



P.O. Box 1125,
DODOMA
TANZANIA.

Telegrams “RALG” DODOMA

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In reply please quote.

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

Date:13th June, 2023

.....,
P. O. Box,
.....

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 16th 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**
- 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

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

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: **0762723459, 0714109387 and 0714684281.**

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
TOTAL		1,235,400	1,335,400	1,345,400

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

LOCAL GOVERNMENT TRAINING INSTITUTE (LGTI)



Telegrams "RALG" DODOMA
Tel: 0684497163, 0714684281, 0717 487420
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P.O. Box 1125,
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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