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*In reply please quote.*

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

*Date: 15<sup>TH</sup> MAY, 2022*

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P. O. Box .....,  
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## JOINING INSTRUCTIONS FOR CERTIFICATE AND DIPLOMA PROGRAMMES FOR ACADEMIC YEAR 2022/2023

I am pleased to inform you that you have been selected to join the above mentioned programme for the Academic Year **2022 /23**. You are expected to report at the Institute on **18<sup>th</sup> October, 2022**. 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) from 1<sup>st</sup>September, 2022.**
- 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.

Thank you for your cooperation.



Dr. Mpamila M. Madale  
**RECTOR**

**FORM A**

**FEE STRUCTURE AND OTHER CHARGES APPLICABLE FOR THE ACADEMIC YEAR 2022/2023**

NO.	COST ITEMS	CERTIFICATE PROGRAMMES (ALL)		ORDINARY DIPLOMA PROGRAMMES (ALL)
		ONE YEAR	ONE YEAR	ONE YEAR
	<b>DIRECT COST PAYABLE TO THE INSTITUTE CITIZENS</b>	<b>BASIC TECHNICIAN CERTIFICATE (TSH.)</b>	<b>TECHNICIAN CERTIFICATE (TSH.)</b>	<b>DIPLOMA (TSH.)</b>
1.	Tuition Fee - Annually	865,000	965,000	975,000
3.	Students' Union – Annually	20,000	20,000	20,000
5.	Medical Capitation (NHIF)	50,400	50,400	50,400
	<b>TOTAL FEE</b>	<b>935,400</b>	<b>1,035,400</b>	<b>1,045,400</b>
	<b>NON CITIZENS</b>	<b>US \$</b>	<b>US \$</b>	<b>US \$</b>
1.	EAC	1,100	1,200	1,200
2.	Others	1,600	2,000	2,100
	<b>ITEMS PAYABLE DIRECTLY TO THE STUDENT - RECOMMENDED CITIZENS</b>	<b>(TSH.)</b>	<b>(TSH.)</b>	<b>(TSH.)</b>
1.	Accommodation-Annually	300,000	300,000	300,000
2.	Meal Allowance	1,785,000	1,785,000	1,785,000
3.	Books and Stationery	150,000	150,000	150,000
4.	Scientific Calculator	40,000	40,000	40,000
	Field Assignment	280,000	280,000	280,000
	<b>TOTAL</b>	<b>2,255,000</b>	<b>2,255,000</b>	<b>2,255,000</b>
	<b>NON CITIZENS</b>	<b>US \$</b>	<b>US \$</b>	<b>US \$</b>
		5,000	5,000	5,000

**FORM B**

**FIRST SEMESTER INSTALLMENT PAYMENTS FOR THE ACADEMIC YEAR 2022/2023**

<b>NTA LEVELS</b>	<b>REQUIREMENTS</b>	<b>CAMPUS</b>	<b>OFFCAMPUS</b>	<b>ACCOUNT NAME AND NUMBER</b>
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<b>NTA LEVELS</b>	<b>REQUIREMENTS</b>	<b>CAMPUS</b>	<b>OFFCAMPUS</b>	<b>ACCOUNT NAME AND NUMBER</b>	
<b>NTA-4 BASIC TECHNICIAN CERTIFICATE</b>	<b>TUITION FEES</b>	<b>465,000/=</b>	<b>465,000/=</b>	<b>LOCAL GOVERNMENT TRAINING INSTITUTE</b>	<b>CONTROL NUMBER</b>
	<b>NHIF</b>	<b>50,400/=</b>	<b>50,400/=</b>	<b>LGTIIMPRESTDISPENSAR Y</b>	<b>CONTROL NUMBER</b>
	<b>ACCOMODATION</b>	<b>300,000/=</b>	<b>00</b>	<b>LOCAL GOVERNMENT TRAINING INSTITUTE</b>	<b>CONTROL NUMBER</b>
	<b>LOGISO</b>	<b>20,000/=</b>	<b>20,000/=</b>	<b>LOCAL GOVERNMENT STUDENTS ORGANIZATION</b>	<b>Ac. No. 5051000208 9 NMB</b>
	<b>TOTAL</b>	<b>835,400</b>	<b>535,400</b>		

<b>NTA-5 TECHNICIAN CERTIFICATE</b>	<b>TUITION FEES</b>	<b>565,000/=</b>	<b>565,000/=</b>	<b>LOCAL GOVERNMENT TRAINING INSTITUTE</b>	<b>CONTROL NUMBER</b>
	<b>NHIF</b>	<b>50,400/=</b>	<b>50,400/=</b>	<b>NHIF-DODOMA</b>	<b>CONTROL NUMBER</b>
	<b>ACCOMODATION</b>	<b>300,000/=</b>		<b>LOCAL GOVERNMENT TRAINING INSTITUTE</b>	<b>CONTROL NUMBER</b>
	<b>LOGISO</b>	<b>20,000/=</b>	<b>20,000/=</b>	<b>LOCAL GOVERNMENT STUDENTS ORGANIZATION</b>	<b>Ac. No. 50510002089 NMB</b>
	<b>TOTAL</b>	<b>935,400/=</b>	<b>635,400/=</b>		

<b>NTA LEVELS</b>	<b>REQUIREMENTS</b>	<b>CAMPUS</b>	<b>OFFCAMPUS</b>	<b>ACCOUNT NAME AND NUMBER</b>	
<b>NTA-6 ORDINARY DIPLOMA</b>	<b>TUITION FEES</b>	<b>575,000/=</b>	<b>575,000/=</b>	<b>LOCAL GOVERNMENT TRAINING INSTITUTE</b>	<b>CONTROL NUMBER</b>
	<b>NHIF</b>	<b>50,400/=</b>	<b>50,400/=</b>	<b>LGTIIMPRESTDISPENSAR Y</b>	<b>CONTROL NUMBER</b>
	<b>ACCOMODATION</b>	<b>300,000/=</b>		<b>LOCAL GOVERNMENT TRAINING INSTITUTE</b>	<b>CONTROL NUMBER</b>
	<b>LOGISO</b>	<b>20,000/=</b>	<b>20,000/=</b>	<b>LOCAL GOVERNMENT STUDENTS ORGANIZATION</b>	<b>Ac. No. 5051000208 9 NMB</b>
	<b>TOTAL</b>	<b>945,400/=</b>	<b>645,400/=</b>		

**N.B:** Control number for each selected student will be displayed on the website [www.lgti.ac.tz](http://www.lgti.ac.tz) from 1<sup>st</sup>September, 2022.

# 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.....

### 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