



THE UNITED REPUBLIC OF TANZANIA  
MINISTRY OF INDUSTRY AND TRADE  
COLLEGE OF BUSINESS EDUCATION (CBE)



**ADMISSION & JOINING INSTRUCTIONS FOR POSTGRADUATE DIPLOMA  
PROGRAMMES – SEPTEMBER, 2025/2026**

We are glad to inform you that you have been selected to join College of Business Education.....Campus to study.....programme.

The following are necessary conditions for admission:

**1. DECLARATION REGARDING COMPLETION OF THE COURSE**

All Candidates accepting admission must commit to completing the course unless instructed otherwise by the College authority and must submit signed acceptance, dress code declaration, and medical certificate forms during registration.

**2. MEDICAL EXAMINATION**

Admission to the College requires submission of a satisfactory medical report, which must be completed by a registered medical practitioner before registration.

**3. COURSE COMMENCEMENT**

Online registration starts on **November 3, 2025**, and the program begins on **November 3, 2025**; failure to complete registration during the stated period without prior notice will result in the vacancy being given to another candidate.

**4. WHAT TO SUBMIT DURING ONLINE SELF REGISTRATION**

Certified copy of: Form Four Certificate, Bachelor's Degree Certificate/Advanced Diploma Certificate, Bachelor's Degree Academic Transcript, Postgraduate Diploma certificate, Birth Certificate, Acceptance of CBE programme form and Medical Certificate.

**NOTE:** Presenting forged certificates or false documents is a criminal offense and will be dealt with according to the law.

**FOR INQUIRIES:**

**DAR ES SALAAM:** Email: [admission@cbe.ac.tz](mailto:admission@cbe.ac.tz); Call Centre 0222 211 560 Mobile: 0777 151 323 | **DODOMA:** Email: [dir.dodoma@cbe.ac.tz](mailto:dir.dodoma@cbe.ac.tz); Tel: +255 2623 21200, Mobile: 0734330104/0692659357 | **MWANZA:** Email: [dir.mwanza@cbe.ac.tz](mailto:dir.mwanza@cbe.ac.tz); Mobile: 0659707000 / 0767692558 | **MBEYA:** Email: [dir.mbeya@cbe.ac.tz](mailto:dir.mbeya@cbe.ac.tz); Mobile: 0674415629 / 0769525293

## 5. FEE STRUCTURE FOR ONLINE PGD PROGRAMMES

Programs	Tuition Fee (in TZS)	Other Contribution (in TZS)	Total (in TZS)	Foreigners (in USD)
All PGD programmes	1,800,000	115,600	<b>1,915,600</b>	1,835.00

## 6. FEES PAYMENT SCHEDULE FOR PGD PROGRAMMES

PROGRAMME	1 <sup>ST</sup> INST.	DEADLINE	2 <sup>ND</sup> INST.	DEADLINE	TOTAL
All programs	957,000/=	02-12-2025	958,600/=	24-4-2026	<b>1,915,600/=</b>

*Fees must be paid using a Control Number obtained from the CBE Online Student Information System (CoSIS) at [www.cbe.ac.tz](http://www.cbe.ac.tz)*

## 7. INDICATIVE DIRECT STUDENTS COST FOR PGD PROGRAMMES FOR ACADEMIC YEAR 2025/2026

	Local (TZS)	Foreign (USD)
Stationery	400,000	250.00
Books	800,000	500.00
Industrial Training Attachment	635,000	689.00
Stipend	2,000,000	1,250.00
Medical Insurance (NHIF)	50,400	75.60
Accommodation	450,000	500.00
<b>Total</b>	<b>4,335,400</b>	<b>3,264.60</b>

Students without health insurance must pay **Tsh 50,400** for NHIF. This amount will cover medical services for one academic year.

Welcome to CBE!

Yours Sincerely,



Prof. Edda T. Lwoga

**RECTOR**

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## ACCEPTANCE OF CBE PROGRAMME VACANCY

I accept the vacancy as a student for the year 2025/2026 to pursue

.....

I promise that I will work hard during the course and will continue with my studies at the College for the entire period of the course unless I am dismissed by the Rector or any other person holding authority duly given to him by the Governing Body of the College. I declare that I have made no other commitments which can disrupt my studies at the College during the coming one year.

I confirm that I will abide by the standing students By-Laws of the College, Examination Regulations/Rules or any legal orders given by the Rector, lecturers or any other person in authority. I further affirm that I am the same person who applied for admittance to the College under this name.

I also undertake to produce at the time of admission a medical report, from any Government or recognized medical doctor stating clearly that I am physically fit to undergo my programme of study and that the College may refer me to do a fresh medical examination if it feels necessary notwithstanding the previous medical report.

Full Name .....

Signature .....

Witnessed by .....

Relationship.....

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## **MEDICAL CERTIFICATE**

(To be completed by Medical Officer)

I have examined .....(Student name) and  
consider that he/she is physically fit/unfit to undergo the Masters Degree course stated above.

Date .....

Signature .....

Station .....

Designation .....

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