



RUNGWE

International College of Business and Entrepreneurship Development

Mwambenja Avenue-Katumba Tukuyu P.O Box 564Mbeya, Tanzania

Cell: +255-0754803286/0716020378

Email: info@ricobed.ac.tz Website: www.ricobed.ac.tz

Fix your
passport
size
photograph
here

**The college is registered by NACTE
Reg. No: BTP/019P**

APPLICATION FORM FOR BASIC CERTIFICATE COURSES

BASIC CERTIFICATE IN ACCOUNTANCY (BCA), BUSINESS ADMINISTRATION (BCBA) AND PROCUREMENT&SUPPLIES (BCPS)

(Please fill details in capital letters and names must be the same as appeared in your form IV and VI certificates)

1.0 PERSONAL PARTICULARS

1.1 Surname:

First Name:

Middle Names:

1.2 Sex: Male: Female: Date of Birth:

1.3 Place of Birth: Citizenship:

1.4 Religion: Marital Status:

1.5 P.O. Box: Residence:

1.6 Telephone:

1.7 E-mail:

1.8 Particulars of Parents/Guardian

1.8.1 Father: Nationality

1.8.2 Organization working P.O. Box

1.8.3 Phone

1.8.4 Mother: Nationality

1.8.5 Organization working P.O. Box

1.8.6 Phone

Note: The College deserves the rights for admission and selection is based on merit, qualification and available vacancies.

5.0 LANGUAGE PROFICIENCY (put tick where appropriate)

Language	Spoken			Written		
	Fair	Good	Very good	Fair	Good	Very good

6.0 REFEREES

Names and addresses of two referees who know your ability as a student and can assess your competence in written and spoken English

(1) Full Name: Contact:

(2) Full Name: Contact:

7.0 SPONSORSHIP

Your sponsor/guardian or parent who confirms to offer you financial support for the years of studies at RICOBED must fill this part.

7.1 Particulars of your sponsor

Full Name: Organization working:

P.O. Box: Phone: Confirms to pay tuition fees to during the period of his/her education at RICOBED as specified by the college. Signature: Date:

7.2 Applicant declaration

I the undersigned declare to the best of my knowledge that all information given in this form is true and correct. Signature: Date:

8.0 Tuition fees payment

The tuition fee should be paid to the Rungwe International College of Business and Entrepreneurship Development via Bank Account number: 61410003287 **NMB**. Tuition fees once paid cannot be refunded.

9.0 Attachment

Please include the following with this application:

- (1) Medical Doctor's Certificate stating that you are fit to follow this course.
- (2) Two (2) photos of you USA-visa size (Must be colored, current and decent).
- (3) Certified photocopies of your school certificates/results slip and birth certificate
- (4) Original bank pay slip of tuition fees for your program

Note: No application will be processed without proof of payment of tuition fees

FOR OFFICIAL USE ONLY

Date APF collected		Issuing officer:	APFN:		FEE:	
Date APF was submitted		Admission officer:	RN:		RN:	
Registrar Recommendations:	Decision by CAB					
	Admitted	Registration number	Rejected	Date informed		
Signature:	Program		Course		Session	
Date:						