



THE UNITED REPUBLIC OF TANZANIA

MINISTRY OF WATER
WATER INSTITUTE



In reply, please quote

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

Date: 30th June, 2023

TO:

P.O. BOX

**SUB: ADMISSION LETTER FOR JOINING THE ORDINARY DIPLOMA COURSE IN THE
YEAR 2023/2024**

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

2. Upon the successful completion of the first-year studies in 2023/2024 you will attain the qualification of Basic Technician Certificate (NTA4) and will be promoted to undertake second-year studies in 2024/2025. If you will complete successfully the second-year studies in 2024/2025 you will attain the qualification of Technician Certificate (NTA5) and will be promoted to undertake third-year studies in 2025/2026. If you will complete successfully the third-year studies, you will attain 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, White Laboratory coat, non-programmable calculator (recommended CASIO f(x)-991 MS) and Gumboots
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 FY 2023/ 2024 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 400,000/** for the whole year in 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 hygiene goods and stationery).

2.0 STUDY COSTS

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

FEE PAYMENT SCHEDULE FOR ORDINARY DIPLOMA STUDENTS				
SEMESTER	INSTALLMENT	1ST YEAR	2ND & 3RD YEAR	TIME OF PAYMENTS
	ANNUAL FEE	1,215,000.00	1,095,000.00	
SEMESTER 1	INSTALLMENT 1 (30%)	364,500.00	328,500.00	(OCT/NOV) 11/11/2023
	INSTALLMENT 2 (30%)	364,500.00	328,500.00	(DEC/JAN) 13/01/2024
SEMESTER 2	INSTALLMENT 3 (20%)	243,000.00	219,000.00	(MARCH) 2/03/2024
	INSTALLMENT 4 (20%)	243,000.00	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 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.

4.0 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 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 DEPARTMENTAL REQUIREMENTS

Each student has to bear the costs of departmental requirements according to the department as shown below;

S/N	COURSE	ITEMS REQUIRED
1	ORDINARY DIPLOMA IN WATER SUPPLY ENGINEERING	i. A3-Drawing Boards, ii. Dark-Blue Overalls,
2	ORDINARY DIPLOMA IN HYDROLOGY AND METEOROLOGY	iii. Scientific Calculator. iv. Gumboots
3	ORDINARY DIPLOMA IN IRRIGATION ENGINEERING	
4	ORDINARY DIPLOMA IN HYDROGEOLOGY & WATER-WELL DRILLING	
5	SANITATION ENGINEERING	
6	OPERATION AND MAINTANANCE OF WATER SYSTEMS ENGINEERING	
7	ORDINARY DIPLOMA IN WATER QUALITY AND LABORATORY TECHNOLOGY	i. A3-Drawing Boards, ii. Dark-Blue Overalls, iii. White Laboratory Coat iv. Scientific Calculator. v. Gumboots

6.0 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.

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 bring four recent passport size colour photographs, and to pay **TZS 15,000** (fifteen thousand) 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 only) for the first year students. Continuing students will pay annual contribution of **TZS 15,000** (fifteen thousand only) at the beginning of first semester in 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

✓ **SINGIDA CAMPUS :-**

Bank name: CRDB Bank

Account Name: WISO SINGIDA

Account Number: 0133662618200

Contact Singida Campus – 0755 900905

10.0 REPORTING DATE

The orientation and registration week for September Intake, 2023 new students will start on the **16th October, 2023**. You are expected to be at the Institute by the **16th October, 2023 (not earlier)**. First semester studies will begin on **23rd October, 2023**. 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

A. MONEY TO BE PAID TO THE INSTITUTE (IN TANZANIAN SHILLINGS) only through Control Number (see procedures for payment in the below).

S/N	Description	Tanzanian Student (TZS)		Foreign Student	
		FIRST SEMESTER			
		1 st Year	2 nd & 3 RD	1st 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	650,000	1,465	1,400
SECONDS EMESTER					
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

12.0 PAYMENT PROCEDURES FOR ACADEMIC YEAR 2023-2024

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** and SURNAME in capital as **password** for the first time. Change password once you logged in to 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.



YOU ARE MOSTLY WELCOME!



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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:

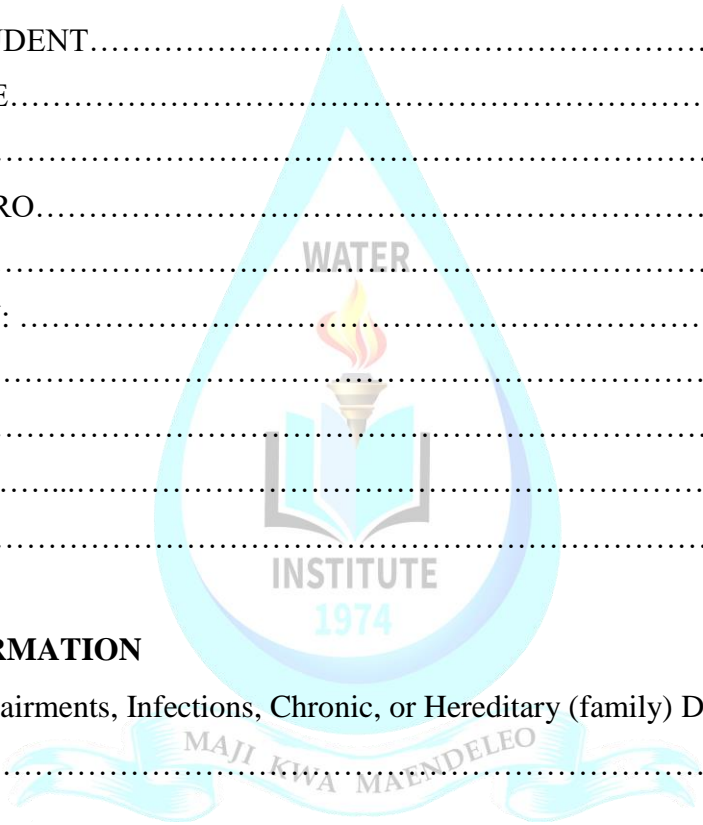
EYE EXAMINATION:

E.N.T:

CHEST:

CHESTX-RAY:

ABDOMEN.....



ADDITIONAL INFORMATION

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

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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