



UNITED REPUBLIC OF TANZANIA  
MINISTRY OF NATURAL RESOURCES AND TOURISM



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Forest Industries Training Institute,  
P. O. Box 1925,  
MOSHI.

Our Ref.

Date: 11<sup>th</sup> June, 2022

Dear.....

P. O. Box .....

**RE: ADMISSION FOR .....  
IN FOREST INDUSTRIES TECHNOLOGY IN 2022/2023 ACADEMIC YEAR**

I am delighted to inform you that you have been selected into the aforementioned program for the academic year 2022/2023.

Selected candidates are expected to register at the Institute from October 24<sup>th</sup>, 2022. The deadline for reporting is November 4<sup>th</sup>, 2022, after which no candidate will be registered.

On arrival at the Institute please bring the following;

- Original certificates of academic qualifications;
- Original birth certificate;
- Pay slips for tuition fee and other costs;
- Medical health Insurance fee or valid NHIF membership card;
- Fee for uniform and practical outfits;
- Pay slip for accommodation if admitted in-campus;

Registration will be only made for the candidates who will meet all the above requirements (a - f). Drawings of dressing code for institute is attached herewith, and if any student will violate this, disciplinary action will be taken.

Congratulations on your admission, and best wishes for a successful academic career at FITI.

We look forward to meeting you on 24<sup>th</sup> October 2022.

.....  
Berthan Paul  
For PRINCIPAL





## JOINING INSTRUCTIONS FOR 2022/23 ACADEMIC YEAR

### 1. REGISTRATION AND ADMISSION

- Upon arrival, you will have to officially complete registration process as per directions which will be provided;
- Candidates are required to bring two recent coloured passport size photographs with light blue background, originals and copies of all academic certificate, result slips or transcripts, birth certificate and pay slips for tuition fee and medical capitation;
- Tuition fee, direct institute costs and medical capitation should be paid first to enable student to proceed with registration process (see fees structure in page 5);
- No cash payments shall be received at the Institute. All payment should be made through control number and receipt/evidence of payment shall be submitted during registration. To obtain control number kindly please call/send an SMS showing student particulars that include Full name of student as shown in his/her academic certificates, address and available mobile number of students/parents/guardians through the following mobile number: 0755771852 or 071708514
- Fee once paid is not refunded;
- All foreign students are required to get residence permit before arriving in the country.

### 2. FEE STRUCTURE

- Students selected to pursue courses offered by the Forest Industries Training Institute are required to pay training fees in two instalments; at least 50% of the total annual fees at the beginning of the first semester and 50% of the total annual fees at the beginning of the second semester.
- The Institute reserves the right to review fees as may be appropriate.
- Training fees for courses for Tanzanian and Non-Tanzanian students (Table 1).

Table 1: Training fees (payable to the Institute)

Programme	Description	Fees for Tanzanian (TZS)	Fees for Non-Tanzanian (USD)
NTA 4 for Forest Industries Technology	Training fee	800,000.00	400.00
NTA 5 for Forest Industries Technology	Training fee	830,000.00	415.00
NTA 6 for Forest Industries Technology	Training fee	900,000.00	450.00

In addition to training fees each student **must** pay the following approved direct Institute costs (Table 2).

Table 2: Direct Institute costs (payable to the Institute)

S/n	Item	Level	Fees for Tanzanian (TZS)	Fees for Non-Tanzanian (TZS)
1	Registration	All levels	15,000.00	7.50
2	Identity Card	All levels	5,000.00	2.50
3	Student Union	All levels	20,000.00	10.00
4	Library services	All levels	15,000.00	7.50
5	Graduation	Level 5 & 6	40,000.00	20.00
6	Quality Assurance	All levels	15,000.00	7.50
7	Supervision for Field Attachment	Level 5	100,000.00	50.00
	Supervision for Special Project (SP)	Level 6	150,000.00	75.00
8	ICT Services	All levels	30,000.00	15.00
9	Certification	All levels	20,000.00	10.0
10	Lab. services	All levels	10,000.00	5.00

Sponsors/Parents/Guardians need to consider the following recommended costs for students when making sponsorship arrangement (Table 3).

