

Dar es Salaam Institute of Technology



P. O. Box 2958, Dar es Salaam
Tel.(022) 2150174 / (022)2153511.
Email: registrar@dit.ac.tz
Website: <http://www.dit.ac.tz>.

REF:

Date:

Name and Address of the Student

Surname.....
Middle Name.....
First Name.....
Address.....
.....

Dear Student,

Joining Instructions to Technician Programme leading to the award of Information Technology Basic Technician Certificate (National Technical Awards Level 4) for the Academic Year 2011/2012

I am pleased to inform you that you have been selected to pursue Information Technology Course (IT) leading to the award of Basic Technician (NTA level 4) at Dar Es Salaam Institute of Technology in the Academic year 2011/2012.

The duration of this course is two semester covered in one year and at the end of the Programme, upon passing all Semesters examinations, you will be awarded an **IT Basic Technician Certificate (NTA Level 4)**.

You must be aware that the Institute offers sponsorship but does not provide meals and accommodation. Therefore you are required to seek your own meals and accommodation.

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PART A: STUDENT INFORMATION

1. INSTITUTE INFORMATION

The Institute is located at the junction of Bibi Titi Mohamed Street and Morogoro Road.

2. BEGINNING OF THE COURSE

The course begins on **7th November, 2011** but you are required to report at the Institute on **29th - 30th October 2011** ready for and the orientation week which will start on **Monday 31st October, 2011 at 9.00 am**.

3. **TRANSPORT**

You will have to meet all transport expenses to and from your home.

4. **MEDICAL EXAMINATION**

You are required to undergo medical examination before registration. You must ensure that the doctor, who will examine you, completes the enclosed Medical Examination Form. The Institute recommends medical examination to be carried out by a Government hospital.

5. **CAUTION MONEY**

(a) You will be required to pay ten thousand shillings (Tshs. 10,000/=) as caution money, which will be refunded to you upon completing the course programme provided that you did not cause any loss, destruction or damage of the Institute's property.

(b) Where losses/damages exceed the stated amount, the caution money will be retained and you will be asked to pay the difference.

6. **REGISTRATION AND DOCUMENTS**

At the beginning of the academic year all students will be required to register. **If you fail to register within two weeks from the first day of the orientation week (31st October – 13th November 2011) you will lose your chance.** During registration every student must produce his/her Joining Instructions together with the relevant ORIGINAL documents (i.e. Certificates, Diplomas, Academic Transcripts, valid statement of results etc), which he/she used to seek admission to the Institute.

On arrival, you are supposed to report to the **ASA HALL** for registration with the following: -

- (a) Original/photocopy of this joining instructions letter DIT/JI –7.
- (b) A duly filled Medical Examination Form.
- (c) Original certificates, certified copies of academic certificates/transcripts/ valid statement of results.
- (d) Original and certified copy of Birth certificate.
- (e) Two passports and four stamp size coloured photographs taken within three months from the date of registration.
- (f) A duly filled acceptance form to abide by the Institute rules and regulations TEF.1
- (g) A bank pay in slip that shows the amount paid for Institute fees.
- (h) Personal bank account number.

Please Note that:

- (a) No change of names by students will be entertained during the course of study at the institute. Students will only be allowed to use names appearing on their certificates.
- (b) Incomplete registration will result into all or any of the following:-

- (i) Not being accepted for studies
- (ii) Termination from studies (for continuing students)

Failure to register within the first two weeks starting from orientation date (**31st October – 13th November 2011**) (Ref. subtitle number 2 above) shall lead to the cancellation of your admission.

7. IDENTITY CARDS

All selected candidates will be required to pay Tshs. 1000/= for an Identity Card.

NB: Replacement of a lost Identity Card will be done upon paying of five thousands shillings (Tshs. 5,000/=) to the Registrar and submission of a letter from the Police Station to confirm the loss.

8. STUDENTS' ORGANIZATION

Every student shall be a member of the Institute Student's Organization (DITSO) upon paying a membership fee of ten thousand shillings (Tshs. 10,000/=) only.

9. BANK ACCOUNT

Each student is required to have his/her personal Bank Account from any Bank.

10. ORIENTATION PROGRAMME

All students must attend a one week orientation programme, which starts on **31st October 2011 – 4th November 2011**.

11. INSTITUTE FACILITIES AND CONDITIONS FOR USE

- (a) The Institute has Library facilities, Laboratories, Playing grounds and a Dispensary for first aid services only.
- (b) Students are advised to come with all necessary stationery e.g. exercise books, pen, calculators, drawing pens, etc.
- (c) Minor Medical treatment may be provided by the Institute but major ones is a responsibility of ones parents or sponsor(s).

