



In reply, please quote

Ref. No.: W/C.44/76/85

Date: 04th June, 2024

TO:
P.O. BOX

**SUB: ADMISSION LETTER FOR JOINING THE ORDINARY DIPLOMA COURSE IN THE
YEAR 2024/2025**

I am glad to inform you that you have been selected to join Water Institute where you will pursue a three-years Ordinary Diploma Course in your selected program.

2. Upon the successful completion of the first-year studies in 2024/2025, you will attain the qualification of Basic Technician Certificate (NTA4) and will be promoted to undertake second-year studies, in 2025/2026. If you will complete successfully the second year studies, you will attain the qualification of Technician Certificate (NTA5) and will be promoted to undertake third-year studies in 2026/2027. When you complete successfully the third-year studies, you will achieve the qualification of an Ordinary Diploma (NTA6).
3. The registration requirements are as follows:-
 - i. Original and certified true copies of your certificates of secondary education
 - ii. Original and certified true copies of your birth certificate.
 - iii. Submission of four recent passport size colour photographs.
 - 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)
 - vii. Departmental Requirement: A3-Drawing Board, Dark Blue Overalls, non-programmable calculator (recommended CASIO f(x)-991 MS) and Gumboots (Available at the Institute).
4. You are mostly 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 being admitted to the Water Institute under 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 any way, carry out any social/ sexual harassment to any of your fellow;
- 2.4. That you will follow the 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 their 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 DIPLOMA STUDENTS

1.0 ACCOMMODATION

Accommodations at the Institute are limited; the priority will be given to students with disabilities, up-country students, female students and first year students. Those who secure accommodation at the Institute Campus will be required to pay a rent of **TZS 300,000/** (Three hundred thousands) in one installment, for the whole year at the beginning of semester one. The Institute will provide you with a bed and a mattress. You will be required to come with the following items;

- i. Pillow, Bed sheets and a towel;
- ii. Mosquito net;
- iii. Bucket of 10 or 20 liters;
- iv. Enough pocket money for personal expenses (e.g. for buying foods, hygiene goods and stationery).

2.0 STUDY COSTS

As a first year diploma student, you will be required to pay an annual fee of **TZS 1,215,000** (One million, Two Hundred and Fifteen Thousand shillings only) which will be used to cover studying expenses. **Table 1** below stipulates the fee payment distribution and the deadline of payment.

Table 1: Fee Payment Schedule for Ordinary Diploma Students

SEMESTER	INSTALLMENT	1ST YEAR	2ND & 3RD YEAR	DEADLINE FOR INSTALLMENTS
	ANNUAL FEE	1,215,000.00	1,095,000.00	
SEMESTER 1	INSTALLMENT 1 (30%)	364,500.00	328,500.00	08/11/2024
	INSTALLMENT 2 (30%)	364,500.00	328,500.00	20/12/2024
SEMESTER 2	INSTALLMENT 3 (20%)	243,000.00	219,000.00	11/04/2025
	INSTALLMENT 4 (20%)	243,000.00	219,000.00	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 emphasized by Government Public Dressing 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 thousands) 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 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 (NHIF) at the beginning of every academic year.

5.0 DEPARTMENTAL REQUIREMENTS

Each student has to bear the costs of departmental requirements according to the respective department. All the required departmental items **WILL BE AVAILABLE AT THE INSTITUTE** with prices as shown in a **Table 2**. below;

Table 2: Departmental Requirements

S/N	COURSE	ITEMS REQUIRED AND PRICES
1	Ordinary Diploma in Water Supply Engineering	i. A3-Drawing Boards =55,000/TZS
2	Ordinary Diploma in Hydrology and Meteorology	ii. Dark-Blue Overalls =30,000/TZS
3	Ordinary Diploma in Irrigation Engineering	iii. Scientific Calculator =30,000/TZS
4	Ordinary Diploma in Hydrogeology & Water-Well Drilling	iv. Gumboots =20,000/TZS
5	Ordinary Diploma in Sanitation Engineering	v. T- Shirt =15,000/TZS
6	Ordinary Diploma in Operation and Maintenance of Water Systems Engineering	
7	Ordinary Diploma in Water Quality And Laboratory Technology	i. White Laboratory Coat =20,000/TZS ii. Scientific Calculator =30,000/TZS iii. Gumboots =20,000/TZS iv. T-Shirt =15,000/TZS

Dar es Salaam Main Campus
P.O. Box 35059
Dar es Salaam
Tel: +255 735 900 907

Email: rector@waterinstitute.ac.tz

Singida Campus
P.O. Box 423
Singida
Website: www.waterinstitute.ac.tz

6.0 LIBRARY FEE

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

7.0 CAUTION MONEY

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

8.0 IDENTITY CARD

This applies to all new students. Each student shall be required to pay **TZS 15,000** (Fifteen thousands) for the production of the student's identity card.

