



# RUAHA CATHOLIC UNIVERSITY

P. O. BOX 774 IRINGA TANZANIA

## DIRECTORATE OF POSTGRADUATE STUDIES APPLICATION FORM

### A. Personal Details

Names: Surname \_\_\_\_\_ First name \_\_\_\_\_ Other names \_\_\_\_\_  
Date of Birth: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_ Place of birth \_\_\_\_\_  
Nationality: \_\_\_\_\_ National ID No/Passport No \_\_\_\_\_  
Gender: Male [ ] Female [ ]  
Marital Status: Single [ ] Married [ ] Widowed [ ]  
Home address: P.O.BOX \_\_\_\_\_ Town \_\_\_\_\_ Region \_\_\_\_\_ Country \_\_\_\_\_  
Phone (s): \_\_\_\_\_ E-mail: \_\_\_\_\_

### B. Course applied for:

- |  |     |  |     |
|--|-----|--|-----|
| 1. Postgraduate Diploma in Law           | [ ] | 10. Masters of Procurement and Logistics | [ ] |
| 2. Specialized Postgraduate Dipl. In Law | [ ] | 11. Masters of International Investment  | [ ] |
| 3. Postgraduate Diploma in Education     | [ ] | 12. MAED in Curriculum and Instruction   | [ ] |
| 4. Postgraduate Diploma in ICT           | [ ] | 13. MAED in Planning and Administration  | [ ] |
| 5. LL.M in Human Rights Law              | [ ] | 14. Masters of Arts in Linguistics       | [ ] |
| 6. LL.M in Trade and Finance             | [ ] | 15. Ph.D in Law by Thesis                | [ ] |
| 7. LL.M in Finance and Banking           | [ ] | 16. Ph.D in Management by Thesis         | [ ] |
| 8. MBA in Accounting and Finance         | [ ] | 17. Ph D in Mathematics by Thesis        | [ ] |
| 9. MBA in Human Resource Management      | [ ] | 18. Ph D in Computer Science by Thesis   | [ ] |

### Sponsorship Details

Name of sponsor: \_\_\_\_\_ Relationship \_\_\_\_\_  
Address of sponsor: \_\_\_\_\_  
Phone (s): \_\_\_\_\_ E-mail: \_\_\_\_\_

### C. Qualifications (Please enclose transcripts)

Degree/Diploma	Institution	Dates of Study	Division/Grading

### D. Curriculum Vitae – Attach with this application

### E. Names and Addresses of Referees (2) (These should not be any close relative or next of kin of the applicant)

Name of First Referee: \_\_\_\_\_  
Name of Second Referee: \_\_\_\_\_

### G. Check List. Please include the following with this application:

- Two (2) passport-size colour photographs of yourself with a blue-sky background.
- Photocopies of your certified school records and certificates.

- c) Photocopy of your Birth Certificate.
- d) Photocopy of your National ID.
- e) Your BANK deposit slip showing the payment of the non-refundable application fee of **Tsh 50,000** into the University Bank Ac. No. **020-0000271 Tanzania Postal Bank**, Ac. Name: **Ruaha Catholic University**. Non-Tanzanians should pay **\$ 30** into the Bank Ac. No. **019J2071042600 held at CRDB Iringa Branch**, Ac. Name: **Ruaha Catholic University**.

**H. Statement of authenticity**

I hereby declare that all the information supplied is true, and no attempt has been made to mislead the University's admissions office. Should any cheating be discovered after admission the University reserves the right to nullify the admission.

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

Send your completed application form to:

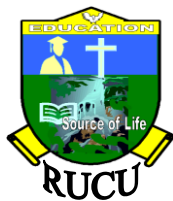
**The Director of Postgraduate Studies, Ruaha Catholic University, P.O. Box 774, IRINGA** on or before **31<sup>st</sup> August,2016**. **PLEASE DO NOT SEND BY FAX**

**FOR OFFICE USE ONLY:**

Date Received.....The Application is Complete [ ]      The Application is incomplete [ ]

Indicate what is missing.....  
 .....  
 .....

Name of Officer.....Signature.....



# RUAHA CATHOLIC UNIVERSITY

P. O. BOX 774 IRINGA TANZANIA

DIRECTORATE OF POSTGRADUATE STUDIES

## REFEREE FORM

Each applicant is asked, after completing section A below, to hand or send a copy of this form to each of the two persons who have agreed to act as referees.

