

THE LOCAL GOVERNMENT TRAINING INSTITUTE (LGTI)



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

Fax: 026 - 2961100,

Website: www.lgti.ac.tz

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

Date: 22nd AUGUST, 2022

Mr/Mrs/Ms.....

P. O. Box

.....

JOINING INSTRUCTIONS FOR BACHELOR DEGREE IN HUMAN RESOURCE MANAGEMENT FOR ACADEMIC YEAR 2022/2023

I am pleased to inform you that you have been selected to the above mentioned program for the Academic Year **2022 / 2023**. You are expected to report at the Institute on Monday 24th 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 slips 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) from 07th September, 2022.

MODE OF PAYMENT

1. Annual and first semester installment refers to attached fee structure.
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, parents, guardians 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/= for NHIF registration.

NOTE

- 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.

ADDITIONAL INFORMATION

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.

Dress code:

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

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

Wishing you all the best,



Dr. Mpamila M. Madale

RECTOR

THE 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.

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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

FEE STRUCTURE AND OTHER CHARGES APPLICABLE 2022/2023

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– NMB/CRDB
2.	Students' Union--Annually	20,000	NMB A/C No.50510002089
3.	Medical Capitation	50,400	LGTI IMPREST DISPENSARY A/C No.50510041668
TOTAL FEE		1,105,000	
	NON CITIZENS	US\$	
1.	EAC	1,300	
2.	Others	2,200	
	ITEMS PAYABLE DIRECTLY TO THE STUDENT -RECOMMENDED		
	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\$	
		5,000	

NB:

- Tuition fee can be paid in two installments