



THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF WATER
WATER INSTITUTE



In reply, please quote

Ref.No.:WI/C.44/76/1

Date: 5th August 2024

TO:

P.O BOX.....

**SUB: ADMISSION LETTER TO JOIN MASTER’S DEGREE
PROGRAMME IN THE ACADEMIC YEAR 2024/2025**

Please be informed that upon reviewal and verification of your application documents, the Institute is well convinced that you have met the admission criteria to join the Master’s Degree programme at Water Institute.

2. Therefore, we are pleased to inform you that you have been selected at Water Institute (WI) to pursue a **Master’s Degree Programme in.....**for the academic year 2024/2025.

3. Kindly be informed that the orientation, registration and commencement of the classes for 2024/2025 new master’s students will start from 15th of October 2024. You are expected to be at the Institute by 15th October 2024 (not earlier).

4. Your registration to the program is subject to submission of the following requirements:

- i) Original and certified photocopies of the advanced certificate of secondary school education, certificate/diploma, and bachelor's degree certificate.
- ii) Four up-to-date coloured passport-size photographs.
- iii) Duly filled acceptance form and medical examination report.
- iv) Original and certified photocopy of birth certificate.
- v) Confirmation of sponsorship and proofs of payment of fees as stipulated in the attached fee structure.

5. You are most welcome.

Dr. Adam O. Karia (PhD)
RECTOR

TUITION FEES AND OTHER EXPENSES

All Masters students are required to deposit the tuition fees and other expenses as shown in **Table 1**. These costs shall be paid directly in Tanzanian shillings only through the control numbers provided (*see payment procedures in part 7.0 below*). The Institute payment receipt will be issued to a student after submission of the bank pay slip. The original payment slip must be submitted to the Institute during registration. No student shall be registered unless he/she has paid the required tuition fee.

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

□ ***DSMMAIN CAMPUS (Students Union):-***

Bank Name: National Microfinance Bank (NMB)

Account Name: WADEMISO PROJECT FUND

Account Number: 22502300007

Table 1: Fees/costs paid directly to WI by Sponsors/Students

S/N	Description	Tanzanian and East African Student (TZS)		Foreign Student (USD)	
		FIRST SEMESTER			
		1 st Year	2 nd Year	1 st Year	2 nd Year
1	Registration Fee	30,000	-	15	-
2	Tuition Fee	1,500,000	1,500,000	1,500	750
3	Quality Assurance Fee	20,000	20,000	10	10
4	Library Membership Fee	30,000	-	15	-
5	Examination Fee	100,000	-	100	-
6	Caution Money	50,000	-	25	-
7	Student's Identity Card	15,000	15,000	10	10
8	Certificate/Academic	-	100,000	-	100
9	Student Organization (WISO)	20,000	20,000	10	10
	Sub-Total	1,765,000	1,655,000	1,685	880
SECOND SEMESTER					
10	Tuition Fee	1,500,000	-	-	-
11	Examination Fee	100,000	-	-	-
	Sub-Total	1,600,000	-	-	-
	Total	3,365,000	1,655,000	-	-
	Grand-Total	5,020,000		2,565	
B: Direct Costs Payable to Student					
		Tanzanians/EAC/SADC students in (TSH)		Non EAC/SADC students in (USD)	
1	Stipend (Accommodation, meal, and pocket money)	4,758,000.00	2,379,000.00	3660.00	1,830.00
2	Thesis/Dissert. Production	-	400,000.00	-	200.00
3	Books	500,000.00	-	250.00	-
4	Stationery	500,000.00	500,000.00	250.00	250.00
5	Health Insurance Cover	100,000.00	100,000.00	100.00	100.00
6	Research Fund	-	5,000,000.00		2,500.00
Total		5,858,000.00	8,379,000.00	4,260.00	4,880.00
TOTAL			14,237,000.00		9,140.00
C: OTHER COSTS					
		Tanzanians/EAC/SADC students in (TSH)		Non EAC/SADC students in (USD)	
1	Graduation Gown hiring	50,000.00		50.00	
2	Extra Copy Transcript	30,000.00		30.00	
3	Replacement of Lost Certificate	100,000.00		100.00	
4	Provisional Results	10,000.00		10.00	
5	Extension Fee (per month)	100,000.00		100.00	
TOTAL		290,000.00		290.00	

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).....