9.0 STUDENTS' UNION MEMBERSHIP FEE

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 20,000** (Twenty thousands) for the first year students. Continuing students will pay annual contribution of **TZS 15,000** (Fifteen thousand) at the beginning of first semester every year.

10.0 STUDENTS' SPORTS AND GAMES FEE

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

Note: (For student's union fee), payment shall be made through:-

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

Bank Name: National Microfinance Bank (NMB)

Account Name: WADEMISO PROJECT FUND

Account Number: 22502300007

✓ **SINGIDA CAMPUS :-**

Bank name: CRDB Bank

Account Name: WISO SINGIDA

Account Number: 0133662618200

11.0 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.

12.0 SUMMARY OF COSTS TO BE MET

Table 3. Money to be paid to the Institute (In Tanzanian Shillings) Only through Control Number (see procedures for payment below).

S/N	Description	Tanzanian Student (TZS)		Foreign Student (USD)	
		FIRST SEMESTER			
		1 st Year	2 nd & 3 rd	1 st Year	2 nd & 3 rd
1	Registration Fee	10,000	-	15	-
2	Tuition Fee	600,000	600,000	1,235	1,235
3	NACTE Fees	15,000	15,000	15	15
4	Medical Capitation	10,000	10,000	20	20
5	Library Membership Fee	10,000	10,000	10	10
6	Examination fee	25,000	25,000	120	120
7	Caution money	40,000	-	30	-
8	Student's identity Card	15,000	-	10	-
9	Prospectus	5,000	-	10	-
	Sub-Total	730,000	660,000	1,465	1,400
SECOND SEMESTER					
10	Tuition Fee	400,000	400,000	-	-
11	Medical Capitation (Non-Refundable)	10,000	10,000	-	-
12	Certification	50,000	-	100	-
13	Examination Fee	25,000	25,000	-	-
	Sub-Total	485,000	435,000	-	-
	Grand-Total	1,215,000	1,095,000	1,565	1,400

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: LOGIN TO YOUR SIMS ACCOUNT FOR NEW COMER

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 logged in to the system.

STEP 3:

After successful logged 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.

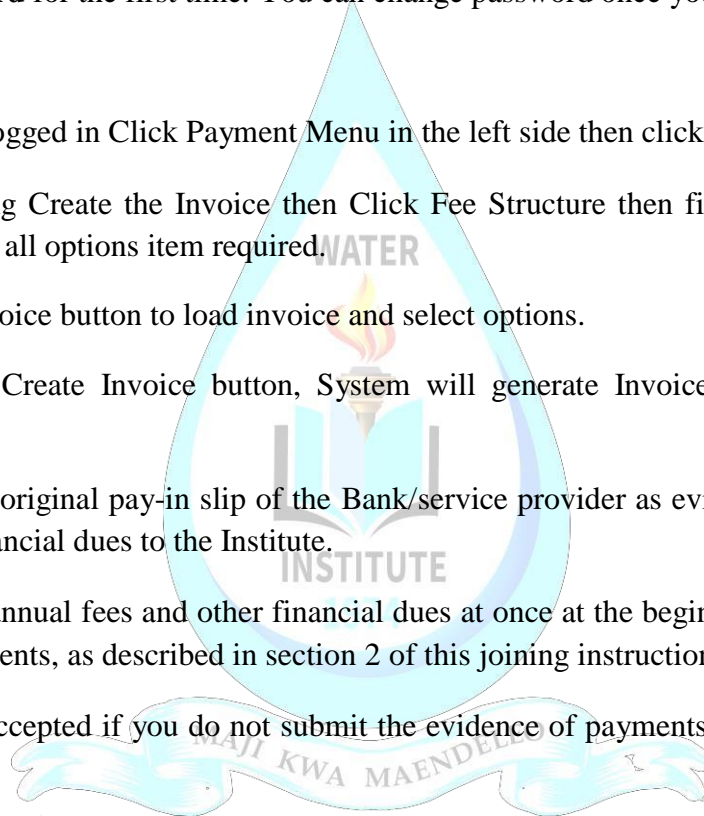
Click Preview Invoice button to load invoice and select options.

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.



YOU ARE MOSTLY WELCOME!



THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF WATER
WATER INSTITUTE



MEDICAL EXAMINATION FORM

To be filled by a Medical Officer of Government Dispensary Health Center/Hospital

FULL NAME OF STUDENT.....

SEX: MALE/FEMALE.....

HB TEST:

STOOL: URINE MICRO.....

T.B TEST:

EYE EXAMINATION:

E.N.T:

CHEST:

CHESTX-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.

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NAME & SIGNATURE

STAMP