

LOCAL GOVERNMENT TRAINING INSTITUTE



P.O.BOX 1125, DODOMA. TEL: 026 - 2961101, Fax: 026 - 2961100,
E - mail info@lgti.ac.tz

Website: www.lgti.ac.tz

Ref. No: CA.1/211/01/46

Date: 3rd SEPTEMBER, 2024

Mr/Mrs/Ms.....,

P. O. Box

.....

JOINING INSTRUCTION FOR BACHELOR OF COMMUNITY DEVELOPMENT FOR ACADEMIC YEAR 2024/25

I am pleased to inform you that you have been selected to the above mentioned programme for the Academic Year **2024/25**. You are expected to report at the Institute on Saturday 19th October, 2024. On arrival at the Institute, please bring with you the following: -

1. This joining instruction form
2. A duly filled Medical Examination form
3. Copies of Bank Pay-in slips with the amount indicated in either appendix 1 or 2.
4. Secondary School Certificate(s)

Please note:

- Failure to register within the first two weeks will lead to cancellation of your admission.
- Your registration will be successful after meeting the above requirements.
- Meal allowance shall be provided to you by your sponsor, parent or guardian.
- Control number for tuition fee will be generated by student himself/herself via his application account.
- The Local Government Training Institute reserves the right to change the rate of fees any time during the Academic year as deemed necessary without prior notice.

MODE OF PAYMENT

1. For annual and first semester installments please refer to the attached fee structure in appendix 1.
2. For payment by installments please refer to the attached schedule in appendix 2.
3. Be informed that, any money once deposited in the LGTI account will not be refunded.
4. Other recommended direct student costs (incurred by sponsors, parents, guardians or students) are just indicative.
5. Students are advised to join the National Health Insurance Fund (NHIF) if they are not yet insured at the cost of Tshs 50,400/= for enhancing accessibility of medical services. The registration with NHIF can be done prior or during the registration. It is important to note that NIDA card number is a prerequisite for registering with NHIF.

ADDITIONAL INFORMATION

Programme duration

The duration of this programme is three years, at the end of the course; you will be awarded a Bachelor of Community Development

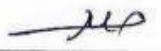
Dress code:

Every student is required to wear decent dresses while undergoing training.

Institute location:

The Local Government Training Institute (LGTI) is situated on the outskirts of Dodoma City, 27km away from Ihumwa Junction on the Dodoma-Morogoro highway.

Wishing you all the best,



Dr. Mashala L. Yusuph

RECTOR

LOCAL GOVERNMENT TRAINING INSTITUTE (LGTI)



MEDICAL EXAMINATION FORM

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:

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

APPENDIX 1

FEE STRUCTURE AND OTHER CHARGES APPLICABLE 2024/25

NO.	COST ITEMS	DEGREE PROGRAMME (ALL)	
	DIRECT COST PAYABLE TO THE INSTITUTE		
	CITIZENS	BACHELOR DEGREE (1ST YEAR)	PAYABLE THROUGH
		TZS	
1.	Tuition Fee - Annually	1,034,600	CONTROL NUMBER
2.	Students' Union – Annually	20,000	CONTROL NUMBER
3.	Medical Capitation	50,400	CONTROL NUMBER
TOTAL FEE		1,105,000	
	NON CITIZENS	US \$	
1.	EAC	1,300	
2.	Others	2,200	
	RECOMMENDED COSTS PAYABLE DIRECT TO THE STUDENT – TANZANIAN CITIZENS		
		TZS	
1	Accommodation – Annually	300,000	
2	Meal Allowance	1,785,000	
3	Books and Stationery	300,000	
4	Scientific Calculator	40,000	
5	Field Assignment/Project	900,000	
6	Research	900,000	
TOTAL		4,225,000	
	NON CITIZENS	US \$	
	Total amount payable to student	5,000	

APPENDIX 2
PAYMENT BY INSTALLMENTS SCHEDULE

SEMESTER I					
	During Registration	4th week	9th week	13th Week	Total
YEAR 1	150,000	150,000	150,000	150,000	600,000
YEAR 2	150,000	150,000	150,000	150,000	600,000
YEAR 3	150,000	150,000	150,000	150,000	600,000
SEMESTER II					
	During Reporting	4th week	9th week	13th Week	Total
YEAR 1	100,000	100,000	154,000	100,000	454,000
YEAR 2	100,000	100,000	154,000	100,000	454,000
YEAR 3	100,000	100,000	154,000	100,000	454,000

- For more information, please contact:
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Date: 3rd SEPTEMBER, 2024

Mr/Mrs/Ms.....,

P. O. Box

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JOINING INSTRUCTIONS FOR BACHELOR DEGREE IN ACCOUNTING AND FINANCE FOR ACADEMIC YEAR 2024/25

I am pleased to inform you that you have been selected to the above mentioned programme for the Academic Year **2024/25**. You are expected to report at the Institute on Saturday 19th October, 2024. On arrival at the Institute, please bring with you the following: -

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MODE OF PAYMENT

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ADDITIONAL INFORMATION

Programme duration

The duration of this programme is three years, at the end of the course; you will be awarded a Bachelor Degree in Accounting and Finance.

