



THE UNITED REPUBLIC OF TANZANIA

MINISTRY OF WATER

WATER INSTITUTE



In reply, please quote
Ref. No.: W/C.44/76/87

Date: 05th August 2024

TO:

P.O BOX:

SUB: ADMISSION LETTER FOR JOINING THE BACHELOR'S DEGREE PROGRAM
IN THE YEAR 2024/2025

I am pleased to inform you that you have been selected to join Water Institute (WI) to pursue Bachelor's Degree program in.....

These are either three or four years programs accordingly as approved by TCU depending on entry requirements.

2. The orientation and registration week for 2024/2025 new students will start on the 15th of October 2024. You are expected to be at the Institute by 15th October 2024 (not earlier). First-semester studies will begin on 21st October 2024.

3. You are required to complete all registration processes within the time stated above; failure to do that will consequently lead to your place being given to another applicant. This offer is valid for the 2024/2025 intake only. For the purpose of the registration exercise, you must bring the following:

- i. Original and certified photocopies of the certificates of secondary school education, advanced certificate of secondary school education and certificate/diploma.
- ii. Three up-to date colored passport-size photographs bearing your name and course of study at the back.
- iii. Original and certified photocopy of birth certificate.
- iv. Filled Acceptance and Declaration Form.
- v. Duly filled and signed medical report.
- vi. Original pay-in slip of the Bank (duly signed, stamped and dated)

4. You are most welcome.

Dr. Adam O. Karia
RECTOR

ACCEPTANCE OF ADMISSION

1.0 PERSONAL PARTICULARS

NB: Write your name as it appears in your Form IV certificate.

1.1 LAST NAME (SURNAME):.....

MIDDLE NAME(s):

FIRST NAME:.....

FORM IV INDEX NUMBER AND YEAR:.....

1.2 COURSE REGISTERED FOR:.....

1.3 HOME ADDRESS (PLACE OF RESIDENCE):.....

VILLAGE/STREET.....

POSTAL ADDRESS:.....

TELEPHONE:

2.0 CONDITIONS FOR ADMISSION:

You are admitted to the Water Institute on the following conditions;

2.1 That you will comply with the Institute authorities 'lawful orders and policies, regulations, procedures, and guidelines and any amendments made to these, and that you will not interfere, in any way, in the management of the Institute.

2.2 That you will not, under any circumstances, disrupt or encourage others to disrupt Institute's activities both academic and non-academic, (e.g. boycotting classes).

2.3 That you will not, in anyway, carry out any social/sexual harassment to any of your fellow.

2.4 That you will follow properly laid down procedures in submitting your request(s), demand(s) and/or grievances.

2.5 That you will be responsible for proper care of the Institute's properties entrusted under your custody.

2.6 That you will participate fully in keeping the institute compound environmentally clean (especially the halls of residence and the surroundings).

Please sign the declaration given below and submit the form during registration.

3.0 DECLARATION

I (Name in full).....do accept all conditions stated above.

.....

.....

SIGNATURE

DATE

JOINING INSTRUCTIONS FOR YEAR 2024/2025 BACHELOR STUDENTS

1.0 ACCOMMODATION

The institute has very limited accommodation available for few Ordinary diploma students. For Bachelor's degree, you are advised to find your own accommodation.

2.0 TUITION FEES

As a privately sponsored student, you will be required to pay an annual fee of **TZS.1,650,000/=** (One million six hundred fifty thousand only) which will be used to cover study expenses. **Table 1** below stipulates fee payment distribution and deadline of the payment.

Table 1: Fee Payment Schedule for Bachelor Degree Students

FEE PAYMENT SCHEDULE FOR BACHELOR DEGREE STUDENTS				
SEMESTER	INSTALLMENT	1 st Year	2 nd & 3 rd Year	DEADLINE FOR INSTALLMENT
	ANNUAL FEE	1,650,000.00	1,520,000.00	
SEMESTER 1	INSTALLMENT 1 (30%)	495,000.00	455,000.00	08/11/2024
	INSTALLMENT 2 (30%)	495,000.00	455,000.00	20/12/2024
SEMESTER 2	INSTALLMENT 3 (20%)	330,000.00	305,000.00	11/04/2025
	INSTALLMENT 4 (20%)	330,000.00	305,000.00	16/05/2025

NB: All payment found in **Table 1** should be paid through control number generated from Student Information Management System (SIMS).

3.0 DRESSING

The Institute does not have a standard (uniform) dress, but students are expected to dress respectably at all times when they are at the Institute and when going out under the name of the Institute in other formal academic activities such as study tours, industrial/field practical training attachment, etc. (As stipulated in the Government of the United Republic of Tanzania, Public Dressing Ethical Code, Act No. 6 of the year 2020).

4.0 MEDICAL COSTS

The Institute has a dispensary that provides medical consultancies and treatment of common diseases. Every student is required to pay **TZS.10,000/=** (Ten thousand only) at the beginning of the first semester and the same amount at the beginning of the second semester which is a contribution toward cost of medical care. The money is **not refundable**. Any medical cases that cannot be attended by the Institute dispensary are

referred to competent Government Hospitals in the City of Dar es Salaam. The students who do not have Medical insurance **MUST** pay **TZS.50,400/=** (Fifty thousand four hundred shillings only) for health insurance at the beginning of every academic year.

