

THE UNITED REPUBLIC OF TANZANIA

MINISTRY OF WATER AND IRRIGATION

WATER INSTITUTE



Ref no: WI/C.44/76/51

Date: 25<sup>th</sup> July, 2017

TO: .....

.....

.....

**SUB: Admission Letter for Joining Ordinary Diploma Course in Year 2017/2018 – Government /Private Sponsored**

I am glad to inform you that you have been selected for admission to this Institute where you will pursue a three-year **Ordinary Diploma Course in** (name of specialization) **Water Supply and Sanitation Engineering/ Hydrology and Meteorology/ Hydrogeology and Water-Well Drilling/ Water Laboratory Technology and Irrigation Engineering.**

If you complete successfully the first-year studies in 2017/18 you will attain the qualification of Basic Technician Certificate (NTA4) and will be promoted to undertake second-year studies in 2018/19. If you complete successfully the second-year studies in 2018/19 you will attain the qualification of Technician Certificate (NTA5) and will be promoted to undertake third-year studies in 2019/20. If you complete successfully the third-year studies you will attain the qualification of Ordinary Diploma (NTA6).

I congratulate you for meeting academic requirements for admission. I welcome you to the Institute. You will be required to fulfill other requirements in order to be eligible for registration as a student of this Institute. If you fail to fulfill any one of registration requirements, you will not be registered and therefore, you will lose the right to be a student of this Institute. The registration requirements are as follows:

- (i) Submission of original and certified true copies of your certificates of secondary education and certified true copies of other educational credentials that are relevant for providing evidence that you qualify for admission.
- (ii) Submission of original and certified true copies of your birth certificate.
- (iii) Submission of four recent passport size colour photographs.
- (iv) Submission of statement of acceptance of admission offer - WI – OD – Admission - Acceptance and Declaration Form
- (v) Submission of duly filled and signed medical report – WI – OD – Admission - Medical Report.
- (vi) Submission of original pay-in slip of the Bank (duly signed, stamped and dated) as evidence that you have paid fees and other financial dues to the Institute through **the Bank**. Whichever Bank you use to deposit the money, payment should be in favour of Account Name: **Water Development and Management Institute**, Account Number: **22501000004**, Bank: **NMB Mlimani City Branch, Dares Salaam**. You can pay the annual fees and other financial dues at once at the beginning of the first semester or in two installments, the first at the beginning of the first semester, and the last at beginning of the second semester as described in the joining instructions.

Please read carefully the attached documents and fulfill the requirements.

You are most welcome.

Dr. S. Kazumba  
RECTOR

Attachments:

- (i) WI – OD - Admission – Acceptance of Admission Offer and Declaration Private/ Government Sponsored
- (ii) WI – OD - Admission - Joining instructions FY 2017/2018 – Private /Government Sponsored
- (iii) WI – OD - Admission – Medical Examination Report- Private /Government Sponsored

**WI – OD - Admission – Acceptance of Admission Offer and Declaration**

**INSTRUCTIONS:**

You will be admitted at Water Institute after submitting this form dully filled and signed. Your signature attests that you will fulfill or you promise to fulfill the conditions specified on this form.

PERSONAL  
PARTICULARS

**NB: Write your Name as it appear in your form IV certificate or result slip**

1. LAST NAME (SURNAME): .....  
MIDDLE NAME(s).....  
FIRST NAME: .....  
FORM IV INDEX NUMBER AND YEAR.....
2. COURSE REGISTERED FOR: .....
3. HOME ADDRESS (PLACE OF RESIDENCE):..... VILLAGE/ STREET  
POSTAL ADDRESS:..... TELEPHONE:.....

**Conditions for Admission at the Institute:** You are being admitted to the Water Institute on the following conditions:

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. 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, field activities, sports activities, etc)
3. That you will not, in any way, carry out any social/ sexual harassment to any of your fellow Students during your stay at the Institute.
4. That you will follow the properly laid down procedures in submitting your request(s), demand(s) and/or grievances.
5. That you will be responsible for proper care of the Institute's properties entrusted under your custody.
6. That you will participate fully in keeping the institute compound environmentally clean (especially the Halls of residence and their surroundings).

If you accept the above stated six (6) conditions, please sign the declaration given below. On your arrival at the Institute you will be required to hand in this form before you do any formal registration.

**DECLARATION**

I (Name in full) ..... do accept the seven (6) conditions state above.