Table 3: Recommended direct students' costs (payable to student)

S/n	Item	Level	Cost (TZS) per day	Cost (TZS) per year	Number of days per year
1	Books and Stationery	All levels		100,000.00	200
2	Meals	All levels	5,000.00		200
3	Accommodation	All levels	1,000.00		200
4	Medical capitation	All levels		50,400.00	200
5	Field attachment	Level 5	20,000.00		28
6	Data collection for Special Project (SP)	Level 6	20,000.00		14
7	Laptop**	Level 6			
8	Umbrella/rainy coat, leather gloves, leather boots, helmets, eye and ear protective gears**	All levels			
9	Practical outfit	All levels	60,000.00		
10	Class uniform (Kaunda suit)	All levels	70,000.00		
11	Class uniform (T-shirt & Trouser)	All levels	50,000.00		

\*\* Negotiable

**Note:** Any payment should be made through control number issued by the institute. Request of control number should be made through SMS or Call by specifying names of students as indicated into academic certificates and available mobile numbers. **The detail should be sent to the following numbers** Registrar of Students - 0755771852 & Accountant - 071708514;

### **SPECIAL INSTITUTE REQUIREMENTS**

1. All students are required to have classroom uniform and practical outfits (i.e., leather gloves, leather boots, helmets, eye and ear guards). All these requirements will be obtained at the Institute from the recommended service providers;
2. All students for Ordinary Diploma are required to have laptops (recommended Core i3 CPU and 4GB of RAM) and funds for Special Project;
3. No student for Ordinary Diploma shall be admitted until he/she has these items (practical outfits & laptop);
4. All students for Technician Certificate are required also to have funds to cater expenses during Field Attachment and Ordinary Diploma to cater expenses for Special Project;
5. Expenses for reference books not in Institutes' library, stationery and calculator must be met by students;
6. All students are required to undergo medical examination and fill the attached form to ascertain their fitness for the course. The medical report must be submitted during registration;
7. All students are required to have Institute's Rules, Guidelines and Regulations after being registered.

### **STUDENTS' WELFARE**

1. Accommodation is not guaranteed. Where provided, it will be on basis of new students first come and first served at an annual rental charged **200,000.00** Tanzania shillings. Payment should be made after a room has been secured (payment will be made in two instalments; 50% at the beginning of the first semester and 50% at the beginning of the second semester);
2. Those who will be accommodated in the Institute hostels shall be provided with beds and mattresses only. Students are therefore, required to bring with them the following:
  - (a) Pillow(s) with spare pillow covers;
  - (b) Bed sheets;
  - (c) Blankets and towels;
  - (d) Mosquito net;
3. Food will be served in the Institute dining hall by Private Caterer and expense for meals must be met by the students;
4. Selected applicants shall incur transport costs to and from the institute during their stay at FITI.

**You are welcome to FITI**



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REQUEST FOR MEDICAL EXAMINATION

PART A:

NAME AND ADDRESS OF THE MEDICAL CENTRE

.....  
.....  
.....

Please examine Mr. /Mrs. Ms. ....as to his/her  
fitness for admission to the Institute as full-time student.

PART B:

MEDICAL CERTIFICATE

(To be completed by Government Medical Officer)

1. EYES, NOSE & THROAT

2. RESPIRATORY SYSTEM

3. GASTROINTESTINAL SYSTEM

4. CARDIOVASCULAR SYSTEM

5. CENTRAL NERVOUS SYSTEM

6. MUSCULOSKELETAL SYSTEM

7. URINARY SYSTEM

8. SKIN

STATE NORMAL/NOT NORMAL

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.....

I have examined the above named and consider that he/she is physically fit/not fit for intensive course  
of studies. (Delete whichever is not necessary)

Name of Medical Officer.....

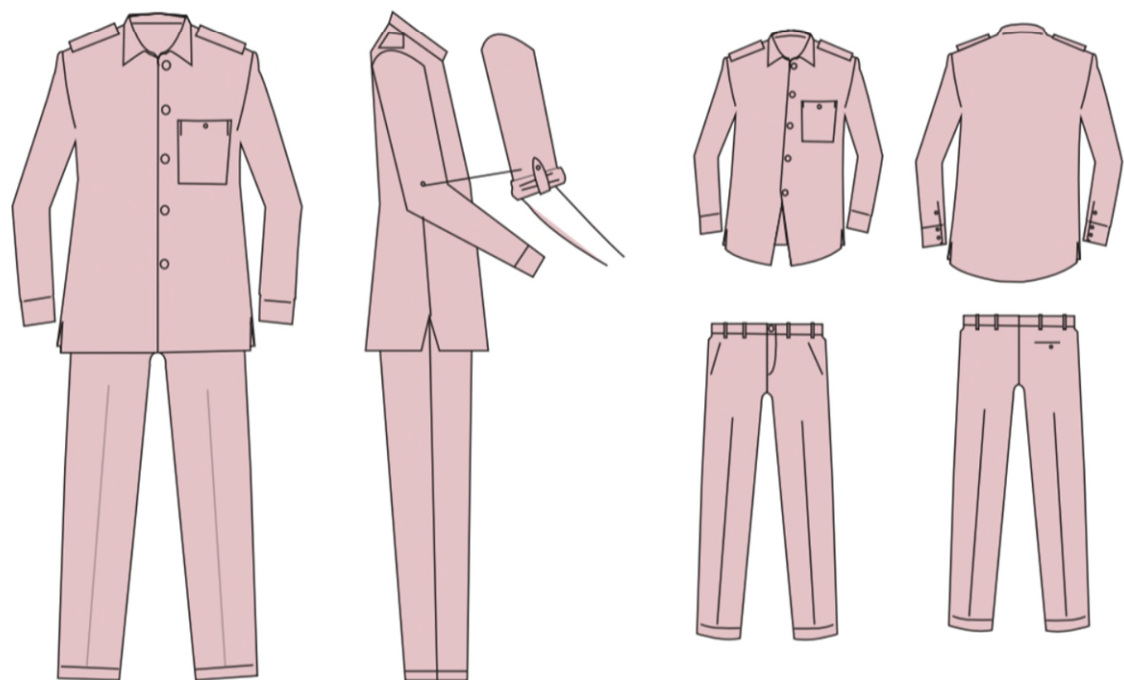
Signature.....

Date.....

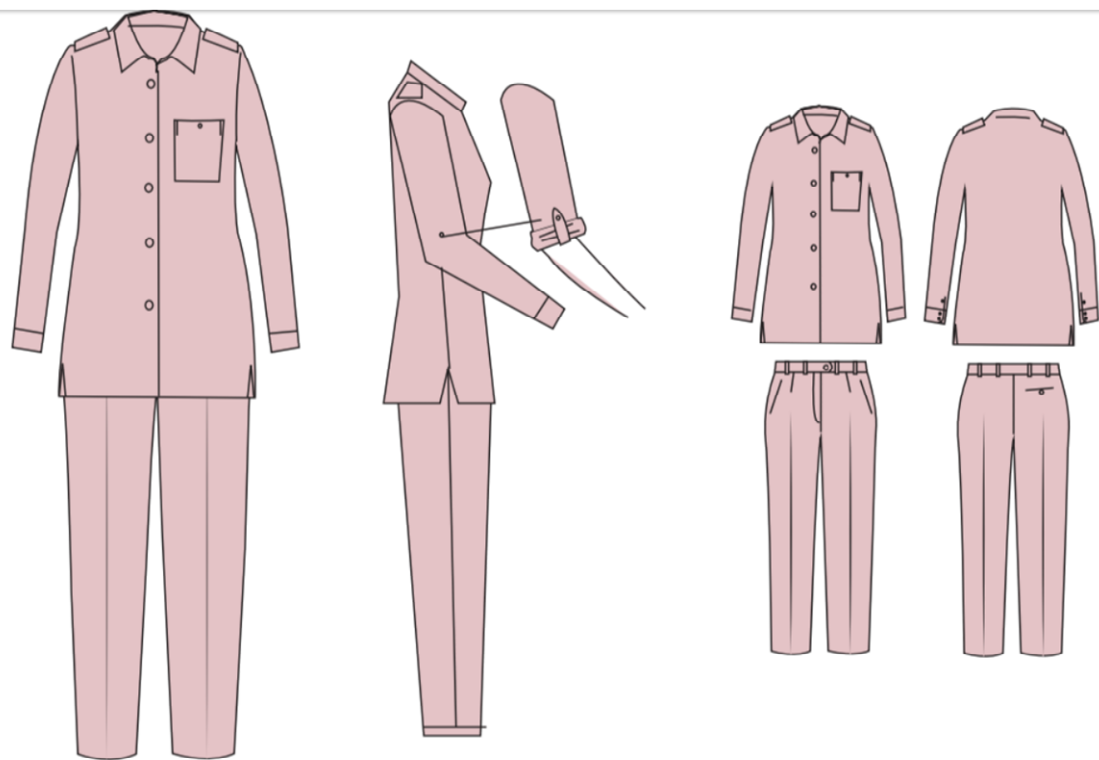
Official stamp: .....

Appendix 1: Official Uniform

A. Male Uniform



B. Female Uniform



C. T-shirt for Male and Female



D. Practical outfit



Front view



Back view

Note: Official uniforms will be available at the institute and students will be given instructions from the registrar of students before or during registration.