



# THE LOCAL GOVERNMENT TRAINING INSTITUTE

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## Application Form for Admission into Certificate and Diploma Courses for Academic Year 2022/23

### 1. Previous Application to the Institute

Have you ever applied for admission or registered in courses at LGTI: Yes  No  If yes, LGTI Reg. No

### 2. Personal Information (Please Use Capital Letters)

Fill your names exactly as they appear in your academic certificates i.e. CSEE, ACSEE or equivalent qualifications

Last Name:		<b>Do you have any Physical or Communication Disabilities?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>			
First Name and Middle Name(s) – Do not use initials		If YES above tick whichever is applicable			
		Speech	Hearing	Mobility	Others
Date of Birth	Sex Male <input type="checkbox"/> Female <input type="checkbox"/>	Give details of disability:			
Place of Birth:		<b>Please select campus:</b>			
Citizenship:		Dodoma Town Centre: <input type="checkbox"/>			
Permanent Home Address:		Main Campus: <input type="checkbox"/>			
Contact Address:		<b>Please select residence category:</b>			
E-mail Address:		Dodoma Town Centre: Off Campus <input type="checkbox"/>			
Applicant Mobile Number:		Main Campus: <input type="checkbox"/>			
Marital Status:		Off Campus <input type="checkbox"/>			
<b>Next of Kin</b>		In Campus <input type="checkbox"/>			
Name:					
Mobile Number:					
Relationship:					
Residence:					

### 3. Proposed Course of Study

S/N	Courses	Tick (✓) any three (3) in the Appropriate Field	Rate in Order of Priority (write 1,2,3)
1.	Basic Technician Certificate in Local Government Administration		
2.	Basic Technician Certificate in Local Government Accounting and Finance		
3.	Basic Technician Certificate in Community Development		
4.	Basic Technician Certificate in Human Resource Management		
5.	Basic Technician Certificate in Procurement and Supplies Management		
6.	Basic Technician Certificate in Records, Archives and Information Management		
7.	Technician Certificate in Local Government Administration		
8.	Technician Certificate in Local Government Accounting and Finance		
9.	Technician Certificate in Community Development		
10.	Technician Certificate in Human Resource Management		
11.	Technician Certificate in Procurement and Supplies Management		
12.	Technician Certificate in Records, Archives and Information Management		
13.	Ordinary Diploma in Local Government Administration		
14.	Ordinary Diploma in Local Government Accounting and Finance		
15.	Ordinary Diploma in Community Development		
16.	Ordinary Diploma in Human Resource Management		
17.	Ordinary Diploma in Procurement and Supplies Management		
18.	Ordinary Diploma in Records, Archives and Information Management		

**Sponsorship – Please select once**

Private <input type="checkbox"/>	Government <input type="checkbox"/>
Specify:	

**4. Education Background**

**a) Certificate of Primary Education Examination**

School Name.....

Region/District.....

**b) Certificate of Secondary Education Examination (C.S.E.E.) or Equivalent**

(Index Number .....Year of Completion

Subject	Grade	Subject	Grade

**c) Advanced Certificate of Secondary Education Examination (A.C.S.E.E.) or Equivalent**

(Index Number .....Year of Completion .....

Subject	Grade	Subject	Grade

**d) Details of any other Qualifications e.g. Diploma, Certificate etc.**

INSTITUTE/INSTITUTION	From (Year)	To (Year)	Name of Award e.g. Certificate/Diploma

**5. Sponsorship Declaration**

I.....of..... (Postal address) declare to sponsor..... (Name of applicant) to study at the Local Government Training Institute-Dodoma and that I will pay all fees in time as required including costs for Field Practical Training. My mobile no. is ..... and email address: .....

Sponsor' s signature: ..... Date: .....

**6. Applicant' s Declaration**

I agree, if admitted to LGTI, to comply with institute' s regulations. I certify that the information in this application is true and complete in all aspects and that I have withheld no information. I authorize the institute to verify any information provided as part of this application.

Applicant' s Full Name:	
Applicant' s Signature:	Date of Application:

## 7. Mode of Payment

<p>1. Registration and identity card are paid only once during the given academic year.</p> <p>2. Payments can be made in two installments (i.e. Semester I and Semester II.) as indicated in joining instruction form</p> <p>3. Non-refundable application fee of Tshs.10,000/= to be deposited in <b>LGTI APPLICATION FEE CONTROL NUMBER 994490085745</b></p> <p><b>Note:</b></p> <p><i>1. All payment should be done through <b>Local Government Training Institute' s Application Fee Control Number ONLY</b></i></p> <p><i>2. Other recommended direct student costs (incurred by sponsors or students) are merely indicative</i></p> <p><i>3. Students are advised to join the National Health Insurance Fund (NHIF)(if you were not insured before)</i></p> <p><i>4. Fees structure is attached in this application form</i></p> <p><i>5. This application form is also available at the Local Government Training Institute (LGTI) or you can directly download from our Website: <a href="http://www.lgti.ac.tz">www.lgti.ac.tz</a></i></p>	<p><b>Document to be Enclosed</b></p> <p>You should include the following attachments when sending your application:</p> <ol style="list-style-type: none"><li>1. Duly filled application form</li><li>2. Copy of Certificate of Secondary Education Examination (CSEE)</li><li>3. Copy of other qualification(s) e.g. certificates – if any</li><li>4. Copy of birth certificate</li><li>5. Original Bank Pay-in slip for application fee</li><li>6. Two recent passport size photographs</li></ol> <p><b>For more information or enquiries please contact:</b></p> <p><b>The Registrar,</b> <b>Local Government Training Institute (LGTI),</b> <b>P. O. Box 1125,</b> <b>DODOMA,</b> <b>TANZANIA.</b> <b>Land Line: 026- 2961101</b> <b>Mobile: 0762-723459</b> <b>(Call during working hours from 8:00 am to 3:30 pm)</b></p>
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**FEE STRUCTURE AND OTHER CHARGES APPLICABLE 2022/23**

NO.	COST ITEMS	CERTIFICATE PROGRAMMES (ALL)		ORDINARY DIPLOMA PROGRAMMES (ALL)
		ONE YEAR	ONE YEAR	ONE YEAR
	<b>DIRECT COST PAYABLE TO THE INSTITUTE</b>			
	<b>CITIZENS</b>	<b>BASIC TECHNICIAN CERTIFICATE</b>	<b>TECHNICIAN CERTIFICATE</b>	<b>DIPLOMA</b>
		<b>(TSH.)</b>	<b>(TSH.)</b>	<b>(TSH.)</b>
1.	Tuition Fee - Annually	865,000	965,000	975,000
2.	Students' Union – Annually	20,000	20,000	20,000
3.	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</b>			
	<b>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
5	Field Assignment	280,000	280,000	280,000
	<b>TOTAL</b>	<b>2,555,000</b>	<b>2,555,000</b>	<b>2,555,000</b>
	<b>NON CITIZENS</b>	<b>US \$</b>	<b>US \$</b>	<b>US \$</b>
		5,000	5,000	5,000