



THE UNITED REPUBLIC OF TANZANIA  
MINISTRY OF WATER  
WATER INSTITUTE



In reply, please quote

Ref. No.: WI/C.44/76/86

Date: 10<sup>th</sup> July 2023

TO: .....  
P.O. BOX .....

**SUB: ADMISSION LETTER FOR JOINING THE BACHELOR'S DEGREE PROGRAM**  
**IN THE YEAR 2023/2024**

I am pleased to inform you that you have been offered a place at Water Institute (WI) to pursue Bachelor's Degree programs in .....  
These are either three or four year programs accordingly as approved by TCU depending on entry requirements.

2. The orientation and registration week for 2023/2024 new students will start on the 16<sup>th</sup> of October 2023. You are expected to be at the Institute by 16<sup>th</sup> October 2023 (not earlier). First-semester studies will begin on 25<sup>th</sup> October 2023.

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 2023/24 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 dates colored passport-size photographs bearing your name and course of study at the back.
- iii. Original and certified photocopy of birth certificate.

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 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 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 2023/2024 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 1,650,000 (One million six hundred fifty thousand only) which will be used to cover study expenses. The table below stipulates the fee payment distribution.

FEE PAYMENT SCHEDULE FOR BACHELOR DEGREE STUDENTS				
SEMESTER	INSTALLMENT	1 <sup>ST</sup> YEAR	2 <sup>ND</sup> & 3 <sup>RD</sup> YEAR	TIME OF PAYMENT
	ANNUAL FEE	1,650,000.00	1,520,000.00	
SEMESTER 1	INSTALLMENT 1 (30%)	495,000.00	328,500.00	(OCT/NOV) 11/11/2023
	INSTALLMENT 2 (30%)	495,000.00	328,500.00	(DEC/JAN) 13/01/2024
SEMESTER 2	INSTALLMENT 3 (20%)	330,000.00	219,000.00	(MARCH) 02/03/2024
	INSTALLMENT 4 (20%)	330,000.00	219,000.00	(APRIL/MAY) 19/05/2024

### 3.0 DRESSING

The Institute does not have a standard (uniform) dress, but 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 practical training attachment, etc.

### 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) 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

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

Email: [rector@waterinstitute.ac.tz](mailto:rector@waterinstitute.ac.tz)

Singida Campus  
P.O. Box 423  
Singida  
Website: [www.waterinstitute.ac.tz](http://www.waterinstitute.ac.tz)

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 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 this fee.

### **6.0 CAUTION MONEY**

This applies to new students. Each student shall be required to deposit **TZS 40,000** (Forty thousand) 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) 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) this 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 SUMMARY OF COSTS TO BE MET

**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			
		1st Year	2nd & 3rd Year	1st Year	2nd, 3rd 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 Fee	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	-
	<b>Sub-Total</b>	<b>990,000</b>	<b>910,000</b>	<b>1,925</b>	<b>1,740</b>
<b>SECOND SEMESTER</b>					
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	-	-
	<b>Sub-Total</b>	<b>660,000</b>	<b>610,000</b>	<b>-</b>	<b>-</b>
	<b>Grand-Total</b>	<b>1,650,000</b>	<b>1,520,000</b>	<b>2,025</b>	<b>1,740</b>

## 10.0 PAYMENT PROCEDURES FOR ACADEMIC YEAR 2023-2024

### STEP 1:

1. Connect your device with Internet (Smart Phone or Laptop);
2. In the 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** and SURNAME in capital as **password** for the first time. Change password once you logged into the system.

### STEP 3:

After successfully logged in, Click Payment Menu in the left side then click Create Invoice.

After Click Create Payment, Click Fee Structure then fill in the form to preview Invoice and select all options item required.

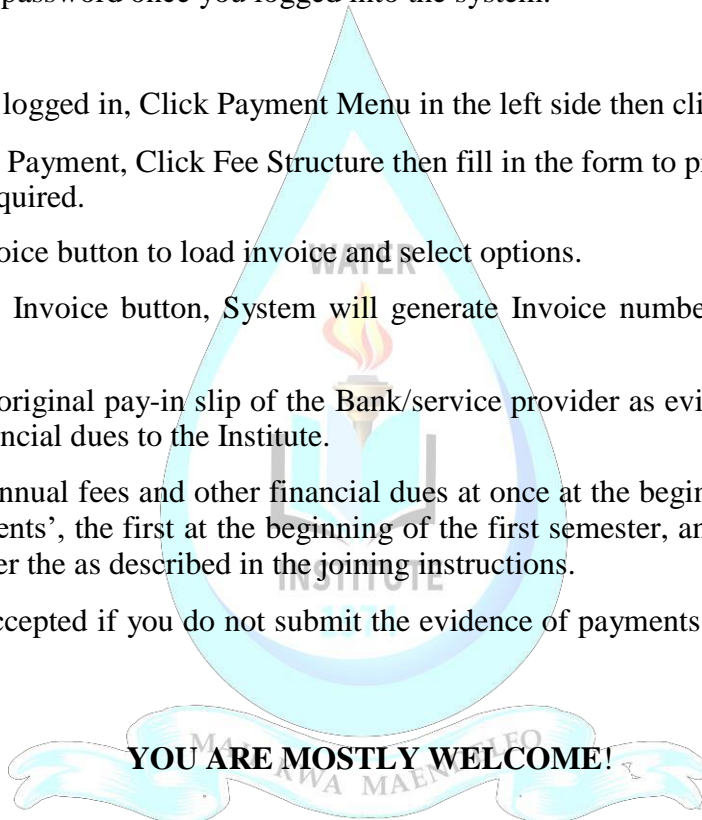
Click Preview Invoice button to load invoice and select options.

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 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 evidence of payments on the date you arrive at the Institute.





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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: .....

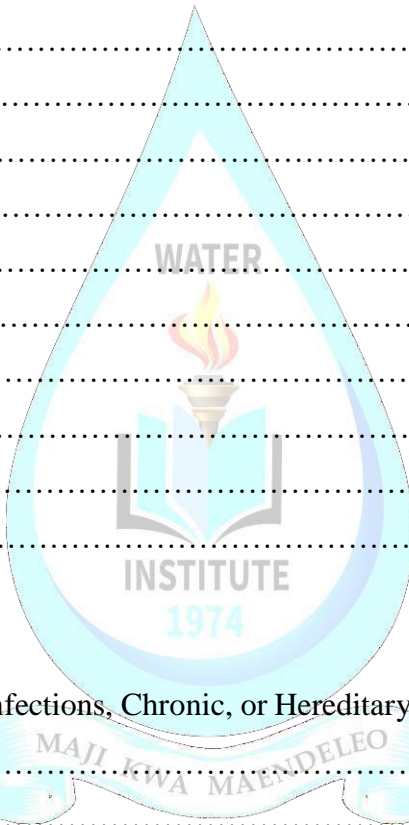
EYE EXAMINATION: .....

E.N.T: .....

CHEST: .....

CHESTX-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**