



LOCAL GOVERNMENT TRAINING INSTITUTE

P.O.BOX 1125 DODOMA

Fax: 026 – 2961100

E- mail: info@lgti.ac.tz

Website: www.lgti.ac.tz

Affix coloured

Stamp Size

Photo

Application Form for Admission into Certificate and Diploma Courses for Academic Year 2017/2018

1. Previous Application to the Institute

Have you ever applied for admission or registered in courses at LGTI: Yes No If yes, LGTI Reg. No

2. Personal Information (Please use capital letters)

Fill your names exactly as they appear in your academic certificates i.e. CSEE, ACSEE or equivalent qualifications

Last Name:		Do you have any Physical or Communication Disabilities? Yes <input type="checkbox"/> No <input type="checkbox"/>			
First Name and Middle Name(s) – Do not use initials		If YES above tick whichever is applicable			
		Speech	Hearing	Mobility	Vision
					Albinism
					Others
Date of Birth	Sex Male <input type="checkbox"/> Female <input type="checkbox"/>	Give details of disability:			
Place of Birth:					
Citizenship:		Please tick against the Campus of your choice			
Permanent Home Address:		Main Campus (Hombolo) - August 2017/2018 intake <input type="checkbox"/>			
Contact Address:		Dodoma Town Campus - October 2017/2018 intake <input type="checkbox"/>			
E-mail Address:		Please select residence category			
Applicant Mobile Number:		In Campus <input type="checkbox"/>			
Marital Status:		Off Campus <input type="checkbox"/>			
Next of Kin					
Name:					
Mobile Number:					
Relationship:					
Residence:					

3. Proposed Course of Study

S/N	Courses	Tick(✓)the appropriate field
1.	Basic Technician Certificate in Local Government Administration	
2.	Basic Technician Certificate in Local Government Accounting and Finance	
3.	Basic Technician Certificate in Community Development	
4.	Basic Technician Certificate in Human Resource Management	
5.	Basic Technician Certificate in Procurement and Supplies Management	
6.	Basic Technician Certificate in Records, Archives and Information Management	
7.	Ordinary Diploma in Local Government Administration	
8.	Ordinary Diploma in Local Government Accounting and Finance	
9.	Ordinary Diploma in Community Development	
10.	Ordinary Diploma in Human Resource Management	
11.	Ordinary Diploma in Procurement and Supplies Management	
12.	Ordinary Diploma in Records, Archives and Information Management	

Sponsorship – Please select once

Private <input type="checkbox"/>	Government <input type="checkbox"/>
Specify:	

4. Education Background

a) Certificate of Primary Education Examination

School Name.....

Region/District.....

b) Certificate of Secondary Education Examination (C.S.E.E.) or Equivalent

(Index Number Year of Completion

Subject	Grade	Subject	Grade

c) Advanced Certificate of Secondary Education Examination (A.C.S.E.E.) or Equivalent

(Index Number Year of Completion

Subject	Grade	Subject	Grade

d) Details of any other Qualifications e.g. Diploma, Certificate etc.

INSTITUTE/INSTITUTION	From (Year)	To (Year)	Name of Award e.g. Certificate/Diploma

5. Sponsorship Declaration

I.....of..... (Postal address) declare to sponsor..... (Name of applicant) to study at the Local Government Training Institute-Dodoma and that I will pay all fees in time as required including costs for Field Practical Training. My mobile no. is and email address:

Sponsor's signature: Date:

6. Applicant's Declaration

I agree, if admitted to LGTI, to comply with institute regulations. I certify that the information in this application is true and complete in all respects and that I have withheld no information. I authorize the institute to verify any information provided as part of this application.

