



Phone : + 255 762 988 420/ +255784 815517/+255 752 597 376/ + 255 754 038 080
E-mail : trust@udzungwamountainscollege.com P.O.BOX 17, MOSHI – TANZANIA
N.S.S.F Former Building, First Floor Old Moshi Road Street - Opposite Idara ya Maji na Wakala wa Misitu Tanzania (TFS)

UDZUNGWA MOUNTAINS COLLEGE TRUST (UMCTO) FOR HIGHEST STANDARDS OF EDUCATION AND BETTER CUSTOMER SERVICE (Proudly Tanzanian Patriotic College & Tanzania’s No. 1 Training Institute for Tour Management, Tourism Professionals, Hospitality Professionals, Foreign Languages, Tour Directors & Guides)

Hospitality Management	Tour Operator	Travel Agent
French	Spanish	German
Italian	English	Swahili
Dutch	Portuguese	Danish
Swedish	Norwegian	Russian
Afrikaans	Czech	Turkish
Polish	Romanian	Bulgarian
Greek	Hungarian	

INTERNATIONAL COLLEGE

The leading Accredited Travel and Tourism Training College from Tanzania across the World.

TERMS AND CONDITIONS OF ENROLMENT

For (UMCTO) Certificate Courses and Diploma Programs with Udzungwa Mountains College Trust you may enroll on any date of the year.

By submitting an enrolment/registration form you accept the following terms and conditions of enrolment and agree to abide by all rules and regulations of Udzungwa Mountains College Trust.



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1. On the College receipt of your fee payment at the college in Moshi, you will be enrolled as a member college.
2. Your training period will be one year and above from your enrolment date to complete training or program and 2 years and above for Diploma without additional fee provided that you have completed payment of the agreed training fee, however, you will be permitted to complete training in a shorter period of time if you devote sufficient time to studies and produce satisfactory final examination work.
3. During the training period for a course or program you may be set amid – training test and an end of training test.
4. Study tour and field attachment to the student is obligation to all departments as you know practice makes perfect and increase performance to the students.
5. On successfully completing the course or program you will be entitled to seat a final examination which is included in the training fee under approved invigilation/supervision.
6. School fees & Registration form which cost Tsh 10,000/= are non-refundable once paid.

Note: Training fee per each course in Certificate and Diploma when joining the college is half of the total training fee. Then the remaining half of the total training fee should be paid after three (3) months after joining the course. If possible all training fees should be paid fully.

“Approved invigilation” means you sit final examination (s) under the true examination conditions supervised by an invigilator or (protector) appointed by the college.

All enrolments are accepted by the college on the terms and conditions stated above.

My particulars are (please write clearly in capital letters – with your surname or family name last)



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Full Name: Mr/Mrs/Ms _____

(Write or type your name exactly as you wish it to appear on your Certificate or Diploma.)

AGE _____

FULL ADDRESS _____ (Write or type the full and exact address to which to contact)

E-mail address (if available) _____

PERSONAL INTERVIEW

1. Have you studied the subject (s) before? If so/or Not Give

Details _____

Practical experience of the subject (s) if any

Present employment / Post held

Standard of Education

By submitting this form you are agreeing to UMCTO terms and conditions of enrolment stated on page - 1

Signed _____ Date _____

Note: Do not fax or e-mail this application. Please complete this application and along with photocopies of your Diploma (s)/ degree (s), recommendation letters, letters from past employers sent it to the above address via post office.



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PERSONAL GENERAL INFORMATION;

Form No. _____

The Course (s) to be applied _____

1. Surname : _____

First name(s) _____

Middle name(s) _____

2. Mailing Address: _____

P.O.BOX _____

District: _____

Region: _____

3. Telephone No:

Personal No. +255(0) _____

Parent/Guardian +255(0) _____

E-mail _____

Date of birth _____

4. Gender;

Male

Female

5. Occupation: _____

6. How well is you English? Read _____ Write _____ Speak _____

7. How did you hear about our college? Publication, Internet, A friend _____

8. Name and address of your employer (if any) _____

9. Citizenship; Tanzanian or Non - Tanzanian _____



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If you are not a Tanzanian citizen and if you live in Tanzania, please indicate

An immigration document you possess; Permanent resident/ Resident permit class C, B Country of your citizenship or other type of permit (specified)

10. Academic Qualifications.

Secondary Education (attach copies of respective certificate)

O – Level or A – level; _____

Post College or Institutions Qualifications.

Certificate, Ordinary Diploma or Advanced Diploma _____

Please read the following information before completing the general application for enrolment form.
This form must be filled in properly by all applicants seeking professional training into UMCTO.

Please enroll me as a member of the college for the training course (s) which I have filled/ticked

I am paying the full amount in one single Tshs _____ or U\$D _____

I am paying the first of the three monthly fee installment amount Tshs. _____

The following are the courses offered by the college. Select one course title and fill to the space provided at the end the course.

1. Advanced Certificate in Tour Guiding & Driving.
2. Advanced Diploma in Tour Guiding & Driving.
3. Advanced Certificate in Food and Beverage Services & Sales.
4. Advanced Diploma in Food and Beverage Services & Sales.
5. Communication Skills



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6. French Language
7. English for beginners
8. Germany
9. Italian
10. Spanish
11. Japanese Language
12. Chinese Language
13. Advanced Diploma in Fossils & Geology
14. Advanced Certificate in Tourism & Travel
15. Advanced Certificate in Air fare & Ticketing
16. Advanced Certificate in Tourism Marketing
17. Advanced Certificate in House – Keeping Management
18. Advanced Certificate in Early Childhood
19. Kiswahili for foreigners
20. Advanced Certificate in Hospitality Management
21. Advanced Diploma in Hospitality Management
22. Advanced Diploma in Mammology
23. Advanced Diploma in Herpetology
24. Advanced Diploma in Early Childhood
25. Advanced Diploma in Tourism & Travel
26. Advanced Diploma in Air fare & Ticketing
27. Advanced Diploma in Tourism & Marketing
28. Advanced Diploma in Reception & Front Office Operations
29. Advanced Diploma in House – Keeping Management



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30. Advanced Certificate in Food Production (Cookery & Bakery)
31. Advanced Diploma in Business Administration
32. Advanced Certificate in Tourism & Airline Management
33. Advanced Certificate in Business Administration
34. Advanced Diploma in Tourism & Airline Management
35. Advanced Diploma in Journalism
36. Sales & Marketing
37. Advanced Diploma in Environmental Education
38. Advanced Certificate in Environmental Education
39. Advanced Certificate in Entrepreneurship
40. Advanced Certificate in Public Administration
41. Advanced Certificate in Short Story Writing
42. Advanced Certificate in Clearing & Forwarding
43. Account & Finance
44. HIV & Aids Counselling
45. Computer Science
46. Review Class NBMM
47. O-level & A-level Tuition for Science and Arts Subjects.

FILL THE COURSE CHOSEN ABOVE IN CAPITAL LETTER

- Please indicate your full legal names which appear on your school and/or college certificates. In case you changed your name (s), please attach legal document (s) to support such documents.
- All applicants must indicate their country of citizenship. Failure to do so will result in general application for the enrolment application form being returned and a delay in admission



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EDUCATION BACKGROUND AND EMPLOYMENT PROFILE

Name the secondary school and institution (s) attended and the full name of the certificate (s) obtained

School / Institution	Location & Address	Dates attended	Certificates awarded

Note: School or institution status can be vocational, college or other. Please fill this form and enclose your resume/CV if any.

Company & Address	Date started	Date left	Reason	Position



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Each question in this must be answered completely.

i. What professional course do you want to enroll in

ii. What certificate & diploma do you want to enroll in

iii. What field of study did you select

I am applying for acceptance to Udzungwa Mountains College Trust include id my Tshs. 10,000/= (Non-refundable)

I understand that if I am not accepted for admission to the college the amount will not be returned to me. All terms and conditions are explained in the catalog and this application form, I can modify the terms or conditions stated in this application form and the catalogue.

Signature Date.....