

SONGEA CATHOLIC INSTITUTE OF TECHNICAL EDUCATION (SOCAITE)

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P. O. Box 466, Songea,
Ruvuma – TANZANIA

0749722900 ; 0769741978; 0718193489

Reply please quote: Ref: No. SOCAITE.F/01/2024-25

For Official use

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Passport size photograph

APPLICATION FORM ACADEMIC YEAR 2024/2025

Instructions: Fill in the form in CAPITAL LETTERS using a *blue* or *black* ballpoint pen

1. Surname		First Name	Middle Name
Sex: (tick whichever applicable)	Male Female		
3. Nationality			
4. Date of Birth	dd/mm/yyyy		
5. Place of Birth	Street/Village Ward & District		
6. Place of domicile (home district and postal address)			
7. Name of Primary School and year of Completion of Primary Education			
8. Name of secondary school attended (O-level)			
9. Year of completion of Form Four Education			

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10. National Form Four Examination (O- level) Index Number:	
11. Name of Advanced Secondary School attended (A-level) if any.	
12. Year of completion of Advance Secondary School Education	
13. National Form Six Examination (A-level) Index Number:	
14. Programme applied for (put a tick where applicable): a) BASIC TECHNICIAN CERTIFICATE IN LAW b) DIPLOMA IN LAW..... c) BASIC TECHNICIAN CERTIFICATE IN PSYCHOLOGY AND COUNSELING..... d) DIPLOMA IN PSYCHOLOGY AND COUNSELING..... e) BASIC TECHNICIAN CERTIFICATE IN COMMUNITY DEVELOPMENT f) DIPLOMA IN COMMUNITY DEVELOPMENT Qualifications: -Certificate Programmes: At least 4 Ds at O-Level in any non-religious subjects Diploma Programmes: At least 1 D and 1 S at A-Level OR relevant NTA Level 4 certificate	
15. PARENT'S/GUARDIAN'S INFORMATION	
A. Parent's/Guardian's name:	
B. Relationship (Father/mother etc)	
C. Address of parent/guardian and contact phone number	
16. Name and address of your sponsor (if any)	
17. Applicant's correspondences: Postal address Mobile- phone number Email address	

Applicant's declaration:

I declare that the information I have provided in this form is true. I understand that presentation of false information will lead to my disqualification and legal action taken against me.

.....
Applicant's signature

.....
Date



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INSTRUCTIONS TO THE APPLICANT:

- a) Attach the following:
 - i. One recently taken passport size photograph
 - ii. Copies of O-Level/A-Level Examination Certificates PLUS birth certificate
- b) If you completed your secondary school education outside the country kindly attach copies of your Academic Certificates which are certified by the National Examinations Council of Tanzania (NECTA) together with a computation of their equivalents certified by NECTA.
- c) A fully filled in application form with the named attachments should be submitted to the College in hand or by post to:

**The Principal
Songea Catholic Institute of Technical Education,
P. O. Box 466,
Songea, Ruvuma
Tanzania**

Or can be scanned and sent as attachment to rutagwelera2000@gmail.com, or info@socaite.ac.tz.

- d) Dully filled in forms should be submitted back to the College as early as possible.
- e) Application fee is Twenty Thousand Shillings (TZS 20,000/=) to be paid to:

Bank: CRDB
Account Name: Songea Catholic Institute of Technical Education

Account Number: 0150465987200

N.B. The original Bank pay-in slip should be attached to the application form.



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Fee Structure

No	Item	Malipo Serikalini	Malipo Chuoni	
			Certificate	Diploma
1.	Gharama ya Fomu ya maombi	20,000		
2.	Karo kwa mwaka		940,000	940,000
3.	NACTVET Quality Assurance fee	15,000		
4.	Bima ya Afya (kwa wasiokuwa na Bima		50,400	50,400
5.	Bweni (kwa wanaopenda kukaa bweni)		200,000	200,000
6	Mahafali		50,000	50,000
Jumla (karo, bima, bweni na mahafali)			1,240,400/=	1,240,400/=
Jumla (karo, mahafali na bweni bila bima)			1,190,000/=	1,190,000/=
Jumla (karo, mahafali na bima bila bweni)			1,040,400/=	1,040,400/=
Jumla (karo na mahafali bila bima bila bweni)			990,000/=	990,000/=
		35,000/=		

Issued by:

The Deputy Principal for Academic Affairs,
Songea Catholic Institute of Technical Education,

P. O. Box 466,

Songea, Ruvuma

TANZANIA

Email: rutagwelera2000@gmail.com or info@socaite.ac.tz

CONTACTS FOR MORE INFORMATION

0749722900

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Joining Instructions

1. For the purpose of registration, it is **compulsory you bring your original secondary school certificates or examination results slips, school leaving certificates, and your birth certificate. Any applicant who presents himself/herself without original certificates will not be registered.**
2. All applicants must undergo Medical Examination and bring with them a Medical Certificate indicating fitness to attend studies.
3. You should note that it is a criminal offence to submit false information. Any candidate submitting forged certificate(s) or any other such information will not be considered for admission and appropriate legal action shall be taken against him/her.

Registration and orientation week

You are required to present yourself to the Admissions Office for registration starting from **14th October, 2024.**

Commencement of studies

Studies shall commence on the **21st October, 2024.** Applicants who report two weeks after commencement of studies will not be accepted.

Mode of payment

All payments must be paid through CRDB BANK to the College account number 0150465987200, account name SONGEA CATHOLIC INSTITUTE OF TECHNICAL EDUCATION, CRDB BANK.

Hostel, Accommodation

The College provides accommodation and mattresses to students who need the service. Students must bring with them the following items: 4 bed sheets, 1 pillow + pillow cases, a mosquito net, 2 plastic buckets, towels, torch, blue ball pens, a ruler, pencils, and 5 exercise books (4 quire sizes).

Dress code

SOCAITE is a Catholic Institution that is determined to build a society of people who are well prepared both academically and morally to serve the community efficiently. You are therefore expected to adhere to Christian morals during your stay at the College. However, SOCAITE shall not segregate any student basing on his/her beliefs. You shall therefore be required to dress and keep yourself in a neat and tidy manner all the time within and outside the College as directed by the Code.

You are required to dress with decency, modesty and smartness. Tight or transparent clothes, mini-skirts, stomach-cuts, trousers for women, track suits, earrings for men are strictly forbidden before, during and after class hours, whether on-campus or off-campus. Casual wears like khangas, headscarves, sport shoes, shorts, slippers, or earrings for men are forbidden around the academic areas and administration block.



Indecent dress for females: A dress of whatever design which does not cover sensitive parts of the body above the knees, stomach, chest, waist or/and back, being a trouser of whatever design or style, skin tights of/and with transparent material; being a dress or skirt which is too tight and/or with large opening or slits showing the body above the knees are strictly forbidden.

Indecent dress for males: A dress of whatever design which does not cover sensitive parts of the body above the knees, chest, stomach, waist, armpits, being a short trouser of whatever design or style, being a trouser which is so tight and/or loosely hanging below the waist.

How to reach the College

The College is located a few hundred meters from the Municipal bus stand, near the Roman Catholic Cathedral Church and Radio Maria House - Songea.



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Principal

