



LOCAL GOVERNMENT TRAINING INSTITUTE

P.O.BOX 1125 DODOMA

Fax: 026 – 2961100

E- mail: info@lgti.ac.tz

Website: www.lgti.ac.tz

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Application Form for Admission into Certificate and Diploma Courses for Academic Year 2018/2019

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?			
First Name and Middle Name(s) – Do not use initials		Yes <input type="checkbox"/> No <input type="checkbox"/>			
Date of Birth		If YES above tick whichever is applicable			
Sex Male <input type="checkbox"/> Female <input type="checkbox"/>		Speech	Hearing	Mobility	Others
Place of Birth:		Give details of disability:			
Citizenship:		Please select residence category			
Permanent Home Address:		In Campus <input type="checkbox"/>			
Contact Address:		Off Campus <input type="checkbox"/>			
E-mail Address:					
Applicant Mobile Number:					
Marital Status:					
Next of Kin					
Name:					
Mobile Number:					
Relationship:					
Residence:					

3. Proposed Course of Study

S/N	Courses	Tick(√) any Three(3) in the Appropriate Field	Rate in Order of Priority (Write 1,2,3)
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.10,000/=) 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 enquiries 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 2018/2019

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>	50,400	50,400	50,400
	TOTAL FEE	885,400	985,400	965,400
11.	Accommodation – Annually	300,000	300,000	300,000
	TOTAL FEE AND ACCOMMODATION	1,185,400	1,285,400	1,265,400
	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	10,000	10,000	10,000
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

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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.

.....

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