

Guide to Filling out Tanzania Residence Permit Form

Greetings, JVs headed to Tanzania! To assist in expediting the residence permit process (which will be applied for when you arrive in country), we ask you to fill out in advance two forms required by the Tanzanian government, which are included in this mailer. You should bring these forms with you, completed, to Summer Orientation. The Job Description mentioned in the forms that is needed will be supplied by JVC at a later date so at this point, please just fill out the forms utilizing the guidelines below. Information that is left blank will be filled in locally by the Jesuits at a later time. If you have any questions, please contact Michele Kelley at mkelley@jesuitvolunteers.org or at 202-759-0721.

On the Employee Data Sheet:

- You can leave the section above Part I blank, as well as Part I.1 (re: Dossier Number)
- For Part II.16, put "Volunteer"
- For II.17, put "youth animator," "counselor," "librarian," "computer tech" based on what makes sense given what you know of your job thus far. Do not put "teacher" as you are not licensed to teach locally.
- For II.18 put, briefly, your highest level degree, e.g. "Master of Public Health" or "Bachelor degree in International Economics"
- Leave II.19 blank
- For II.20 put December 2016 - December 2018
- Leave Part III blank
- Leave IV.25 blank
- Leave IV.26 blank
- For IV.27 put "Jesuit Fathers; PO Box 1079; Dodoma" OR "Loyola HS; PO Box 1140; Dar es Salaam"
- For IV.28 put "Loyola High School," "Gonzaga Primary School," or "St. Peter Claver HS"
- Leave IV.29 blank
- For IV.30 put "Education"
- For IV.31 put either "Primary" or "Secondary" depending on where you will be
- For IV.32-35 leave blank
- Leave Part V blank

On the Application:

- For Part 1.4 put "Jesuit Fathers; PO Box 1079; Dodoma" OR "Loyola HS; PO Box 1140; Dar es Salaam"
- For 1.9 put briefly, your highest level degree, e.g. "Master of Public Health" or "Bachelor degree in International Economics"
- For 1.10 put "Volunteer - youth animator"
- Leave 1.11 blank
- Make sure to fill in & sign 1.14
- Leave Part II blank