.....  
(SIGNATURE)

.....  
DATE

## WI – OD – ADMISSION – JOINING INSTRUCTIONS FY 2017/ 2018

### **1. ACCOMMODATION:**

Accommodations at the Institute are limited; the priority will be given to government-sponsored students, students with disabilities, up-country students and female students. Those who secure accommodation in students' hostels within the Institute Campus will be required to pay a rent for the whole year at the beginning of semester 1. Equivalent to **TZS 200,000/=** per semester will be paid after securing accommodation within the Institute campus. The Institute will provide you with a bed and a mattress. You will be required to come with the following items:

- Pillow, Bed sheets and a Towel
- Mosquito net
- 10 or 20 litres bucket
- Enough pocket money for personal expenses (e.g. for buying food and drinks, hygiene goods, stationery, etc)

**NOTE:** Government sponsored students are not required to pay accommodation fee of Tsh 200,000/=

### **2. TUITION FEES**

Private and Government -sponsored students will be required to pay an annual tuition fee of **TZS 1,070,000** (One million and Seventy Thousand shillings only) which will be used to cover studying expenses. At least half of this amount of money (i.e. **TZS 610,000**) has to be paid at the beginning of the first semester. The rest has to be paid at the beginning of the second semester. Those who can afford can pay the whole amount at the beginning of the first semester. Government sponsored students will be provided with meals and accommodation at the Institute

### **3. 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.

### **4. TRAVELLING COSTS**

You will be paying for your travelling costs when coming to the Institute and during your vacations. For off-campus students, they will bear their day-to-day commuting costs from their residences to the Institute and back to their residences.

### **5. MEDICAL COSTS**

The Institute has a dispensary that provides medical consultancies and treatment of common diseases. All students, Private and Government sponsored have to pay partially for medical services provided by this dispensary. Every student is required to pay **TZS 10,000** (ten thousand) at the beginning of the first semester and the same amount at the beginning of the second semester which is 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 Dares 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 the year.

### **6. STUDY MATERIALS**

Each student has to bear the costs of stationery materials; scientific calculator; laboratory, workshop or field studies clothing and footwear, etc. Students of Water Supply & Sanitation Engineering, Hydrology and Meteorology, Irrigation Engineering, and Hydrogeology & Water-Well Drilling should come with dark-blue overalls. Students of Water Quality Laboratory Technology should come with white overcoats.

## **7. LIBRARY FEES**

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

## **8. CAUTION MONEY**

This applies to new students. Each student shall be required to deposit **TZS 30,000** (Thirty thousands) as a collateral security that shall be used to recover lost or damaged Institute property. This amount shall be reimbursed at the end of the course if the student committed no loss or damage.

## **9. IDENTITY CARD**

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

## **10. STUDENTS' UNION MEMBERSHIP FEES**

There is a students' union known as "**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 5,000** (five thousands only) at the beginning of the first semester FY 2017/18 which is valid until completion of NTA6 studies and annual contribution of **TZS 15,000** (fifteen thousand only) at the beginning of first semester in every year of study as annual contribution to WISO. Annual contributions will continue in NTA5 and NTA6 studies.

## **11. REPORTING DATE**

The orientation and registration week for 2017/2018 new students will start on the **23<sup>rd</sup> October, 2017**. Those who are entitled to be given a room (In-campus students) are therefore expected to be at the Institute by the **22<sup>nd</sup> October, 2017 (not earlier)**. Off-campus students are required to report on **23<sup>rd</sup> October, 2017**. First semester studies will begin on **30<sup>th</sup> October, 2017**. You will not be accepted at the Institute if you report later than **20<sup>th</sup> November 2017**. Your place will be given to someone else on the waiting list. If, for any reason, you decide or you are obliged by circumstances to postpone your registration to the subsequent year, put it clearly in writing at least one week before first semester studies begin and after paying (**TZS 610,000**) half of the tuition fee. Failure to do that will result into loss of your place at this Institute.