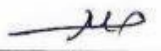
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Institute location:

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Wishing you all the best,



Dr. Mashala L. Yusuph

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DATE:

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

APPENDIX 1

FEE STRUCTURE AND OTHER CHARGES APPLICABLE 2024/25

NO.	COST ITEMS	DEGREE PROGRAMME (ALL)	
	DIRECT COST PAYABLE TO THE INSTITUTE		
	CITIZENS	BACHELOR DEGREE (1ST YEAR)	PAYABLE THROUGH
		TZS	
1.	Tuition Fee - Annually	1,034,600	CONTROL NUMBER
2.	Students' Union – Annually	20,000	CONTROL NUMBER
3.	Medical Capitation	50,400	CONTROL NUMBER
TOTAL FEE		1,105,000	
	NON CITIZENS	US \$	
1.	EAC	1,300	
2.	Others	2,200	
	RECOMMENDED COSTS PAYABLE DIRECT TO THE STUDENT – TANZANIAN CITIZENS		
		TZS	
1	Accommodation – Annually	300,000	
2	Meal Allowance	1,785,000	
3	Books and Stationery	300,000	
4	Scientific Calculator	40,000	
5	Field Assignment/Project	900,000	
6	Research	900,000	
TOTAL		4,225,000	
	NON CITIZENS	US \$	
	Total amount payable to student	5,000	

APPENDIX 2
PAYMENT BY INSTALLMENTS SCHEDULE

SEMESTER I					
	During Registration	4th week	9th week	13th Week	Total
YEAR 1	150,000	150,000	150,000	150,000	600,000
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SEMESTER II					
	During Reporting	4th week	9th week	13th Week	Total
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Ref. No: CA.1/211/01/46 Date: 3rd SEPTEMBER, 2024

Mr/Mrs/Ms.....,

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**JOINING INSTRUCTIONS FOR BACHELOR DEGREE IN HUMAN RESOURCE
MANAGEMENT FOR ACADEMIC YEAR 2024/25**

I am pleased to inform you that you have been selected to the above mentioned programme for the Academic Year **2024/25**. You are expected to report at the Institute on Saturday 19th October, 2024. On arrival at the Institute, please bring with you the following: -

1. This joining instruction form
2. A duly filled Medical Examination form
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- Meal allowance shall be provided to you by your sponsor, parent or guardian.
- Control number for tuition fee will be generated by student himself/herself via his application account.
- The Local Government Training Institute reserves the right to change the rate of fees any time during the Academic year as deemed necessary without prior notice.

MODE OF PAYMENT

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2. For payment by installments please refer to the attached schedule in appendix 2.
3. Be informed that, any money once deposited in the LGTI account will not be refunded.
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5. Students are advised to join the National Health Insurance Fund (NHIF) if they are not yet insured at the cost of Tshs 50,400/= for enhancing accessibility of medical services. The registration with NHIF can be done prior or during the registration. It is important to note that NIDA card number is a prerequisite for registering with NHIF.

ADDITIONAL INFORMATION

Programme duration

The duration of this programme is three years, at the end of the course; you will be awarded a Bachelor Degree in Human Resource Management

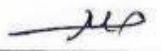
Dress code:

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Institute location:

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Wishing you all the best,



Dr. Mashala L. Yusuph

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APPENDIX 1

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	DIRECT COST PAYABLE TO THE INSTITUTE		
	CITIZENS	BACHELOR DEGREE (1ST YEAR)	PAYABLE THROUGH
		TZS	
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2.	Students' Union – Annually	20,000	CONTROL NUMBER
3.	Medical Capitation	50,400	CONTROL NUMBER
TOTAL FEE		1,105,000	
	NON CITIZENS	US \$	
1.	EAC	1,300	
2.	Others	2,200	
	RECOMMENDED COSTS PAYABLE DIRECT TO THE STUDENT – TANZANIAN CITIZENS		
		TZS	
1	Accommodation – Annually	300,000	
2	Meal Allowance	1,785,000	
3	Books and Stationery	300,000	
4	Scientific Calculator	40,000	
5	Field Assignment/Project	900,000	
6	Research	900,000	
TOTAL		4,225,000	
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Date: 3rd SEPTEMBER, 2024

Mr/Mrs/Ms.....,

P. O. Box

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JOINING INSTRUCTIONS FOR BACHELOR DEGREE IN LOCAL GOVERNMENT ADMINISTRATION AND MANAGEMENT FOR ACADEMIC YEAR 2024/25

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ADDITIONAL INFORMATION

Programme duration

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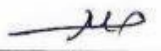
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