_\_\_\_ Writing \_\_\_\_\_

3. REFEREES

Two confidential academic referee forms are **attached**. Fill these forms as instructed and **send them to your referee who will fill his / her part and send them to us**.

Please give names and addressees of your two academic referees

(1) Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(2) Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. SOURCE OF FUNDING**

Please indicate the source of finance for the payment of your tuition fees by ticking the appropriate space.

Self financing \_\_\_\_\_ Being Sponsored \_\_\_\_\_ Others \_\_\_\_\_

Name and address of sponsor(s)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I do certify that all the information submitted is correct to the best of my knowledge**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Attachments:-

- i. Guarantee Form (1)
- ii. Referee forms (2)

**5. CHECK LIST FOR THE APPLICATION REQUIREMENTS**

You are required to go through the following check list and see if you have included all the required documents. Indicate by checking the “Y” column if requirement is included or the “N” column if the requirement is not included.

Incomplete forms will not be discussed by the Admissions Committee.

<b>Requirement</b>	<b>Y</b>	<b>N</b>
1. Application letter [in applicant’s own handwriting]		
2. True copy of O-level certificate or its equivalent		
3. True copy of A-level certificate or its equivalent		
4. Transcripts of all post Secondary School Education		
a. Certificates		
b. Degree		
c. Diploma		
5. Two current coloured passport size photograph		
6. Copy of Birth Certificate		
7. Photocopy of Passport – [for foreign students]		
8. Application fee receipt		
9. Two Reference letters from academic referees		
10. Financial Guarantee Form [duly filled]		

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## **FINANCIAL GUARANTEE FORM**

FULL NAME OF THE APPLICANT \_\_\_\_\_  
(Hereafter called the applicant)

ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COURSE APPLIED FOR \_\_\_\_\_  
ACADEMIC YEAR \_\_\_\_\_

1. I, THE **UNDERSIGNED**, HEREBY **GUARANTEE** to Hubert Kairuki Memorial University (HKMU) that the payment of all monies which may from time to time hereafter become due to it in respect of tuition fees, accommodation charges and other charges properly debited to the account of the Applicant but so that my liability is in no event to exceed the sum of \_\_\_\_\_.
2. I, **AGREE** that the University (i.e. HKMU) is at liberty to grant to the Applicant such extension of credit or time for payment or other indulgences as it may think proper without discharging or impairing my liability hereunder
3. **THIS GUARANTEE** is to be a continuing guarantee and is to continue to be binding until all debts due from the Applicant to the Hubert Kairuki Memorial University have been fully discharged.
4. **IN THE EVENT** of my intervening death, any obligation, which I may have agreed, to discharge under this guarantee shall be equally binding upon my personal representative.

5. THIS **CONTRACT** shall be governed by the construed in accordance with Tanzanian Law.

SIGNATURE OF GUARANTOR\_\_\_\_\_

FULL NAME OF GUARANTOR\_\_\_\_\_

FULL ADDRESS\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

RELATIONSHIP TO APPLICANT (if any)\_\_\_\_\_

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_.

SWORN BEFORE\_\_\_\_\_

(Notary public or Commissioner for Oaths)

OFFICIAL STAMP\_\_\_\_\_

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## REFERENCE FORM 1

### A. TO THE CANDIDATE

FULL NAME.....

(Please underline your Family name)

Permanent home address.....

.....

.....

1. Course for which you wish to study.....

2. Proposed date of commencement of study.....

### B. TO THE REFEREE

This candidate has applied to our University for the 6 months Pre-University Entry Programme and has given your name as a referee. I should be grateful if you could let me have a **confidential opinion** of this student's academic and personal suitability for that programme of study as soon as possible, including ability to co-operate in the life and work of the academic community.

Please you use space on the back of this form for your referee.

I would like to take this opportunity to thank you in advance for your co-operation and assistance.

1. Name of referee.....

2. Address.....

3. Position.....

**Please return this form to the Deputy Vice Chancellor for Academics on the above address.**

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## REFERENCE FORM 2

### A. TO THE CANDIDATE

FULL NAME.....

(Please underline your Family name)

Permanent home address.....

.....  
.....

3. Course for which you wish to study.....

4. Proposed date of commencement of study.....

### B. TO THE REFEREE

This candidate has applied to our University for the 6 months Pre-University Entry Programme and has given your name as a referee. I should be grateful if you could let me have a **confidential opinion** of this student's academic and personal suitability for that programme of study as soon as possible, including ability to co-operate in the life and work of the academic community.

Please you use space on the back of this form for your referee.

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4. Name of referee.....

5. Address.....

6. Position.....

**Please return this form to the Deputy Vice Chancellor for Academics on the above address.**