12. SUMMARY OF COSTS TO BE MET BY EACH STUDENT (Government and Private).

A. MONEY TO BE PAID TO THE INSTITUTE (IN TANZANIAN SHILLINGS)

Cash will NOT BE accepted. Pay through the Bank to:

Name of Account: Water Development and Management Institute

Number of Account: 2 2 5 0 1 0 0 0 0 4

Bank: NMB, Mlimani City Branch, Dares Salaam

|   | First Year (NTA 4) Students | Second & Third Year (NTA 5&6) Students |
|---|-----------------------------|--|
| <b>First Semester</b>                     |                             |  |
| Registration fees                         | 10,000                      | 0                                      |
| Tuition fee                               | 450,000                     | 450,000                                |
| NACTE Fee                                 | 15,000                      | 15,000                                 |
| Medical costs capitation (non-refundable) | 10,000                      | 10,000                                 |
| Library fees                              | 10,000                      | 10,000                                 |
| Examination fees                          | 50,000                      | 50,000                                 |
| Caution money                             | 30,000                      | 0                                      |
| Identity card                             | 15,000                      | 0                                      |
| Students' union membership fee            | 5,000                       | 0                                      |
| Students' union annual contribution       | 15,000                      | 15,000                                 |
| <b>Sub-total</b>                          | <b>610,000</b>              | <b>550,000</b>                         |
| <b>Second Semester</b>                    |                             |  |
| Tuition fee                               | 450,000                     | 450,000                                |
| Medical costs capitation (non-refundable) | 10,000                      | 10,000                                 |
| <b>Sub-total</b>                          | <b>460,000</b>              | <b>460,000</b>                         |
| <b>Grand-total</b>                        | <b>1,070,000</b>            | <b>1,010,000</b>                       |

Note: 1. Those students who would like to be accommodated in WI hostels will pay Tsh. 200,000/= per year.

2. All students who do not have health insurance card **MUST** pay Tsh 50,400/= for Health insurance at the beginning of the year.

**NB.** Payments of fees and other financial dues to the Institute must be through the Bank. You must submit original pay-in slip of the Bank (duly signed, stamped and dated) as evidence that you have paid fees and other financial dues to the Institute through **the Bank**. Whichever Bank you use to deposit the money, payment should be in favour of Account Name: Water Development and Management Institute, Account Number: **2 2 5 0 1 0 0 0 0 4**, Bank: **NMB**, Mlimani City Branch, Dares Salaam. You can pay the annual fees and other financial dues at once at the beginning of the first semester or in two installments, the first at the beginning of the first semester, and the last at beginning of the second semester the as described in the joining instructions. **You will not be accepted if you do not submit the pay-in slip on the date you arrive at the Institute.**

**B. MONEY TO BE PAID BY THE PARENT/ GUARDIAN/ SPONSOR TO THE STUDENT**

The parent/ guardian/ sponsor should give the student sufficient money for meeting the following costs as described below:

**Private Sponsored Students**

| Description   | NTA 4 Students   | NTA 5&6 Students |
|---|------------------|------------------|
| Meals – 6,000 TZS/day x 7days x 35 weeks for NTA4   | 1,470,000        | 1,428,000        |
| Meals – 6,000 TZS/day x 7days x 34 weeks for NTA5 & 6   |                  |                  |
| Industrial / field practical training allowance - 6,000 TZS/day x 7days x 10 weeks                              | 420,000          | 420,000          |
| Fare to and from Industrial / field practical training attachment venue   | 50,000           | 50,000           |
| Study materials – stationery supplies, scientific calculator, laboratory/ workshop/ field studies clothing, etc | 100,000          | 100,000          |
| Fare from home to Institute and back home at the end of semester – 50,000 TZS per semester x 2 semesters        | 100,000          | 100,000          |
| Miscellaneous personal expanses – 1,000 TZS/day x 7 days x 34 weeks   | 238,000          | 238,000          |
| <b>Total</b>  | <b>2,378,000</b> | <b>2,336,000</b> |

**Government Sponsored Students**

| Description   | NTA 4 Students | NTA 5&6 Students |
|---|----------------|------------------|
| Study materials – stationery supplies, scientific calculator, laboratory/ workshop/ field studies clothing, etc | 100,000        | 100,000          |
| Fare from home to Institute and back home at the end of semester – 50,000 TZS per semester x 2 semesters        | 100,000        | 100,000          |
| Miscellaneous personal expanses – 1,000 TZS/day x 7 days x 34 weeks   | 238,000        | 238,000          |
| <b>Total</b>  | <b>438,000</b> | <b>438,000</b>   |

These amounts are only indicative. The parent/ guardian/ sponsor have the liberty to give the student larger amounts.

