



MUKONO TECHNICAL BUSINESS INSTITUTE (MTBI) - NAKIFUMA

P.O. BOX 564, MUKONO, UGANDA

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NAKIWAATE ZONE, NAKIFUMA TOWN ALONG MUKONO – KAYUNGA ROAD

Email: mtbimukono@gmail.com/ info@mtbi.ac.ug

Website: www.mtbi.ac.ug

APPLICATION FORM

**INSERT
HERE
PASSPORT
PHOTO**

PLEASE READ THIS SECTION BEFORE PROCEEDING

1. *This form should be completed in CAPITAL LETTERS*
2. *The Applicant's **names** used on this form must truly correspond with those on UNEB slips/Certificate.*
3. *Applicants who have completed 'O' Level or have the equivalent can only apply for Certificate programmes/courses*
4. *One (1) recent passport size **photograph** (without covered head) must be attached in the box provided for photo on this form*
5. *Fill in clearly the Programme/Course of your choice given in part D of this Application Form*
6. *Admission of an Applicant is strictly on **merit***

A). PERSONAL INFORMATION

Surname: First Name..... Other Name.....

Date of Birth:/...../..... Age: Gender: MALE FEMALE

Marital Status: Single Married Personal Tel:

Home District: Town/Nearest home town:

Village/Zone: (Current Place of Residence) & District:

NB: If married, please attach copy of the Marriage Certificate

B). PARENT/GUARDIAN'S INFORMATION

Name of Parent/Guardian: Title:

Occupation: Tel. Contact:

Place of Residence:

Signature: Date

C). SPONSORING ORGANIZATION (if any)

Name of the Organization:

Address:

Email: Tel. Contacts:

NB: A letter addressed to the Principal confirming sponsorship by the organization should be written to accompany the application form.

D). PROGRAMME / COURSE CHOICE (Fill in the course(s) of your choice) Tick appropriate box

Order of Preference	Course Name
1 st Choice	
2 nd Choice	
3 rd Choice	

NB: Refer to the brochure for information about the courses and their full names

E). APPLICANT'S ACADEMIC EXPOSURE

i). Uganda Certificate of Education ('O' Level)

School:												Year:	
Address:										Index No:			
Subject													
Grade													

ii). Uganda Advance Certificate of Education ('A' Level)

School:												Year:	
Address:										Index No:			
Subject													
Grade													

iii) Other Academic Qualification (if any)

Award:

Class or Grade of Award: Month & Year of Graduation.....

Awarding Institution:

Period attended the Institution: From: To:

Institute Address: Tel.....

NB: Attach photocopies of UNEB results slips, and transcripts or certificates relevant for admission and which must be verified with the originals during registration.

F). HOSTEL REQUIREMENT

Would you like to be in hostel? (Tick Yes or No): YES NO

Note: Hostel facility will be available for free to only those Students who have indicated their preference and on the basis of first come, first serve. The institute reserves the right to allocate hostels to students. You only Pay Small Fee for Meals. (Breakfast, Lunch & Supper)

G). HEALTH FITNESS

Do you suffer from any recurrent illness? YES/NO
 If yes, define your illness.....
 If any, how often do you seek for Medical Attention?
 Name of Physician in case of Emergency
 Place.....Telephone:

H. ADMISSION FEES

- Application Form – 20,000/- (*Payable Once*)
- Institute Identity Card – 10,000/- (*Renewable Annually*)
- Institute T-shirt – 20,000/- (*Payable Annually*)

I. TUITION – No Hidden Charges!

NOTE: All Humanities, Business & Computer Courses are run on a Semester Basis while Early Childhood Development, Technical & Vocational Studies are run on a Termly Basis.

TUITION	CERTIFICATE PER TERM (3 Months)	CERTIFICATE PER SEMESTER (4 Months)	DIPLOMA PER SEMESTER (4 Months)
		300,000/-	400,000/-

FUNCTIONAL FEES – No Hidden Charges!

Development Fee	25,000/-	Stationery	20,000/-
Maintenance Fee	25,000/-	Library Fee	10,000/-
Students’ Social Events Fee	5,000/-	Computer Fee	20,000/-
First Aid	10,000/-	Internal Examination Fee Levy	10,000/-
Field & Study Tours Van	20,000/-	Utility Bills	20,000/-
Total			165,000/-

FREE HOSTELS – Only Pay for Feeding (Breakfast, Lunch & Supper) – No Hidden Charges!

AMOUNT PER TERM (3 Months)	AMOUNT PER SEMESTER (4 Months)
100,000/-	150,000/-

NOTE: Meals are Compulsory to ALL Hostel Residents!!

L. DECLARATION

I declare that the information given above is true and correct to the best of my knowledge and belief and that I stand to suffer the consequences of providing false information. I also declare that should I be admitted, I agree to abide by all rules and regulations of *Mukono Technical Business Institute (MTBI) - Nakifuma Campus*.

.....
Applicant’s Name

.....
Signature

.....
Date

FOR OFFICIAL USE ONLY

Date:

Received by

Approved by:

Course admitted for

Remarks:

Registration Number:

.....
Academic Registrar’s Signature & Stamp

CHECKLIST FOR SUBMITTING THIS APPLICATION FORM

- 1. The application form should be fully completed before submission*
- 2. Attach photocopies of UNEB slips/certificates, and any other relevant qualification*
- 3. Affix a photograph with uncovered head in the box provided on the front page*
- 4. Attach where necessary a Medical Form duly signed by a recognized Doctor*
- 5. If sponsored by an organization or person, a letter of offer of sponsorship should be attached.*
- 6. Attach a Photocopy of receipt showing purchase of the application form*

ADMISSION PACKAGE WILL INCLUDE

- 1. Institute Admission Letter from Registrar's Office*
- 2. Rules & Regulations to be signed on each page.*
- 3. Institute Leaflet / Flyer / Brochure*