Region:District:

Ward:Village/street:

Postal Address:.....

Telephone:.....

2.0 CONDITIONS FOR ADMISSION:

You are being 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 the 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 fellows;

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 THE YEAR 2024/2025 MASTER'S STUDENTS

1.0 INSTITUTE LOCATION

Water Institute (WI) is located in Ubungu area, at University Road alongside DDCA offices near the gate to the University of Dar es Salaam.

2.0 ACCOMMODATION

The institute has very limited accommodation available only for few Ordinary Diploma Students, therefore you are advised to find your accommodation near the Institute to ease your transport to and from the Institute.

3.0 STUDENTS SPONSORSHIP

A student can have a sponsor for his/her studies (Parents/Guardians, Employers, NGOs, HELSB,etc). A student is required to bring a fullyfilled-up Declaration form from the sponsor upon arrival to the Institute during registration (see **declaration form below**).

4.0 DRESSING CODE

The Institute does not have a standard (uniform) dress, but all students are expected to dress respectfully 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 practicals and Data collection Research findings etc. (As stipulated in the Government of the United Republic of Tanzania, Public Dressing Ethical Code, Act No. 6 of the year 2020).

5.0 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.

6.0 MEDICAL COSTS

Every Student must have Medical Insurance in every academic year.

7.0 IDENTITY CARD

Every Student is entitled to possess the Institute Identity Card. Replacement of a lost Identity Card shall be done upon payment of **TZS 30,000/=** (thirty thousand) and submission of a Police Loss Report. Students are expected to wear their identity cards on their necks when they are on the premises. Failure to do that will be misconduct and lack of discipline which will result in the denial of entrance to the Institute premises.

8.0 PAYMENT PROCEDURES

STEP1:

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, LOGIN 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.

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 MOST WELCOME!



THE UNITED REPUBLIC OF TANZANIA

MINISTRY OF WATER

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:.....

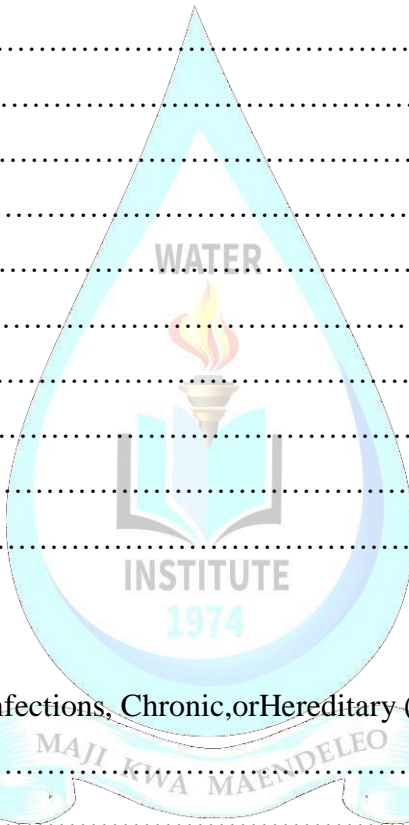
EYE EXAMINATION:.....

E.N.T:.....

CHEST:.....

CHEST X-RAY:.....

ABDOMEN.....



ADDITIONAL INFORMATION

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

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

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



THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF WATER
WATER INSTITUTE



Date:

Rector,
 Water Institute.
 P.O. Box 35059,
 DAR ES SALAAM.

Dear Sir,

RE: DECLARATION TO SPONSOR A STUDENT AT THE WATER INSTITUTE

We/I will sponsor
 Mr./Mrs./Miss.....who has been selected to join your
 Institute for a Master's program in
 (*name of the program*).

We/I promise to pay all his/her tuition fees and other costs as it shall be deemed necessary and as stipulated in the joining instruction.

Yours faithfully

.....

.....

Name

Signature

Contact Address:-

Telephone:

E-mail: