

# University of Dar es Salaam



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## Mkwawa University College of Education Faculty of Humanities and Social Sciences Department of Languages and Literature

### Short Course Application Form

#### Instructions:

1. Please fill out all required fields.
2. Ensure the information is accurate and complete.
3. Submit this form along with any supporting documents and proof of payment.
4. For assistance, contact our department's office at +255 764 533 143 or  
[spembawamama@yahoo.com](mailto:spembawamama@yahoo.com) / [spemba.spemba@muce.ac.tz](mailto:spemba.spemba@muce.ac.tz)

#### 1. Personal Details

Full Name (as per official ID):	
Date of Birth (DD/MM/YYYY):	
Gender (Optional):	
Nationality:	
Identification Document (e.g., Passport, National ID) Type and Number:	

#### 2. Contact Information

Email Address:	
Phone Number:	
Postal Address (if applicable):	
Emergency Contact Name & Phone Number:	

#### 3. Course Selection

Please indicate the course you wish to enroll in (select one):

- ☐ Swahili  
☐ English  
☐ French  
☐ Chinese

If you are applying for Swahili, English or French, please check the appropriate level (Admission Criteria for Each Level are Attached):

- ☐ Basic (On-site. Also Offered Online for Swahili course)  
☐ Intermediate (On-Site)  
☐ Advanced (On-Site)

If you are applying for Swahili, the actual number of hours spent per week vary according to the institution's scheduling. We may also calculate the number of hours based on your needs but this must be communicated after registration. Please indicate how many total contact hours you wish to commit to for this course in each week. The total hours for each option is 48.

☐ 12-Week Option (4 hours per week)

☐ 8-Week Option (6 hours per week)

☐ 6-Week Option (8 hours per week)

☐ 4-Week Option (12 hours per week)

#### 4. Additional Information

Previous Language Background (if any):

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Preferred Start Date: \_\_\_\_\_

How did you hear about our courses? (e.g., website, friend, social media)

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#### 5. Declaration

I hereby confirm that the information provided on this form is true and accurate to the best of my knowledge. I agree to abide by the rules and regulations set by the department.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Submission

1. Download or Print: You can download this form from our official website or pick up a hard copy from the department office.
2. Attach Supporting Documents: Include a copy of your identification document and any relevant certificates (if applicable).
3. Submit:
  - By Email: Send a scanned copy of this form and your documents to [spembawamama@yahoo.com](mailto:spembawamama@yahoo.com) and [spemba.spemba@muce.ac.tz](mailto:spemba.spemba@muce.ac.tz)
  - In Person: Hand in the completed form and documents at our department's office.

Thank you for your application! You will receive a confirmation email or letter once we have processed your form. Once enrolled, you will be invited to attend a short orientation session (on-site or online) to familiarize yourself with the course structure, materials, and instructors.

For inquiries, contact us at +255 764 533 143 or [spembawamama@yahoo.com](mailto:spembawamama@yahoo.com) / [spemba.spemba@muce.ac.tz](mailto:spemba.spemba@muce.ac.tz).