

COURSE APPLICATION FORM

DATE OF SUBMISSION: _____

FORM NO:

HOW TO APPLY

1. Complete this application form in CAPITAL LETTERS.
2. Please tick selections where applicable.
3. Submit this application via email or physically to the Admission office.

SCHOOL NAME AND ADDRESS:

Manjano Technical & Vocational Training College (MTVTC)
Munawar House, Jamirex Street- New Mwenge Bus Stand,
P.O BOX 90001, Dar es Salaam.
Phone: **+255 764 651 276**
Email: admissions@mtvtc.ac.tz
Website: www.mtvtc.ac.tz

GENERAL INFORMATION

FULL NAMES			
First Name	Middle Name	Surname	
GENDER:	Female ☐	Male ☐	DATE OF BIRTH:
COUNTRY OF BIRTH:		CITIZENSHIP:	
ADDRESS:		MOBILE NO:	
EMAIL ADDRESS:		MARITAL STATUS:	☐ Single ☐ Married

COURSE APPLIED FOR:

FULL-TIME COURSES (DIPLOMA)	SHORT-TIME COURSES (1 Month Courses)
Diploma in Cosmetology (12 Months) ☐	Make-up & Head Wraps ☐ Beauty Tutor's Training ☐
Diploma in Beauty Therapy (7 Months) ☐	Facial Skincare & Products ☐ Salon Management ☐
Diploma in Hair Dressing (7 Months) ☐	Manicure & Pedicure ☐ Barbering & Hair Styling ☐
FULL-TIME COURSES (CERTIFICATE)	Nail Enhancement ☐ Hair Care & Braiding ☐
Certificate in Beauty Therapy (4 Months) ☐	Hair Removal (Waxing) ☐ Chemical Hair Reformation ☐
Certificate in Hair Dressing (4 Months) ☐	Henna Artistry ☐ Hair Pieces & Extension ☐
Certificate in Nail Technology (2 Months) ☐	Massage Therapy ☐ Hair Coloring & Highlights ☐

OTHER INFORMATION

1. Which best describe your application status? ☐ New Applicant ☐ Former Manjano Student
2. Do you have any disability? ☐ YES ☐ NO. If "YES", Please mention; _____
3. When would you like to begin your classes?
- | | | | | | | | |
|-----------|--------------------------|----------|--------------------------|----------|--------------------------|----------|--------------------------|
| January | ☐ | February | ☐ | March | ☐ | April | ☐ |
| May | ☐ | June | ☐ | July | ☐ | August | ☐ |
| September | ☐ | October | ☐ | November | ☐ | December | ☐ |
4. Do you plan to be a: ☐ Full-time student? or ☐ Part-time student?
5. Do you require housing facility (hostel) during your entire studies? ☐ YES ☐ NO
6. What do you want to do after completion of your studies?
- _____

EDUCATION BACKGROUND

Have you ever attended any secular school? YES ☐ NO ☐ If "YES", please list all education institutions you have attended (starting from recent one) and the status when you left (i.e. Continuing/Graduated/Withdrew).

SN	INSTITUTION/COLLEGE/SCHOOL	YEAR ATTENDED	STATUS	AWARD
1		-		
2		-		

IMPORTANT: Please remember to attach photocopies of your academic certificates and/or training certificates related to beauty and cosmetics industry filled above when submitting this form.

EMPLOYMENT HISTORY

Have you ever worked in any Beauty or Cosmetic related business? YES ☐ NO ☐

If "YES", Please list your working experience related to beauty and cosmetics industry for the last 12 months.

SN	EMPLOYER/SALON/SPA	ADDRESS	DURATION	NATURE OF WORK
1				
2				

APPLICANT'S DECLARATION

I certify that the information I have given in this application is complete and correct. I understand that any omission or misrepresentation of facts will be cause for refusal of admission, cancellation of application, or dismissal from Manjano Beauty Academy, if later discovered.

