

ST.ANSELM VOCATIONAL TRAINING CENTER
OFFICE OF THE VICE CHANCELLOR
(ACADEMIC TRAINING COORDINATOR)



ADMISSION REGULATIONS 2024 ACADEMIC YEAR

1. The St. Anselm Vocational Training Center is Collage which offers various technical fan including Domestic Electrical Installation, Secretarial and Computer Application, Plumbing and Pipe Fitting, Renewable Energy, Information and Communication Technology – ICT ni level I,II and III. Information about programmes on offer is available on the Colleges’s web page <http://www.stanselmvtc.ac.tz>
2. **Application fee:** Application for admission into programmes at St. Anselm Vocational Training Center is free of charge.
3. **Admission cycles:** The OUT has two admission cycles. The first admission cycle is January 2024 for every fun and another admission cycle shall be June 2024. Applicants selected to study in any admission cycle will be admitted according to NACTVET
4. **Documents required for application:** Any applicant applying for admission must have form four index number, form six index number, Award verification number (AVN) from Nation Council for Technical Education (NACTVET) for Level III holders and must applied their information to the online registration system fount to our web page <http://www.stanselmvtc.ac.tz>
5. **Names for academic purposes:** Applicants must use names as they appear in their form four certificates only or equivalent translations of the O level certificate during application processes. Selected students are required to register by using names as they appear in their form four certificates or its equivalent translation. Change of names by students after registration is not allowed.

6. **Mode of application:** Application for admission must be done online through Online Application System is available at <http://www.stanselmvtc.ac.tz>. An applicant must read user guide carefully before applying.
7. **Admission processes:** Admission processes shall be done in accordance with admission rules as approved by our collage board. The selected students shall be submitted to the school board. The students approved by our college shall be submitted to NACTVET for verification.
8. **Announcement of selected students:** Selected applicants shall be announced through our website and contacts of selected applicants submitted during application.
9. **Change of course:** Registered students may change fan provided that have entry qualification of the course wish to study. The application for change of courses hall be done within two weeks of registration period.
 - i) Change of course shall be made at the beginning of academic year for first year students only.
 - ii) No change of course allowed for any continuing students.
10. **Postponement and resume of the studies:** Students may only postpone studies at the end of academic year only. Students may request for resume of studies at the beginning of academic year. No postponement and resume of studies may be done in the mid of academic year.
11. Admitted students are required to abide with St. Anselm Vocational Training Center regulations.