

## INSTITUTE OF RURAL DEVELOPMENT PLANNING



### APPLICATION FORM FOR POSTGRADUATE DIPLOMA PROGRAMMES FOR ACADEMIC YEAR 2019/20

To be filled in duplicate and sent to the Institute of Rural Development Planning

Academic Year for which Admission is being sought (e.g. 2019/20) .....

#### CHOICE OF PROGRAMME

In the table below, enter the programme you are applying for.

SN	Programme	Department	Choice
1	Post graduate Diploma in Regional Planning	Rural Development & Regional Planning	
2	Post graduate Diploma in Environmental Planning	Environmental Planning	
3	Post graduate Diploma in Project Planning and Management	Rural Development & Regional Planning	
4	Post graduate Diploma in Governance and Sustainable Development	Development Finance & Management Studies	

#### Non refundable application fees:

- (i) Tshs 30,000/= for Tanzanians applying for admission.
- (ii) US \$ 5.00 for Non Tanzanians applying for admission.

- Read **ALL** the instructions carefully
- Fill in the application form and **sign it**.
- Deadline for application is **30<sup>th</sup> September 2019**
- Attach to the application form the following documents

S/N	Type of document
1	Copies of Secondary School Certificates.
2	Copy of Birth Certificate
3	Copies of Diploma / Advanced Diploma / Bachelor Degree / Postgraduate Diploma Academic Transcripts and Certificates. <b>Successful applicants will be required to bring the originals for verification at the time of registration.</b>
4	Current detailed CV

<b>5</b>	Brief Statement of Purpose for pursuing the programme (maximum 1 page).
<b>6</b>	Two passport-size photographs (with your name written at the back).
<b>7</b>	Evidence of sponsorship (or self sponsored).

**Personal information**

Surname/Family Name		Other Names
Sex:		Date of Birth
Place of birth	Nationality	Disability/Special need  Type of Disability
Permanent Address		Telephone Number  Fax Number
Email Addresses		

**Employment records**

<b>Employer</b>	<b>Position</b>	<b>From</b>	<b>To</b>	<b>Nature of work/responsibilities</b>

**Academic Qualifications**

Institution/University	From	To	Award	Specialization

**NOTE: PLEASE NOTE THAT STUDENTS SHALL BE REGISTERED BY NAMES APPEARING ON THEIR CERTIFICATES. CHANGE OF NAMES SHALL NOT BE ALLOWED DURING THE ENTIRE PERIOD OF STUDY**

**Referees** (Academic referees should be people who are familiar with the candidate and have records of the candidate)

Name of the Referee	Mail Address
	Email Address
Name of the Referee	Mail Address
	Email Address

**Evidence of sponsorship**

Self sponsored <input type="checkbox"/>	Employer <input type="checkbox"/>	Others (Specify) <input type="checkbox"/>
<b>Name of your Financial Sponsor (if applicable).</b>	<b>Address of your Financial Sponsor (if applicable).</b>	

**Accommodation (Tick as appropriate)**

I need the institute to assist me in arranging for Accommodation	
I will arrange for accommodation myself	

**Declaration**

Declaration	<b>I certify that the information given in this application form and all the supporting documents are accurate and complete. I understand that submission of inaccurate information may be a sufficient cause for refusal of admission or termination of registration.</b>	
Signature		Date

**For Official Use Only**

Date received	Required documents submitted	Accepted/Rejected for Admission
	All document required <input type="checkbox"/>	Accepted <input type="checkbox"/>
	Some documents missing <input type="checkbox"/>	Rejected <input type="checkbox"/>
Date	Signature of Admission officer	

**All applications should be sent to:**

The Rector  
Institute of Rural Development Planning  
P.O. Box 138  
Dodoma

Email: admissions@irdp.ac.tz

**For Assistance Contact IRDP Admission Office:** Phone 0746 777 001(6),  
email: admissions@irdp.ac.tz