Applicant's Signature: _____ Date: _____

ADMISSION PRE-REQUISITES

1	FOR LOCAL/DOMESTIC STUDENTS
	• Prospective student must be above 16 years old. • Introduction letter from the local government. • Photocopy of either Birth Certificate/National ID/Vote ID or Travel Passport. • Photocopies of either Academic certificates or Beauty-Related Training certificates. • Health Screening form (<i>Attached with this form</i>) • Application fee of TSH. 20,000/= (Non-refundable)
2	FOR INTERNATIONAL/FOREIGN STUDENTS
	• Prospective student must be above 16 years old. • Guarantor's recommendation letter. • Photocopy of Birth Certificate. • Photocopy of Travel Passport. • Photocopy of Visa. • Photocopy of Student study permit (<i>Processed at Tanzania Immigration offices</i>) • Photocopies of either Academic certificates or Beauty-Related Training certificates. • Health Screening form (<i>Attached with this form</i>) • Application fee of USD 25 (Non-refundable)

PAYMENT ACCOUNTS

SN	BANK NAME	ACCOUNT NAME	ACCOUNT/PAY NUMBER	APPLICABLE FOR
1	NMB BANK	MANJANO FOUNDATION	22510019373	Tuition fees & Admission costs only

NOTE: Application fee is “non-refundable” and must be paid prior to admission process through Mobile money transfer (MASTERPASS). Please remember to attach Original copies of bank deposit slips with FULL NAMES on it during the admission process and future payments to verify your payments. Student “**Starter Kit**” fees and/or “**External examination fees**” are paid in CASH to Admission office. We accept Tuition fees payment both in Full and monthly instalments. Full payment of Tuition fee will attract a discount of 5% on a total tuition fee.

ADMISSION POLICY

- The form must be dully filled in and submitted to the Admission office either physically or through our official admission office's email address (admissions@mtvtc.ac.tz).
- All applications will be reviewed and approved by the Admissions Representative and the Principal.
- Incomplete applications will not be considered for review and discarded if requirements are not met.
- Prospective students will be notified by Email or Phone of approval or denial of admission. In the event a successful applicant cannot be reached via phone, a letter will be mailed to the Postal address provided in this Application form.
- Manjano Technical & Vocational Training College reserves the right to approve or deny admission based on information gathered from the Admissions Application.
- Once approved for admission, Course fee become due and should be paid prior to the start of classes. (*Please, ask for course fee breakdown and other course requirements from Admission office*).

CLASS TIME SLOTS

SN	CLASS TYPE	CLASS START TIME	CLASS DAYS
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1	FULL-TIME CLASS (Day Time)	9:00am-3:00pm	Monday-Friday
2	PART-TIME CLASS (Evening Time)	3:30pm-7:00pm	Monday-Friday

INTAKE CALENDAR-2024

	MONTH	ADMISSION DATE	REPORTING DAY
1	SEPTEMBER	1 st SEPTEMBER 2025	Monday
2	OCTOBER	1 st OCTOBER 2025	Wednesday
3	NOVEMBER	3 rd NOVEMBER 2025	Monday
4	DECEMBER	1 st DECEMBER 2025	Monday
5	JANUARY	5 th JANUARY 2026	Monday
6	FEBRUARY	2 nd FEBRUARY 2026	Monday
7	MARCH	2 nd MARCH 2026	Monday
8	APRIL	1 st APRIL 2026	Wednesday
9	MAY	4 th MAY 2026	Monday
10	JUNE	1 st JUNE 2026	Monday
11	JULY	1 st JULY 2026	Wednesday
12	AUGUST	3 rd AUGUST 2026	Monday

FOR OFFICE USE ONLY:

Application received by: _____ Designation: _____

Date received: _____ Signature: _____

Application status: ☐ Approved ☐ Declined ☐ Incomplete

REMARKS

ADMISSION OFFICE DIRECT CONTACTS:

PHONE: +255 764 651 276 (Call or WhatsApp us)

EMAIL: admissions@mtvtc.ac.tz