Applicant's Full Name:	
Applicant's Signature:	Date of Application:

7. Mode of Payment

<p>1. Registration and identity card are paid only once during first year. 2. Payments can be made in two installments (i.e. Semester I and Semester II.) as indicated in joining instruction form 3. Non-refundable application fee (Tshs.30,000/=) to be deposited in Account No: 50501100209 NMB Local Government Training Institute Note: 1. All payment should be done through Local Government Training Institute Bank Account ONLY 2. Other recommended direct student costs (incurred by sponsors or students) are merely indicative 3. Students are advised to join the National Health Insurance Fund (NHIF) if you have not insured before 4. Fees structure is attached in appendix 5. This application form is also available at Local Government Training Institute (LGTI) or you can directly download from our Website: www.lgti.ac.tz</p>	<p>Document to be Enclosed You should include the following when sending your application: 1. Duly filled application form 2. Copy of Certificate of Secondary Education Examination (CSEE) 3. Copy of other qualification(s) e.g. certificates – if any 4. Copy of birth certificate 5. Original Bank Pay-in slip for application fee 6. Two recent passport size photographs</p> <p>For more Information or enquires please contact: The Registrar, Local Government Training Institute (LGTI), P. O. Box 1125, DODOMA, TANZANIA. Mob .no. 0717-487420 or 0754-415659</p>
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FEE STRUCTURE AND OTHER CHARGES APPLICABLE 2017/2018

NO.	COST ITEMS	CERTIFICATE PROGRAMMES (ALL)	ORDINARY DIPLOMA PROGRAMMES (ALL)	
			YEAR 1	YEAR 2
	DIRECT COST PAYABLE TO THE INSTITUTE	(ONE YEAR)		
	CITIZENS	(TSH.)	(TSH.)	(TSH.)
1.	Tuition Fee - Annually	660,000	760,000	770,000
2.	Registration - Once	20,000	20,000	-
3.	Examination Fee – Annually	30,000	30,000	30,000
4.	Identity Card – Once	10,000	10,000	-
5.	Students’ Union – Annually	20,000	20,000	20,000
6.	Field supervision – Annually	50,000	50,000	50,000
7.	Sports and Games – Annually	20,000	20,000	20,000
8.	Foundation Course (Intensive English Course)	10,000	10,000	10,000
9.	NACTE Subscription	15,000	15,000	15,000
10.	NHIF Registration Fee <i>if you were not insured before</i>	50,000	50,000	50,000
	TOTAL FEE	885,000	985,000	965,000
11.	Accommodation – Annually	300,000	300,000	300,000
	TOTAL FEE AND ACCOMMODATION	1,185,000	1,285,000	1,265,000
	LOCAL GOVERNMENT TRAINING INSTITUTE FEE ACCOUNT – NO. 50501100209 NMB			
	NON CITIZENS	US \$	US \$	US \$
1.	EAC	1,100	1,200	1,200
2.	Others	1,600	2,000	2,100
	ITEMS PAYABLE DIRECTLY TO THE STUDENT - RECOMMENDED			
	CITIZENS	(TSH.)	(TSH.)	(TSH.)
1.	Meal Allowance	1,785,000	1,785,000	1,785,000
2.	Books and Stationery	150,000	150,000	150,000
3.	Scientific Calculator	40,000	40,000	40,000
4.	Field Assignment	280,000	280,000	280,000
5.	Research	-	280,000	280,000
6.	Application Fee	30,000	30,000	30,000
7.	Graduation Fee	30,000	30,000	30,000
	TOTAL	2,315,000	2,595,000	2,595,000
	NON CITIZENS	US \$	US \$	US \$
		5,000	5,000	5,000

LOCAL GOVERNMENT TRAINING INSTITUTE (LGTI)



Telegrams "RALG" DODOMA
Tel: 0754-415659, 0767-998532
Fax: 026 – 2322116, 2322146, 2321217
E-mail: info@lgti.ac.tz Website:- www.lgti.ac.tz

P.O. Box 1125,
DODOMA
TANZANIA
DATE:

MEDICAL EXAMINATION FORM

To be completed by Medical Officer in respect of Institute Student (Entrant).

FULL NAME OF STUDENT.....
SEX: MALE/FEMALE*
HGB TEST
URINE MICRO
T.B.TEST.....
EYE EXAMINATIONS
E.N.T
CHEST
CHEST X-RAY
ABDOMEN
SICKLE CELL TEST.....
R.B.G.....

ADDITIONAL INFORMATION

Physical Defects or 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.

DATE SIGNATURE.....

STATION.....

DESIGNATION.....

OFFICIAL STAMP