**You are most welcome.**



Ref no: WI/C.44/76/51

Date : 25<sup>th</sup> JULY 2017

TO: Medical Officer In-Charge

..... Hospital

P. O. Box .....

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**SUB: Medical Examination Report In Respect Of Prospective Students About To Join Ordinary Diploma Course in Year 2017/ 2018**

Please provide us the assistance of carrying out medical examination on Mr. / Mrs. / Miss\*

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and report to us the results of the examination using the attached form. The examination report is important to us as it provides us with medical criteria for accepting him/ her if s/he is medically fit, or rejecting him/ her if s/he has a serious medical condition which will prevent him/ her from gainful participation in learning activities and undertaking assessment activities for determining whether s/he has attained or not the learning objectives specified for the training, or accepting him/ her with the full knowledge that s/he has a medical condition which is not very serious but which requires close monitoring. S/he has been selected for admission to the three-year **Ordinary Diploma Course in** (name of specialization) **Water Supply and Sanitation Engineering/ Hydrology and Meteorology/ Hydrogeology and Water-Well Drilling/ Water Quality Laboratory Technology and Irrigation Engineering.**

We thank you for the expected cooperation.

\*Delete whichever is inappropriate.

Dr. S. Kazumba

**RECTOR**

Attachments:

WI – OD - Admission – Medical Examination Report

## WI – OD - Admission – Medical Examination Report

Admission of students to Ordinary Diploma Courses at Water Institute is conditional upon receipt of a satisfactory medical report from a Medical Practitioner. The Medical Officer is requested to fill in a detailed diagnostic medical report of the candidate as required in the form. The form should then be posted back to the Institute early enough so that it is received at least two weeks before the student reports to the Institute\*. Orientation and registration shall be done from 23<sup>rd</sup> October 2017 to 28<sup>th</sup> October 2017. Lesson for semester 1 shall begin on 30<sup>th</sup> October 2017. The last date for registration for semester 1 studies is 10<sup>th</sup> November, 2017. The address to be used is:

*The Rector*  
*Water Institute*  
*P. O. Box 35059*  
**DAR ES SALAAM**

*\*The dully filled and signed form should preferably be posted, but if that is inconvenient, it can be given to the candidate who will bring it to the Institute. In both cases it must be sealed in double envelopes. The inner envelope should be marked "Attention to the rector, Water Institute – Medical Report"*

### **A. Candidate's Particulars:**

- SURNAME: .....
- OTHER NAMES: .....
- AGE: .....years
- Height: .....cm
- Weight: .....kg

### **B. General examination**

Has the candidate ever suffered, or is s/he suffering from any of the following medical conditions? (*Delete Whichever Is Inapplicable*)

- Tuberculosis.....Yes / No
- Epilepsy..... Yes / No
- Anaemia..... Yes / No
- Leprosy..... Yes / No
- Peptic Ulcers..... Yes / No
- Bronchial asthma..... Yes / No
- Hypertension..... Yes / No
- Dysmenorrhea..... Yes / No
- Diabetes Mellitus..... Yes / No
- Psychosis..... Yes / No
- Sickle cells..... Yes / No

Under this sub-section, does the candidate have any serious medical condition which will prevent him/ her from gainful participation in learning activities or undertaking assessment activities for determining whether s/he has attained or not the learning objectives specified for the training or which is contagious and therefore a danger to other people at the Institute? (Yes /No). If yes, please explain

.....  
.....

### **C. Skin examination**

Condition of the skin: any disease or abnormality? (Yes / No), If Yes, please explain

.....  
.....

Under this sub-section, does the candidate have any serious medical condition which will prevent him/ her from gainful



participation in learning activities or undertaking assessment activities for determining whether s/he has attained or not the learning objectives specified for the training or which is contagious and therefore a danger to other people at the Institute? (Yes / No). If yes, please explain

.....  
.....

**D. Head examination**

- Condition of ears: any disease or abnormality? (Yes / No), If Yes, please explain

.....  
.....

- Condition of mouth and throat: any disease or abnormality? (Yes/ No), If Yes, please explain

.....  
.....

- Condition of the nose: any disease or abnormality? (Yes / No), If Yes, please explain

.....  
.....

- Condition of the eyes including refractive capability: any disease or abnormality? (Yes / No), If Yes, please explain

.....  
.....

Under this sub-section, does the candidate have any serious medical condition which will prevent him/ her from gainful participation in learning activities or undertaking assessment activities for determining whether s/he has attained or not the learning objectives specified for the training or which is contagious and therefore a danger to other people at the Institute? (Yes /No). If yes, please explain

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.....

**E. Thorax examination**

- Condition of the trachea: any disease or abnormality? (Yes / No), If Yes, please explain

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.....