PART B: INSTITUTE FEES

1. GENERAL INFORMATION

- (a) Students are required to pay their fees through Institute's Account No. **011103007131** with NBC LIMITED BANK, CORPORATION BRANCH. The Institute receipt will be issued after producing the bank pay in slip to the accounts office.
- (b) Students should collect from the Bursars/Accounts Office, Proforma invoice for the Institute's expenses. All expenses must be settled before one is registered as an Institute's student.
- (c) Fees are subject to review each calendar year.

2. CURRENT INSTITUTE'S FEES AND OTHER EXPENSES FOR IT –BASIC TECHNICIAN STUDENTS

- (a) All students will be required to pay the following to the Institute before registration for their studies:

S/N	Description	Year 1 (NTA 4)
1	Tuition fee	700,000.00
2	Registration fee	5,000.00
3	Caution money	10,000.00
4	Student's identity Card	1,000.00
4	Students Medical contribution	10,000.00
5	DIT Examination fee	50,000.00
6	Library Membership fee	5,000.00
7	DIT Students Union Organization fee	10,000.00
	Total	791,000.00

Non Tanzanian students will pay 50% additional to the indicated tuition fee.

NB: Each student is responsible for fees payment. At least 50% of the tuition fees plus other costs and fees should be paid in full as a necessary condition for registration at the 1st semesters and the remaining must be paid in the 2nd semesters of an academic year.

All students will be required to meet all the costs for their Industrial Practical Training at the end of the second semester of their studies.

YOU ARE WELCOME TO JOIN THE DIT COMMUNITY,

.....
R.S.Nzumbi
(Admissions Officer)

Dar es Salaam Institute of Technology



DECLARATION FORM ON CONDITIONS FOR INSTITUTE REGULATIONS.

1. INSTRUCTIONS:

Read this form carefully and make sure that the contents are clear before filling it. Incomplete forms shall not be considered. Use capital letters to fill this form.



2. PART I: STUDENT PARTICULARS

SURNAME:.....MIDDLE NAMEFIRSTNAME.....

MARITAL STATUS..... NO. OF DEPENDANTS.....

DATE OF BIRTHSEX..... NATIONALITY.....

PRESENT ADDRESS:

P.O BOX TEL.NO..... E-mail:

STREET..... TOWN

VILLAGE..... WARD.....

DISTRICT..... REGION.....

PERMANENT HOME ADDRESS

P.O BOX..... TEL.NO..... Email:

STREET..... TOWN..... VILLAGE...

..... WARD.....

DISTRICT..... REGION.....

PART II: INSTITUTE REGULATIONS AND BY-LAWS

As a student of this Institute you will be required to adhere to the Institute regulations and listed here-under:-

- (a) Examination Regulations
- (b) Students General Welfare, Conduct and Disciplinary Matters 2003
- (c) Industrial Practical Training regulations
- (d) Regulations governing the use of Library, Laboratories, Workshops, Classes, Dispensary, and Sports facilities.

The Institute authority reserves the right for the interpretation of its rules and regulations and the right to change them, as it may deem necessary.

4. PART III: STUDENT'S DECLARATION ON INSTITUTE REGULATIONS AND BY-LAWS

SECTION A:

I(Name of student)
(Surname, Middle name, First name)
of.....(Postal Address)

Parent/Guardian/Sponsor Passport SIZE PHOTOGRAPH or STAMP SIZE

DO HEREBY accept and promise to adhere to regulations and by-laws of the Institute as stipulated in part II of this declaration form. I understand that any breaching of the regulations and by-laws stated therein will result in expulsion from the Institute.

SIGNED AND DELIVERED this..... day of.....(month).....(year) at
..... (place)

.....
STUDENT'S SIGNATURE

SECTION B:

I, (Name).....Parent/Guardian/Sponsor
(Surname, Middle name, First name)
of..... (Name of Student)

DO HEREBY confirm the acceptance of the above-mentioned student to follow and adhere to Institute regulations and by-laws as stipulated in Part II of this Declaration form. I understand that any breaching of any of the regulations and by-laws stated therein will result into expulsion of the student from the Institute.

SIGNED AND DELIVERED thisDay of..... (month)..... (year)
at (place)

.....
(Signature of Parent/Guardian/Sponsor) (Date)

Address.....

.....
Tel. no:Email:

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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.....

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

.....
DESIGNATION & STAMP