



P.O. Box 1125,  
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TANZANIA.

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*In reply please quote.*

Ref. No: CA.1/211/01/48

*Date:13<sup>th</sup> June, 2023*

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P. O. Box.....,  
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## JOINING INSTRUCTIONS FOR CERTIFICATE PROGRAMMES FOR ACADEMIC YEAR 2023/2024 (SEPTEMBER INTAKE)

I am pleased to inform you that you have been selected to join the above mentioned programme for the **September Intake** Academic Year 2023 /2024. **You are required to report at the Institute on 16<sup>th</sup> October, 2023.** On arrival at the Institute please, bring with you the following items for admission: -

### Requirements:

1. This joining instruction letter
2. A duly filled Medical Examination form
3. Original Bank Pay-in slip copies with the amount indicated in **form (B)** for the first semester.
4. Two recent colored passport size photographs.
5. Secondary School Certificate (s)

### Please note:

- Registration will be conducted within two weeks after opening of the Institute.
- Registration will **only** be made to students who meet all the above requirements.
- Meal allowance shall personally be provided to you by your sponsor, parent or guardian
- **Control number for Tuition Fee will be generated by student on our website [www.lgti.ac.tz](http://www.lgti.ac.tz)**
- All first years shall reside in the Institute’s Hostels.

### MODE OF PAYMENT

1. For fee structure and first semester installment payment please refer to form **A** and **B**.
2. **Be informed that, any money once deposited in the LGTI account will not be refunded.**
3. Other recommended direct student costs (incurred by sponsors, parent, guardian or students) are merely indicative.
4. Students are advised to join the National Health Insurance Fund (NHIF) if they are not yet insured. Those who are not yet insured should come with **Tshs.50, 400/=**.

## **ADDITIONAL INFORMATION**

### **Institute location**

1. The Local Government Training Institute (LGTI) (Main campus) is situated on the outside of Dodoma City, 27 km away from Ihumwa Junction on the Dodoma-Morogoro Highway.
2. The Local Government Training Institute (LGTI) (Dodoma Town Centre) is situated on Dodoma City, Area C near Chamwino Health Center- Arusha Road.
3. The Local Government Training Institute (LGTI) (Shinyanga Campus) is situated on Miti Mirefu Street –Boma Road Shinyanga

### **Dress code:**

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

The duration of each course (**NTA 4, 5 and 6**) is one year. At the end of the course, you will be awarded a **Basic Technician Certificate, Technician Certificate and Ordinary Diploma** in the respective (course) field of study.

For more information, contact:

### **Main Campus**

+255652 871 837, +255652,873,137 and +2556528,706,35

### **Dodoma Town Campus**

+255653,071,889

### **Shinyanga Campus**

+255652 281 665

Thank you for your cooperation.



Dr. Mashala L. Yusuph  
**RECTOR**

**FORM A**

**FEE STRUCTURE AND OTHER CHARGES APPLICABLE FOR THE ACADEMIC YEAR 2023/2024**

NO.	COST ITEMS	CERTIFICATE PROGRAMMES (ALL)		ORDINARY DIPLOMA PROGRAMMES (ALL)
		ONE YEAR	ONE YEAR	ONE YEAR
DIRECT COST PAYABLE TO THE INSTITUTE CITIZENS				
		BASIC TECHNICIAN CERTIFICATE (TSH.)	TECHNICIAN CERTIFICATE (TSH.)	DIPLOMA (TSH.)
1.	Tuition Fee - Annually	865,000	965,000	975,000
2.	Students' Union – Annually	20,000	20,000	20,000
3.	NHIF	50,400	50,400	50,400
4.	Accommodation (Hostel) -Annually	300,000	300,000	300,000
<b>TOTAL</b>		<b>1,235,400</b>	<b>1,335,400</b>	<b>1,345,400</b>

**FORM B**

**FIRST SEMESTER INSTALLMENT PAYMENTS FOR THE ACADEMIC YEAR 2023/2024**

NTA LEVELS	REQUIREMENTS	CAMPUS	OFFCAMPUS	ACCOUNT NAME AND NUMBER	
NTA-4 BASIC TECHNICIAN CERTIFICATE	TUITION FEES	485,000/=	485,000/=	LOCAL GOVERNMENT TRAINING INSTITUTE	CONTROL NUMBER
	NHIF	50,400/=	50,400/=	NHIF	CONTROL NUMBER
	ACCOMODATION	300,000/=		LOCAL GOVERNMENT TRAINING INSTITUTE	CONTROL NUMBER
	TOTAL	835,400	535,400		
NTA LEVEL	REQUIREMENTS	CAMPUS	OFFCAMPUS	ACCOUNT NAME AND NUMBER	
NTA-5 TECHNICIAN CERTIFICATE	TUITION FEES	585,000/=	585,000/=	LOCAL GOVERNMENT TRAINING INSTITUTE	CONTROL NUMBER
	NHIF	50,400/=	50,400/=	NHIF	CONTROL NUMBER
	ACCOMODATION	300,000/=		LOCAL GOVERNMENT TRAINING INSTITUTE	CONTROL NUMBER
	TOTAL	935,400/=	635,400/=		
NTA LEVEL	REQUIREMENTS	CAMPUS	OFFCAMPUS	ACCOUNT NAME AND NUMBER	
NTA-6 ORDINARY DIPLOMA	TUITION FEES	595,000/=	595,000/=	LOCAL GOVERNMENT TRAINING INSTITUTE	CONTROL NUMBER
	NHIF	50,400/=	50,400/=	NHIF	CONTROL NUMBER
	ACCOMODATION	300,000/=		LOCAL GOVERNMENT TRAINING INSTITUTE	CONTROL NUMBER
	TOTAL	945,400/=	645,400/=		

**N.B:** Control number for each selected student will be displayed on the website [www.lgti.ac.tz](http://www.lgti.ac.tz)

# LOCAL GOVERNMENT TRAINING INSTITUTE (LGTI)



Telegrams "RALG" DODOMA  
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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.....  
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### 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