

TANZANIA COMMISSION FOR UNIVERSITIES



APPLICATION FOR A COMMISSION LICENCE/RENEWAL OF THE LICENSE FOR AN AGENCY TO RECRUIT TANZANIAN STUDENTS FOR STUDIES IN OVERSEAS UNIVERSITIES

CATEGORY OF APPLICATION

New license application

Renewal of license

PART A: TO BE FILLED BY THE AGENCY

1. Basic particulars of the Agency:

- (a) Name:.....
- (b) Postal address City/Town:
- (c) Physical address (Street, Plot/House No.):
- (d) Telephone No:Fax No.
- (e) E-mail address:Website.....
- (f) Occupancy status of office premises: Rented Own
- (g) If rented, indicate date when contract expires:
- (h) Date of incorporation/registration (*attach registration certificate*):
- (i) TIN:VAT Reg. No.

2. Particulars of the contact person:

- (a) Name
- (b) Title in the Agency:.....
- (c) Position in the Agency:
- (d) Telephone No:Fax No.
- (e) E-mail address:

3. Particulars of the owner of the Agency

- (a) Owner's name:.....
- (b) Owner's nationality:.....
- (c) Owner's qualifications:.....
- (d) Postal address City/Town:
- (e) Physical address (Street, Plot/House No.):
- (f) Telephone No:Fax No.
- (g) E-mail address:

4. Particulars of the Chief Executive Officer(Attach a detailed Curriculum Vitae - CV and copies of academic certificates):

Name:.....
Qualifications:.....
Functional position:

Nationality:.....

Residency status in Tanzania: Resident Non-resident

Telephone:Fax:.....E-mail:

5. Status of the Agency in the country (please check in the appropriate box):

- (a) Local Foreign
- (b) If foreign, please state the country of origin:.....

6. Is this the sole Agent of the Agency in the country? Yes No

If No, please list all Associate Agents/Partners of the Agency and their addresses [*Attach MoUs or any other legal document(s)*], **indicating established branches in the country in case of application for renewal of license:**

- (a)
- (b)
- (c)
- (d)
- (e)

7. Have you ever been involved in any prosecutions? Yes No

If yes, please give details:

.....

8. Staffing of the Agency (Attach a separate list of names of all staff, their positions, academic qualifications, their CVs and copies of academic certificates for each staff)

- (a) Number of all staff
- (b) Categories of staff in accordance with requirements shown in the matrix given in **Annex 2** of this document.

9. Indicate the facilities for use in the recruitment of students at the Agency in accordance with requirements indicated in **Guidelines 2.5 and 2.6** of the Principles and Guidelines for Licensing Overseas Student Recruitment Agencies and Issuance of No Objection Certificate issued by the Commission in 2019, by attaching a separate list of the facilities.

10. Marketing and students’ recruitment strategy of the Agency

Describe the Agency’s marketing and students’ recruitment strategy (use additional sheet if the space provided is not enough):

.....

11. Services that the Agency provides to students (Please check all that apply):

- Application/enrolment support
- Course selection
- University selection
- Admission requirements in the overseas universities
- Language requirements (e.g., English language proficiency tests)
- Coping strategies/cross-cultural issues/ethical standards
- Travel arrangement (e.g. Visa application)
- Accommodation and other living expenses
- Travel/medical insurance
- Immigration assistance
- Counselling (e.g. programme of study, future career prospects, etc.)
- Other (Please specify)

12. Administrative arrangements

- (a) Does the Agency charge prospective students a fee for its services?
 Yes No . If yes, please attach a copy of your fee sheet.
- (b) Does the agency have any effective and consistent procedures for dealing with students’ complaints in relation to the recruitment process?
 Yes No . If yes, please describe the procedures hereunder:

13. Particulars and accreditation status of overseas universities the Agency represents

- (a) Does the Agency have any legal agreements with the overseas universities it represents? Yes No
- (b) Provided a list of all overseas universities represented by the Agency.
- (c) Provide the following information for each of the overseas universities the Agency represents (*Attach separate document for each university*):
 - (i) e-mails and telephone numbers of contact persons;
 - (ii) copy of the memorandum of understanding/contract;
 - (iii) programmes offered and their accreditation status;
 - (iv) minimum entry requirements (*Attach separate document for each university*);
 - (v) institutional accreditation status (provide evidence of recognition of the status by host country);
 - (vi) Accrediting body's name (*Attach separate document for each university*);
 - (vii) students support services to be provided to students while abroad; and
 - (viii) chargeable tuition and other fees.

14. Main sources of funding of the Agency:

- (a)
- (b)
- (c)

15. In case of license renewal, growth of the Agency during the previous license period:

Indicate in a separate sheet any growth that has taken place related to expansion of student recruitment activities during the previous license period.

16. Names and addresses of three referees who may be contacted in relation to the application:

- (a) 1st Referee:
- (b) 2nd Referee:
- (c) 3rd Referee:

17. Describe anything else that the Agency wishes to inform the Commission

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18. Proof of payment of a non-refundable application fee of Tanzania Shillings three million only (i.e., TZS. 3,000,000.00)

[All payments to be made to the Tanzania Commission for Universities (TCU) through CRDB Bank Account Number: 01J1026795701].

19. Declaration

I hereby declare that the information provided in this application and all supporting documentation submitted is true and complete to the best of my knowledge and I stand to

beheld responsible under the Laws of Tanzania for any false information that appears in this Form and associated supporting documentation.

Name: Title:

Signature: Date:/.....20.....

Official Stamp/Seal