



UNITED REPUBLIC OF TANZANIA  
MINISTRY OF NATURAL RESOURCES AND TOURISM



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

*In reply please quote:*

Ref. No. ....

Date: 21<sup>st</sup> September, 2020

Mr./Mrs./Ms

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**RE: ADMISSION LETTER FOR BASIC TECHNICIAN CERTIFICATE/TECHNICIAN  
CERTIFICATE/ORDINARY DIPLOMA IN FOREST INDUSTRIES TECHNOLOGY**

1. Congratulations for being selected to join Forest Industries Training Institute (FITI) – Moshi.
2. I am pleased to inform you that you have been selected to study Basic Technician Certificate/Technician Certificate/Ordinary Diploma in Forest Industries Technology for 2020/21 academic year. You are required to report at FITI main campus for registration between 1<sup>st</sup> and 14<sup>th</sup> November 2020.
3. The FITI main campus is located about 3 km from Moshi Central bus stand. You can reach the institute from the bus stand via public transport (i.e. bodaboda or bajaji or taxi) with the amount not exceeding 5,000.00 Tanzania shillings.
4. Classes will commence on 16<sup>th</sup> November 2020. All selected applicants **MUST** report at the Institute not later than **two weeks** after commencement of studies.
5. Your admission at FITI depends on your agreeing of the joining instructions attached herewith.

You are warmly welcome.

Berthan P. Odelo  
**FOR PRINCIPAL**



## JOINING INSTRUCTIONS FOR THE NEW STUDENTS 2020/21 ACADEMIC YEAR

### REGISTRATION AND ADMISSION

1. Upon arrival, you will have to officially complete registration process as per directions which will be provided;
2. Candidates are required to bring two recent colored 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 fees and medical capitation;
3. Tuition fees, direct institute costs and medical capitation should be paid first to enable student to proceed with registration process (see fees structure in page 5);
4. No cash payments shall be received at the Institute. All payment should be made through **control number** and receipt shall be submitted. For any inquiries and how to get control number please call Admission Officer through mobile number: **0755771852** or **0752206305**;
5. Fees once paid will **not be refunded**;
6. All foreign students are required to get residence permit before arriving in the country.

### SPECIAL INSTITUTE REQUIREMENTS

1. All students are required to have practical outfits (umbrella/rainy coat, leather gloves, leather boots, helmets, eye and ear protective gears) which will be obtained from Institute's service provider at student's cost;
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 installments; 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

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.....  
.....

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)*

**STATE NORMAL/NOT NORMAL**

- 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 .....

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: .....**

**FEES STRUCTURE FOR FOREST INDUSTRIES TRAINING INSTITUTE  
AS FROM OCTOBER 2020**

Candidates selected to pursue courses offered by the Forest Industries Training Institute are required to pay tuition fees and direct Institute costs in two installments; 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. Fees once paid are **not refundable**. Also, the Institute reserves the right to review fees as may be appropriate. Tuition fees for courses for Tanzanian and Non-Tanzanian students (Table 1).

**Table 1: Tuition fees (payable to the Institute)**

SN	Programme	Level	Tuition fees for Tanzanian (TZS)	Tuition fees for Non-Tanzanian (USD)
1	Forest Industries Technology	NTA 4	800,000.00	400
		NTA 5	830,000.00	415
		NTA 6	900,000.00	450

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

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

SN	Item	Level	Fees for Tanzanian (TZS)	Fees for Non-Tanzanian (USD)
1	Registration	All levels	10,000.00	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	20,000.00	15.00
6	Quality Assurance	All levels	15,000.00	7.50
7	Supervision	Level 5	50,000.00	20.00
		Level 6	100,000.00	50.00
8	ICT Services	All levels	30,000.00	15.00
9	Certification	All levels	15,000.00	7.50
10	Lab. services	All levels	10,000.00	5.00

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

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

SN	Item	Level	Cost (TZS) per day	Cost (TZS) per year
1	Books and Stationery	All levels		100,000.00
2	Meals	All levels	5,000.00	
3	Accommodation	All levels	1,000.00	
4	Medical capitation	All levels		50,400.00
5	Field attachment	Level 5	20,000.00	
6	Special project	Level 6		150,000.00
7	Laptop	Level 6		
8	Umbrella/rainy coat, leather gloves, leather boots, helmets, eye and ear protective gears	All levels		200,000.00**

**\*\* Negotiable**