Condition of lungs: any disease or abnormality? (Yes / No), If Yes, please specify

.....  
.....

Under this sub-section, does the candidate have any serious medical condition which will prevent him/ her from gainful participation in learning activities or undertaking assessment activities for determining whether s/he has attained or not the learning objectives specified for the training or which is contagious and therefore a danger to other people at the Institute? (Yes /No). If yes, please explain

.....  
.....

**F. Cardiovascular system examination**

- Condition of the heart and blood circulation system (cardiovascular system - blood pressure, heart beats, arteries, veins, haemoglobin concentration, blood group, etc): any disease or abnormality? (Yes / No), If Yes, please explain

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.....

Under this sub-section, does the candidate have any serious medical condition which will prevent him/ her from gainful participation in learning activities or undertaking assessment activities for determining whether s/he has attained or not the learning objectives specified for the training or which is contagious and therefore a danger to other people at the Institute? (Yes / No). If yes, please explain

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.....  
.....

**G. Abdomen examination**

Has the candidate ever suffered, or is s/he suffering from any of the stated medical conditions or are any of the stated organs affected by a disease or are abnormal in any way?

- Hernia: (Yes / No)  
.....  
.....
- Hydrocele: (Yes / No)
- Masses: (Yes / No)
- Liver: (Yes / No), If yes please explain  
.....  
.....
- Spleen: (Yes/ No), If yes please explain  
.....  
.....
- Kidney: (Yes/ No), If yes please explain  
.....  
.....
- Rectum: (Yes/ No), If yes please explain  
.....  
.....
- Hyperacidity or gastric - duodenal ulcer: (Yes / No), If yes please explain  
.....  
.....

Under this sub-section, does the candidate have any serious medical condition which will prevent him/ her from gainful participation in learning activities or undertaking assessment activities for determining whether s/he has attained or not the learning objectives specified for the training or which is contagious and therefore a danger to other people at the Institute? (Yes /No). If yes, please explain

.....  
.....  
.....

**H. Laboratory Examination**

Please give results for the following laboratory examinations

- **Urine:**
  - ✓ Albumen .....
  - ✓ Sugar .....
  - ✓ Leukocytes .....
  - ✓ Bilharziasis .....
  - ✓ Stool (emphasis on Hookworms) .....

- **Blood examination:**
  - ✓ Haemoglobin .....
  - ❖ Differential count: Total WBC.....
    - Neutrophils.....
    - Eosinophils.....
    - Basophils.....
    - Monocytes.....
    - ESR .....
  - ✓ HIV/AIDS.....

Under this sub-section, does the candidate have any serious medical condition which will prevent him/ her from gainful participation in learning activities or undertaking assessment activities for determining whether s/he has attained or not the learning objectives specified for the training or which is contagious and therefore a danger to other people at the Institute? (Yes

/No). If yes, please explain

.....

.....

**I. Disability examination**

Does the candidate have any physical or mental disability? (Yes / No). If yes please explain

.....

.....

.....

Under this sub-section, does the candidate have any serious medical condition which will prevent him/ her from gainful participation in learning activities or undertaking assessment activities for determining whether s/he has attained or not the learning objectives specified for the training? (Yes / No). If yes, please explain

.....

.....

.....

**J. Chronic diseases**

Does the candidate have any chronic disease or ailment? (Yes / No). If yes please explain

.....

.....

Under this sub-section, does the candidate have any serious medical condition which will prevent him/ her from gainful participation in learning activities or undertaking assessment activities for determining whether s/he has attained or not the learning objectives specified for the training? (Yes / No). If yes, please explain

.....

.....

**K. CONCLUSION**

I confirm that I have examined Mr/Mrs/Miss .....

From my findings, and basing on my professional expertise, I declare that (delete whichever is inappropriate):

- o S/he is **medically fit** so s/he **should** be admitted for studies at Water Institute.
- o S/he is **medically unfit**, so s/he **should not** be admitted for studies at Water Institute.

S/he has a recurring ailment of.....  
which is not contagious and does not prevent him/ her from gainful participation in studies but will require him/ her to be treated frequently while s/he is continuing with studies, so s/he can be admitted to studies at Water Institute.

Name:.....

Title:.....

Qualifications:.....

Signature:.....

Date.....

Official Stamp.....

**NOTE: This report is binding and the Institute will not accept any claim of chronic medical problem, which is not indicated in this form.**