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## MINISTRY OF EDUCATION AND SPORTS

### TVET APPLICATION FORM FOR ADMISSIONS INTO NATIONAL CERTIFICATE AWARDING INSTITUTIONS FOR 2025

#### Preamble:

- i. This form is intended for applicants wishing to pursue National Certificate under the TVET system.
- ii. Application forms can be obtained from TVET institutions, City/Municipal/District Education Offices, Ministry of Education and Sports Headquarters – TVET Operations and Management department and Ministry websites [tvet.go.ug](http://tvet.go.ug) and [www.education.go.ug](http://www.education.go.ug).
- iii. This form MUST be completed in duplicate and returned to any to any Government Institution for those interested in government sponsorship or scanned as a .pdf and submitted to [lazakeh.galabuzi@education.go.ug](mailto:lazakeh.galabuzi@education.go.ug) by **10<sup>th</sup>, March 2025**.
- iv. For more details, contact; The Commissioner TVET Operations and Management, Ministry of Education and Sports, Legacy Towers 3<sup>rd</sup> Floor Wing B, Kyadondo Road, Kampala- Uganda at **+256764206348** or via email at: [info.tvet@education.go.ug](mailto:info.tvet@education.go.ug).

#### Note:

Applicants wishing to pursue National Certificates **MUST** attach;

- Photo copies of certificates/result slips/transcripts,
- A copy of National Identity Card (for 18 years and above) or an Identification from the previous institutions (for below 18 years)
- A Copy(ies) of appointment/ contract/recommendation of relevant work experience (if any) and
- A Copy of Birth Certificate

- v. Persons with disabilities, and those from vulnerable categories and at-risk population such as females, urban poor, fishing communities, and others are encouraged to apply
- vi. Those who had filled UNEB forms and selected TVET as their 1<sup>st</sup> Choice should also apply and indicate their choices clearly

#### SECTION A: Particulars of applicant (To be completed in capital letters by Applicant)

1. Names .....

**Surname**

**Others names**

2. Nationality ..... Date of Birth ..... Sex .....

3. Home District ..... County .....

Sub-county..... Religious Affiliation (Optional).....

**4. Physical Address:**

Parish ..... Village.....Telephone Contact.....

Parent/Guardians Name..... Telephone Contacts.....

Parent/Guardian NIN .....

**SECTION B: Educational Background (To be completed by Applicant)****a. PLE results**

Name of School ..... Year of sitting.....

Index Number.....Total Aggregates..... Division .....

**Fill in the details**

S/N	Subjects	Grade	Subject	Grade
1.		4.		
2.		5.		
3.		6.		

**b. O' Level: UCE results**

Name of School ..... Year of sitting.....

Index Number.....Total Aggregates..... Division .....

**Fill in the details**

S/N	Subjects	Scores	S/N	Subjects	Scores
1.			7.		
2.			8.		
3.			9.		
4.			10.		
5.			11.		
6.			12.		

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

Name of Institution..... Year of sitting.....

Course Name .....

Index Number..... Grade .....

**Fill in the details**

S/N	Course Subjects	Scores	S/N	Course Subjects	Scores
1.			4.		
2.			5.		
3.			6.		

**d. Any other Qualification(s)**

Name of Educational/awarding Institution/University .....

Course Name .....

Year of sitting.....Reg Number..... Class of Grade .....

**Fill in the details**

S/N	Course unit/Subjects	Scores	S/N	Course unit/Subjects	Scores
1.			4.		
2.			5.		
3.			6.		

Name of Educational Institution/University .....

Course Name .....

Year of sitting.....Reg Number..... Class of Grade .....

**Fill in the details**

S/N	Course unit/Subjects	Scores	S/N	Course unit/Subjects	Scores
1.			6.		
2.			7.		
3.			8.		
4			9.		
5			10.		

**SECTION C: Relevant work Record (if any) (To be completed by Applicant)**

S/N	Organization/Employer/ Self Employment	Post Held	Period

**5. Chronic Disease/Disability (if any)**

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**6. Choice of Course(s) (select from the attached list)**

First Choice .....

Second Choice .....

Third Choice .....

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

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**7. Choices of TVET Institutions (select from the attached list)**

First Choice .....

Second Choice .....

Third  
Choice.....

**8. 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 D: 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**

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**Signature and Date**

Other Remarks:

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**Centre Supervisor**

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**Signature and Date**