Referee No. 1

### Section A: To be completed by the candidate

Name of Candidate: \_\_\_\_\_

#### Programs

- |  |     |  |     |
|--|-----|--|-----|
| 2. Postgraduate Diploma in Law           | [ ] | 10. Masters of Procurement and Logistics | [ ] |
| 2. Specialized Postgraduate Dipl. In Law | [ ] | 11. Masters of International Investment  | [ ] |
| 3. Postgraduate Diploma in Education     | [ ] | 12. MAED in Curriculum and Instruction   | [ ] |
| 4. Postgraduate Diploma in ICT           | [ ] | 13. MAED in Planning and Administration  | [ ] |
| 5. LL.M in Human Rights Law              | [ ] | 14. Masters of Arts in Linguistics       | [ ] |
| 6. LL.M in Trade and Finance             | [ ] | 15. Ph.D in Law by Thesis                | [ ] |
| 7. LL.M in Finance and Banking           | [ ] | 16. Ph.D in Management by Thesis         | [ ] |
| 8. MBA in Accounting and Finance         | [ ] | 17. Ph D in Mathematics by Thesis        | [ ] |
| 9. MBA in Human Resource Management      | [ ] | 18. Ph D in Computer Science by Thesis   | [ ] |

### Section B. To be completed by the referee:

The above named person is applying to undertake postgraduate studies at this University and has named you as a referee. The University would be grateful if you would supply, **IN CONFIDENCE**, a reference that would help us assess the candidate's suitability for the programme. Whatever information you offer shall be treated in strictest confidence.

How long have you known the candidate? (Tick (√) where it is appropriate)

One year [ ]

Two years [ ]

Three years [ ]

More than Four years [ ]

In what capacity have you known the candidate? (Tick (√) where it is appropriate)

Lecturer [ ]

Head of Department [ ]

Faculty Dean [ ]

Professional Colleague [ ]

Other specify [ ]

Please evaluate the applicant with respect to each of the following attributes: -

Attribute	Excellent	Very Good	Good	Average	Poor
Academic capacity					
Command of Spoken English					
English Writing Skills					
Resourcefulness					

Write briefly about the candidate's suitability for the programme

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**Section C: Referee's Personal Details**

Name: \_\_\_\_\_

Institution: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

Phone(s): \_\_\_\_\_ Email: \_\_\_\_\_

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

**N.B (i) Not to be completed by any close relative or next of kin of the applicant.**

**(ii) This form if handed to the applicant must be in a sealed envelope and signed across the envelop by the referee.**

Send the completed form in a sealed envelope to:

**The Director of Postgraduate Studies,  
Ruaha Catholic University,  
P. O. Box 774,  
IRINGA.**



# RUAHA CATHOLIC UNIVERSITY

P. O. BOX 774 IRINGA TANZANIA

DIRECTORATE OF POSTGRADUATE STUDIES

## REFEREE FORM

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Referee No. 2

### Section A: To be completed by the candidate

Name of Candidate:

#### Programs

- |  |     |  |     |
|--|-----|--|-----|
| 3. Postgraduate Diploma in Law           | [ ] | 10. Masters of Procurement and Logistics | [ ] |
| 2. Specialized Postgraduate Dipl. In Law | [ ] | 11. Masters of International Investment  | [ ] |
| 3. Postgraduate Diploma in Education     | [ ] | 12. MAED in Curriculum and Instruction   | [ ] |
| 4. Postgraduate Diploma in ICT           | [ ] | 13. MAED in Planning and Administration  | [ ] |
| 5. LL.M in Human Rights Law              | [ ] | 14. Masters of Arts in Linguistics       | [ ] |
| 6. LL.M in Trade and Finance             | [ ] | 15. Ph.D in Law by Thesis                | [ ] |
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| 9. MBA in Human Resource Management      | [ ] | 18. Ph D in Computer Science by Thesis   | [ ] |

### Section B. To be completed by the referee:

The above named person is applying to undertake postgraduate studies at this University and has named you as a referee. The University would be grateful if you would supply, **IN CONFIDENCE**, a reference that would help us assess the candidate's suitability for the programme. Whatever information you offer shall be treated in strictest confidence.

How long have you known the candidate? (Tick (√) where it is appropriate)

- One year [ ]  
Two years [ ]  
Three years [ ]  
More than Four years [ ]

In what capacity have you known the candidate? (Tick (√) where it is appropriate)

- Lecturer [ ]  
Head of Department [ ]  
Faculty Dean [ ]  
Professional Colleague [ ]  
Other specify [ ]

Please evaluate the applicant with respect to each of the following attributes: -

Attribute	Excellent	Very Good	Good	Average	Poor
Academic capacity					
Command of Spoken English					
English Writing Skills					
Resourcefulness					

Write briefly about the candidate's suitability for the programme

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### Section C: Referee's Personal Details

Name: \_\_\_\_\_

Institution: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

Phone(s): \_\_\_\_\_ Email: \_\_\_\_\_

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

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