

LOCAL GOVERNMENT TRAINING INSTITUTE (LGTI)



Telegrams “RALG” DODOMA

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P.O. Box 1125,
DODOMA
TANZANIA

In reply please quote.

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

Date: 7th June, 2019

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P. O. Box,
.....

JOINING INSTRUCTIONS FOR LOCAL GOVERNMENT TRAINING INSTITUTE ACADEMIC YEAR 2019/2020

I am pleased to inform you that you have been selected to the above mentioned programme for the Academic Year 2019 / 2020. You are expected to report at the Institute on **Saturday 20th July, 2019**. Orientation programme will be conducted from **22th July – 26th July, 2019**. On arrival at the Institute please, bring with you the following items for admission:-

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.

N.B

- Failure to register within the first two weeks will lead to cancellation of your admission.
- Registration will **only** be made to candidates who meet all the above requirements.
- Meal allowance shall personally be provided to you by your sponsor, parent or guardian
- Control number for each selected student will be displayed on the website www.lgti.ac.tz from 1st July, 2019.
- We have limited accommodation which will be based on first in first served.

MODE OF PAYMENT

1. Fee structure and first semester installment 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. 60,400/=** for Medical Capitation fee. Students who already insured ought to pay Tshs.10,000/= as a Medical Capitation fee.

NOTE

- 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:

The Institute strictly observes established government dress codes to public servants. Every student is therefore required to wear decent dresses while undergoing training. The following dresses are strictly prohibited:

☐ **Males:**

Tight trousers, all kind of T-shirt and jeans, track suits, football jerseys, shorts, earrings and any kind of clothes with drawings or words.

☐ **Females:**

Tightly trousers, any type of tight dressings, clothes which leave stomach and shoulders out, any type of short mini-skirt, t-shirt and jeans, any kind of clothes with drawings or words. track suits, football jerseys, shorts, earrings and sleeveless dresses

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.

Wishing you all the best,



Dr. Mpamila Madale
RECTOR

Rector
Local Government Training Institute
P. O. Box 1125, Hombolo
DODOMA

FORM A

FEE STRUCTURE AND OTHER CHARGES APPLICABLE 2019/2020

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	780,000	880,000	890,000
2.	Registration - Once	20,000	20,000	20,000
3.	Students' Union – Annually	20,000	20,000	20,000
4.	NACTE Quality Assurance Fee	15,000	15,000	15,000
5.	Medical Capitation	60,400	60,400	60,400
6.	Students Handbook	10,000	10,000	10,000
7.	Graduation Ceremony	30,000	30,000	30,000
	TOTAL FEE	935,400	1,035,400	1,045,400
8.	Accommodation – Annually	300,000	300,000	300,000
	TOTAL FEE AND ACCOMMODATION	1,235,400	1,335,400	1,345,400
LOCAL GOVERNMENT TRAINING INSTITUTE FEE ACCOUNT – NO. 50501100209 NMB				
	NON CITIZENS	US \$	US \$	US \$
1.	EAC	1,100	1,200	1,200
2.	Others	1,600	2,000	2,100
	ITEMS PAYABLE DIRECTLY TO THE STUDENT - RECOMMENDED CITIZENS	(TSH.)	(TSH.)	(TSH.)
1.	Meal Allowance	1,785,000	1,785,000	1,785,000
2.	Books and Stationery	150,000	150,000	150,000
3.	Scientific Calculator	40,000	40,000	40,000
4.	Field Assignment	280,000	280,000	280,000
	TOTAL	2,255,000	2,255,000	2,255,000
	NON CITIZENS	US \$	US \$	US \$
		5,000	5,000	5,000

FORM B

FIRST SEMESTER INSTALLMENT PAYMENTS ACADEMIC YEAR 2019/2020

NTA LEVELS	REQUIREMENTS	CAMPUS	OFFCAMPUS	ACCOUNT NAME AND NUMBER	
NTA-4 BASIC TECHNICIAN CERTIFICATE	TUITION FEES	455,000/=	455,000/=	LOCAL GOVERNMENT TRAINING INSTITUTE	CONTROL NUMBER
	NHIF	60,400/=	60,400/=	LGTI-dispensary imp	50510041668 NMB
	ACCOMODATION	300,000/=		LOCAL GOVERNMENT TRAINING INSTITUTE	CONTROL NUMBER
	LOGISO	20,000/=	20,000/=	LOCAL GOVERNMENT STUDENTS ORGANIZATION	50510002089 NMB
	TOTAL	835,400	535,400		

NTA LEVELS	REQUIREMENTS	CAMPUS	OFFCAMPUS	ACCOUNT NAME AND NUMBER	
NTA-5 TECHNICIAN CERTIFICATE	TUITION FEES	555,000/=	555,000/=	LOCAL GOVERNMENT TRAINING INSTITUTE	CONTROL NUMBER
	NHIF	60,400/=	60,400/=	LGTI-dispensary imp	50510041668 NMB
	ACCOMODATION	300,000/=		LOCAL GOVERNMENT TRAINING INSTITUTE	CONTROL NUMBER
	LOGISO	20,000/=	20,000/=	LOCAL GOVERNMENT STUDENTS ORGANIZATION	50510002089 NMB
	TOTAL	935,400/=	635,400/=		

NTA LEVELS	REQUIREMENTS	CAMPUS	OFFCAMPUS	ACCOUNT NAME AND NUMBER	
NTA-6 ORDINARY DIPLOMA	TUITION FEES	565,000/=	565,000/=	LOCAL GOVERNMENT TRAINING INSTITUTE	CONTROL NUMBER
	NHIF	60,400/=	60,400/=	LGTI-dispensary imp	50510041668 NMB
	ACCOMODATION	300,000/=		LOCAL GOVERNMENT TRAINING INSTITUTE	CONTROL NUMBER
	LOGISO	20,000/=	20,000/=	LOCAL GOVERNMENT STUDENTS ORGANIZATION	50510002089 NMB
	TOTAL	945,400/=	645,400/=		

N.B: Control number for each selected student will be displayed on the website www.lgti.ac.tz from 1st July, 2019.

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