



Serial No. ....

# BBIRA VOCATIONAL TRAINING COLLEGE

(Established in 1992 Affiliated to Church of Uganda- Directorate of Household and Community Transformation)

**Office of the Principal**  
**BBIRA VOCATIONAL TRAINING COLLEGE**

P.O. Box 6551, Kampala Uganda

Tel: +256 775200 203, ,

Email: [vtsbbira@gmail.com](mailto:vtsbbira@gmail.com)

[juliengabirano@gmail.com](mailto:juliengabirano@gmail.com)

Website: [www.bbiravti.com](http://www.bbiravti.com)

Applicant's Recent  
(colored on white  
background)  
Passport-size  
Photograph

## APPLICATION FOR ADMISSION TO TECHNICAL & BUSINESS DIPLOMA COURSES

NAME OF THE APPLICANT: .....

OFFICIAL USE ONLY				
Application ID				
Reg. No.				
Course				
Program Code	DAY	EVENING	WEEKEND	HOLIDAY
<input type="text"/>				
Intake	<input type="checkbox"/> January	<input type="checkbox"/> April	<input type="checkbox"/> August	
Sponsorship	<input type="checkbox"/> GOVT	<input type="checkbox"/> PRIVATE	<input type="checkbox"/> Others (Specify) .....	
Date Received				

### Choice of program applied for in order of priority

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

### APPLICATION PROCESS (Checklist):

1. Non-refundable **Application Fee** of 50,000/= (Fifty Thousand Shillings)
2. Complete this form in **Block LETTERS** using blue or black ink. It is essential that you complete all relevant sections of this form to ensure efficient processing of your application.
3. Enclose Certified Photo-copies of academic documents and other relevant certificates/recommendations. All Academic records in a language other than English must be accompanied by a certified copy in English.

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4. **Note:** Applicants are strongly warned that presentation of forged or other people's Academic documents in support of their application will automatically lead to disqualification and prosecution in the courts of law if discovered either at the time of application or thereafter

**PART I - PERSONAL INFORMATION:** (To be filled in by the applicant)

*Applicants will be registered by the names which appear on their academic documents, unless it is otherwise established by law.*

<b>Title</b> (Rev./Dr./Mr./Mrs./Miss/Ms.)	<b>Surname/Family/Last Name</b>
<b>Given/First/ Name</b>	<b>Middle name</b> (if applicable)
<b>Date of birth:</b> (DD/MM/YYYY)	<b>Gender</b> <input type="checkbox"/> Male <input type="checkbox"/> Female
<b>Faith affiliation</b>	<b>Marital Status</b> (attach certificate if applicable) <input type="checkbox"/> Single <input type="checkbox"/> Married
<b>Place of birth</b> (Home village//LC I, Parish/Ward, Sub-county/Division, Town, District of origin)	
<b>Country of residence</b>	<b>Nationality</b>
<b>Physical address</b>	
<b>Postal address</b>	
<b>Tel./Mob. Phone No.</b> (must be reliable)	<b>Email</b>
<b>Next of kin</b> (Name)	<b>Address</b>
<b>Contact Address</b>	<b>Occupation</b>

**PART II - EDUCATIONAL INFORMATION:** *Certified copies of results and certificates must be attached*

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Level	Name of School / College	Years Attended		Points/Grade/Aggregate
		From	To	
Craft Part II & III Certificate				
National Certificate				
UACE				
UCE				
PLE				

Positions of responsibility held in school (attach certificate if available)

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**PART III - LANGUAGE PROFICIENCY:** (Please give the languages you speak or read and your level of proficiency)

All students enrolled at Bbira Vocational Training Institute are expected to have a good command of English Language, both written and spoken. Please indicate (tick) your level of competence.

Language	Command	Excellent	Fluent	Good
ENGLISH	Spoken			
	Written			
LUGANDA	Spoken			
	Written			
	Spoken			
	Written			

**PART IV - EMPLOYMENT DETAILS** (If not in school now please give brief details of work experience)

Employer (Most recent first)	Position	Dates	
		From	To

**PART V - SPONSORSHIP:** (At least 60% of the fees should be paid upon registration)

Give details of an organization/company/individual responsible for your financial obligations:

Name

Signature

Physical / Mail Address

Tel:

Fax:

Date and Official seal/stamp

**PART VI - EQUAL OPPORTUNITY:** *(Bbira VTI welcomes applicants from all backgrounds and walks of life.)*

Please indicate any special needs, which may necessitate special arrangement in infrastructure, curriculum or the learning environment.

- Unseen disability e.g. diabetes, epilepsy
- Blindness/partially sighted
- Other (specify)

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**PART VII - CHOICE OF PROGRAMMES:**

Indicate your preference by ticking in the relevant box, indicating whether you want to study; full time, In-service, or weekend

**1. TECHNICAL COURSES**

**NDME** National Diploma in Mechanical Engineering  FULL-TIME  EVENING  WEEKEND

**NDEE** National Diploma in Electrical Engineering  FULL-TIME  EVENING  WEEKEND

**NDCE** National Diploma in Civil Engineering  FULL-TIME  EVENING  WEEKEND

**NDWE** National Diploma in Water Engineering  FULL-TIME  EVENING  WEEKEND

**2. BUSINESS COURSES**

**NDFD** National Diploma in Fashion and Design  FULL-TIME  EVENING  WEEKEND

**UDHIC** Uganda Diploma in Hotel and Institutional Catering  FULL-TIME  EVENING  WEEKEND

**NDBM** National Diploma in Business Management  FULL-TIME  EVENING  WEEKEND

**NDBM** National Diploma in Business Management  FULL-TIME  EVENING  WEEKEND

**PART VIII - REFEREE:**

Please name at least Three referee in the box below. Note that he/she should NOT be related to you by blood or by marriage.

NAME	FULL ADDRESS	CONTACT
1.		
2.		
3.		

**PART IX –**

**How did you get to know about the Bbira VTI?**

- Through a friend/acquaintance, mention name.....
- Through a former student mention name.....
- Through an employee of Bbira VTI
- Through a radio/TV/Newspaper advert
- From an online/internet advert
- I am from the neighborhood
- Other (please specify) .....

**PART X -**

***Declaration***

I .....hereby declare that, to the best of my knowledge, the information provided on this form is true and accurate. I am aware that any information found to be false will lead to automatic disqualification.

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

***FOR OFFICIAL USE ONLY***

**Course Applied For**.....

**Requirements Submitted/Not Submitted**.....

**Grades Verified/Not Verified**.....

**Course Approved/Not Approved**.....

..... Date.....

**Principal's Signature & stamp**