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## MINISTRY OF EDUCATION AND SPORTS ([www.education.go.ug](http://www.education.go.ug))

### TVET APPLICATION FORM FOR DILOPMA ADMISSIONS ACADEMIC YEAR 2024/25

#### SECTION A: INSTRUCTIONS

1. This form is intended for applicants wishing to pursue a National Diploma under the TVET system.
2. This form together with the list of courses offered at the different TVET Diploma awarding institutions can be obtained from the websites of the Ministry of Education and Sports ([www.education.go.ug](http://www.education.go.ug)), and TVET Operations and Management ([tvvet.go.ug](http://tvvet.go.ug)), office of the District/Municipality/City Education Officer, Government TVET Diploma Awarding Institutions, and at the Ministry of Education and Sports Headquarter-(Department of TVET Operations and Management, Legacy Towers Wing B, Floor 3).
3. This form **MUST** be completed in duplicate and returned to any of the nearest Government TVET Diploma Awarding Institution or nearest Regional Selection Center i.e.-(Nakawa Vocational Training College for Central Region, UTC - Elgon for Eastern Region, UTC - Lira for Northern Region, UCC Pakwach for West Nile Region, UTC – Bushenyi for Western Region and UCC Kabale for Southern Region, or TVET Operations and Management Office or Online via [lazakeh.galabuzi@education.go.ug](mailto:lazakeh.galabuzi@education.go.ug) not later than Friday 31<sup>st</sup> May, 2024
4. **MUST** Attach;
  - a. Photocopies of certificates/result slips/transcripts and certified degree certificates for degree holders
  - b. A copy of a National Identity Card (for 18 years and above) or an Identification from the previous institutions (for below 18 years)
  - c. A Copy(ies) of appointment/ contract/recommendation of relevant work experience (if any) and

d. A Copy of the Birth Certificate

**Note:**

- i. Applicants wishing to pursue National Diploma (ND) will be subjected to physical interviews from the **10<sup>th</sup> to 14<sup>th</sup> June 2024 at the above-mentioned regional selection centers** to ascertain their readiness to undertake skills training at a higher level.
- ii. Persons with disabilities and those from vulnerable categories such as females, urban poor.

**SECTION B: PARTICULARS OF APPLICANT** (To be completed in CAPITAL letters)

**1. Names**

Surname Name	Other Names

**2. Other Personal Information**

Nationality	Date of Birth	Male/Female	NIN

**3. Home Address**

Home District	Parish (LC II)
County	Village (LC I)
Sub-county (LC III)	Religious Affiliation

#### 4. Contacts

Telephone No(s)	Email Address ( <b>MUST</b> be provided)

#### 5. Information on Disability (where applicable):

Disabled Applicants should attach photographs showing level of disability or medical report from hospital as evidence of being disabled.

Disabled (Tick)	Yes / No
Nature of disability (Tick)	Deaf/ Blind, /Physical disability, /Albinism, /Asthma, /Sickle cell/ Others (Specify for others)
Level of disability (Tick)	Mild / Severe / Very Severe

#### 6. Parents / Guardian Details:

	Father / Guardian	Mother /Guardian
Names		
Nationality		
NIN		
Telephone Contacts		

**SECTION C: EDUCATIONAL BACKGROUND** (To be completed by Applicant where applicable)

##### 1. PLE Results

Name of School	Year of sitting	Index Number	Total Aggregates	Division

Fill in the details

Subject	Maths	English	SST	Science	Aggregate
Grade					

Summary of the Grades:

DISTINCTIONS	CREDITS	PASSES

## 2. O' Level: UCE results OR its Equivalent

Name of School	Year of sitting	Index Number	Total Aggregates	Division

Fill in the details

Subject										
Grade										

Summary of the Grades:

DISTINCTIONS	CREDITS	PASSES

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**3. Technical School/Community Polytechnics: UJTC/UCPC results**

<b>Name of Institution</b>	<b>Year of sitting</b>	<b>Index Number</b>	<b>Course Name</b>	<b>Grade</b>

**Fill in the details**

<b>Course Name</b>						
<b>Grade/ scores</b>						

**Summary of the Grades:**

<b>DISTINCTIONS</b>	<b>CREDITS</b>	<b>PASSES</b>

**4. Technical/Vocational Institutes: National Certificate/Advanced Craft Certificate Results**

<b>Name of Institution</b>	<b>Year of sitting</b>	<b>Index Number</b>	<b>Course Name</b>	<b>Final Grade</b>

**Fill in the details**

<b>Course Name</b>						
<b>Grade/ scores</b>						

**Summary of the Grades:**

<b>DISTINCTIONS</b>	<b>CREDITS</b>	<b>PASSES</b>

**5. A-Level: UACE Results OR its Equivalent**

<b>Name of School</b>	<b>Year of sitting</b>	<b>Index Number</b>	<b>Combination</b>	<b>Total Points</b>

**Fill in the details**

<b>Subjects</b>					
<b>Grade</b>					

**Summary of the Grades:**

<b>As</b>	<b>Bs</b>	<b>Cs</b>	<b>Ds</b>	<b>Es</b>	<b>Os</b>

**6. Any other Qualification(s) - Attach Result Slips, Certificates or Awards.**

<b>Name of School /Institution/University</b>	<b>Year of sitting</b>	<b>Registration Number</b>	<b>Course Name</b>	<b>Class Grade</b>

**SECTION D: RELEVANT WORK RECORD (IF ANY) - (Attach copies of Appointment OR Contract Letters)**

<b>S/N</b>	<b>Organization/Employer/ Self Employment</b>	<b>Post Held</b>	<b>Period</b>

**SECTION E: CHOICE OF COURSES (select from the attached list) - Ensure that courses chosen are offered at the chosen TVET Institutions.**

1 <sup>st</sup> Choice	2 <sup>nd</sup> Choice	3 <sup>rd</sup> Choice

b) Briefly explain the reason for choosing the Course(s) you have selected.

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**SECTION F: CHOICE OF TVET INSTITUTIONS (select from the attached list)**

1 <sup>st</sup> Choice	2 <sup>nd</sup> Choice	3 <sup>rd</sup> Choice

**SECTION G: DECLARATION**

I \_\_\_\_\_ declare that to the best of my knowledge, the information provided above is correct.

Signature: ..... Date: .....

**Note: Falsification of information can lead to cancellation of the offer and prosecution in the courts of law.**



**SECTION H: FOR OFFICIAL USE ONLY**

**The committee has vetted and recommended that the applicant:**

i. Be admitted on: - Government  Private

Course.....

Institution .....

ii. Not be admitted; reasons.....

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\_\_\_\_\_

**Head of Selection Team**

\_\_\_\_\_

**Signature and Date**

Other Remarks:

.....

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\_\_\_\_\_

**Centre Supervisor**

\_\_\_\_\_

**Signature and Date**