5.0 LIBRARY FEE

Students have to pay an annual library fee of **TZS.10,000/=** (Ten thousand only) for Library membership. Access to the use of library facilities and services will strictly be limited to those who have paid the library fee.

6.0 CAUTION MONEY

This applies to new students. Each student shall be required to deposit **TZS.40,000/=** (Forty thousand only) as collateral security that shall be used to recover lost or damaged Institute property. This amount is non-refundable.

7.0. IDENTITY CARD

This applies to all new students. Each student shall be required to bring four recent passport-size color photographs and to pay **TZS.15,000/=** (Fifteen thousand only) for the production of the student's identity card.

8.0 STUDENTS' UNION MEMBERSHIP FEE

There is a students' union known as the “**Water Institute Students' Organization**” (WISO). Your registration as a student of this Institute entitles you to automatic membership to this student union. You shall, therefore, be obliged to contribute to this organization by paying a non-refundable membership fee of **TZS.20,000/=** (Twenty thousand only) for first-year students. Continuing students will pay an annual contribution of **TZS.15,000/=** (Fifteen thousand only) at the beginning of the first semester of every year.

Note (For students union only) the payment shall be made through:-

□ **DSM MAIN CAMPUS (Students Union):-**

Bank Name: National Microfinance Bank (NMB)

Account Name: WADEMISO PROJECT FUND

Account Number: 22502300007

9.0 STUDENTS' SPORTS AND GAMES FEE

The Government require every student to participate in sports and games and other physical exercises which involves inter-colleges competition for keeping their body healthier and for talents development. Therefore every student is obliged to pay **TZS.15,000/=** (Fifteen thousands only) at the beginning of the first semester for sports and games.

10.0 REPORTING DATE

The orientation and registration week for 2024/2025 new students will start on **15th October, 2024**. You are expected to be at the Institute by **15th October, 2024 (not earlier)**. First semester studies will begin on **21st October 2024**. You will not be accepted at the Institute if you report later than **two weeks after the beginning of studies**. Thereafter, your admission will be terminated.



11.0 SUMMARY OF COSTS TO BE MET

Table 2. Money to be paid to the Institute (In Tanzanian Shillings) Only through Control Number (see procedures for payment below).

Number (see procedures for payment below).					
S/N	Description	Tanzanian Student (TZS)		Foreign Student US \$	
		FIRST SEMESTER			
		1 st Year	2 nd & 3 rd Year	1 st Year	2 nd , 3 rd Year
1	Registration Fee	20,000	-	25	-
2	Tuition Fee	810,000	810,000	1,570	1,570
3	Quality Assurance Fee	20,000	20,000	20	20
4	Medical Capitation (non-refundable)	10,000	10,000	20	20
5	Library Membership	10,000	10,000	10	10
6	Examination fee	60,000	60,000	120	120
7	Caution Money	40,000	-	40	-
8	Student's Identity Card	15,000	-	10	-
9	Prospectus	5,000	-	10	
	Sub-Total	990,000	910,000	1,925	1,740
SECOND SEMESTER					
10	Tuition Fee	540,000	540,000	-	-
11	Medical Capitation (Non-Refundable)	10,000	10,000	-	-
12	Certification	50,000	-	100	-
13	Examination Fee	60,000	60,000	-	-
	Sub-Total	660,000	610,000	-	-
	Grand-Total	1,650,000	1,520,000	2,025	1,740

13.0 PAYMENT PROCEDURES FOR ACADEMIC YEAR 2024-2025

STEP 1:

1. Connect your device with Internet (Smart Phone or Laptop);
2. In address bar, type <https://sims.waterinstitute.ac.tz>.

STEP 2: FOR NEW COMER, LOG IN TO YOUR SIMS ACCOUNT

Use your form IV index number as your **username** (eg. S1222/1333/2023) and your SURNAME in capital as **password** for the first time. You can change password once you are logged in to the system.

STEP 3:

After successful log in, Click Payment Menu in the left side then click Create Invoice.

Then after clicking Create the Invoice then Click Fee Structure then fill in the form to preview Invoice and select all options item required.

Click Preview Invoice button to load invoice and select options.

There after click Create Invoice button, System will generate Invoice number, which will be used in Payment.

You must submit original pay-in slip of the Bank/service provider as evidence that you have paid fees and other financial dues to the Institute.

You can pay the annual fees and other financial dues at once at the beginning of the first semester or in four installments, as described in section 2 of this joining instructions.

You will not be accepted if you do not submit the evidence of payments on the date you arrive at the Institute.





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WATER INSTITUTE



MEDICAL EXAMINATION FORM

To be filled by a Medical Officer

FULL NAME OF STUDENT.....

SEX: MALE/FEMALE.....

HB TEST:.....

STOOL: URINE MICRO.....

T.B TEST:.....

EYE EXAMINATION:.....

E.N.T:

CHEST:

CHEST X-RAY:.....

ABDOMEN.....

ADDITIONAL INFORMATION

Physical Defects of Impairments, Infections, Chronic, or Hereditary (family) Disease.

.....
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.....

I certify that I have examined the above Student and consider that he/she is physically/not physically fit for further studies.

NAME & SIGNATURE

STAMP

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Singida Campus
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Website:www.waterinstitute.ac.tz