



## ADMISSION & JOINING INSTRUCTIONS FOR BASIC TECHNICIAN CERTIFICATE (NTA 4) 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**

Registration starts on **October 6, 2025**, and the program begins on **October 13, 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 BRING DURING REGISTRATION.**

Two Passport size photographs, Form IV Certificate (or result slip to those who completed Form 4 in 2024) and Birth 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



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



5. TUITION FEES FOR BASIC TECHNICIAN CERTIFICATE PROGRAMMES  
(NTA LEVEL 4)

Program	Tuition (TZS)	Other Cont. (TZS)	Total (TZS)	Foreigners (in USD)
Basic Technician Certificate in Information Technology (BTCIT)	1,130,600	110,000	<b>1,240,600</b>	1,368.60
Basic Technician Certificate in Metrology and Standardisation (BTCMS)	1,130,000	110,000	<b>1,240,000</b>	1,368.60
Other Basic Technician Certificate programmes	920,000	110,000	<b>1,030,000</b>	1,281.00

6. FEES PAYMENT SCHEDULE FOR NTA LEVEL 4

PROGRAMME	1 <sup>st</sup> Inst.	Deadline	2 <sup>nd</sup> Inst.	Deadline	TOTAL (TShs.)
BTCMS	625,000/	<b>14/11/2025</b>	615,000/	<b>03/4/2026</b>	<b>1,240,000/</b>
BTCIT	625,000/		615,500/		<b>1,240,600/</b>
OTHERS	520,000/		510,000/		<b>1,030,000/</b>

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

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

7. ACCOMMODATION

Students must arrange their own accommodation. However, CBE offers limited shared accommodation for first-year students in need on a first-come, first-served basis. Hostel fees are indicated below:-

CAMPUS	AMOUNT
Dar es Salaam	450,000/= per academic year
Dodoma	300,000/= per academic year
Mwanza	300,000/= per academic year

**NOTE:** Payment for hostel shall be made after registration.

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 .....

