

TANZANIA PUBLIC SERVICE COLLEGE



ENTRY QUALIFICATIONS AND FEE STRUCTURE FOR BACHELOR'S DEGREE (NTA LEVEL 7) PROGRAMMES FOR THE ACADEMIC YEAR 2026/2027

A: ENTRY QUALIFICATIONS

SN	PROGRAMME	CAMPUS (ES)	NTA LEVEL	ENTRY QUALIFICATIONS
1.	Bachelor's degree in Records, Archives and Information Management (3 Years)	Dar es Salaam Tabora	7	Form VI certificate (ACSEE) with at least two principal passes in Principal subjects making a total of at least 4 points; OR Ordinary Diploma (NTA Level 6) in <i>Records and Archives Management</i> or <i>Library and Information Studies</i> having a minimum of 4 Passes in Form IV in non-religious subjects OR Foundation Certificate of the Open University of Tanzania (OUT) with a minimum GPA of 3.0 having a minimum of 4 Passes in Form IV in non-religious subjects.
2.	Bachelor's degree in Secretarial Studies and Administration (3 Years)	Dar es Salaam Tabora	7	Form VI certificate (ACSEE) with at least two principal passes in Principal subjects making a total of at least 4 points; OR Ordinary Diploma (NTA Level 6) with GPA of 3.0 in <i>Secretarial Studies, Community Development, Social Work, Development Economics, Gender and Development or Office Management and Administration</i> OR Foundation Certificate of the Open University of Tanzania (OUT) with a minimum GPA of 3.0 having a minimum of 4 Passes in Form IV in non-religious subjects.

B: FEES STRUCTURE.

NTA LEVEL	DURATION	TUITION FEE
Seven (7)	3 Years	Tsh. 1,465,000/= per annum

For inquiries (clarifications) please use the contacts below;

DAR ES SALAAM CAMPUS

0737326472

TABORA CAMPUS

0737326481