



UNITED REPUBLIC OF TANZANIA
MINISTRY OF WORKS AND TRANSPORT
NATIONAL INSTITUTE OF TRANSPORT



JOINING INSTRUCTIONS FOR SELECTED APPLICANTS
FOR 2023/2024

Please be informed that, you have been selected to join the National Institute of Transport (NIT) to pursue various programmes under Higher Education Student's Loans scheme or Private Sponsorship. We wish you a successfully future in this challenging task as we warmly welcome you to the Institute. You will pursue the programme identified in your letter of invitation to join the Institute.

LOCATION:

The National Institute of Transport is located along Mabibo Road behind TANZANIA – CHINA TEXTILE MILL (URAFIKI) Company about 10 kilometers from the City Centre.

1.0. TRAVELING EXPENSES

Your sponsor or guardian or yourself shall be responsible for your traveling expenses to and from NIT throughout your studies.

2.0. MEDICAL EXAMINATION

First time students will only be admitted upon producing a satisfactory medical report of health fitness. You are therefore, requested to undergo a medical examination by a registered and competent Medical practitioner or from a Government Hospital before coming to the Institute. Medical Examination Forms are enclosed.

3.0. PRIVATELY SPONSORED STUDENTS

All first year students Under Private Sponsorship (other than those under Higher Education Students' Loan Board (HESLB) Scheme must fill in and submit Student's Sponsorship Declaration Forms before being registered.

4.0. On arrival, you are supposed to report to the Registrar's office for registration after submission of the following:-

- (a) Evidence of tuition and other fees payment
- (b) The letter of invitation to join the Institute
- (c) A duly filled Medical Examination Form
- (d) Original Academic Certificates and Certified Academic Transcripts where it is applicable, including two copies of each Academic Certificates
- (e) Original Birth Certificate with two copies
- (f) Caution Money

It is a criminal offence to submit false or forged academic documents. A student who will be found to have submitted forged certificates the registration to study at the Institute shall be revoked and the case shall be reported to the appropriate security bodies for further action.

5.0. SPONSORSHIP FEES:

5.1. Students joining different programmes have to be sponsored. Such sponsors could either be the employers, Parent or Guardians, HESLB or Private. Paid fees are non-refundable. The fee structure is attached for guidance for appropriate planning and for your further action.

NOTE:

The fee structure shall be reviewed from time to time whenever the Institute finds it is necessary to do so in case there are fee structure changes students shall be notified in writing.

6.0. STUDENTS ORGANIZATION AT THE INSTITUTE

There is a Students' Organization known as SONIT (Students' Organization of the National Institute of Transport). This is an organ which coordinates and organizes all students' welfare and social activities at the Institute.

7.0. SONIT Membership

Every student shall be a member of the Students' Organization at National Institute of Transport (SONIT). Every member is obliged to pay membership fee of ten thousand Shillings (10,000/=) per annum.

8.0. RELEASE

Students sponsored by employers are required to produce written evidence from the employer that has been officially released to pursue the programme at the Institute. One should bring such evidence for use during the registration exercise.

9.0. GENERAL INFORMATION

9.1. During the registration and the entire period of the programme the Institute shall ensure the legality of the registered students. Registration can be nullified any time if it comes to our knowledge that, a student had cheated by submitting forged documents.

9.2. Cancellation of Admission

Failure to register within the first two weeks (10 working Days) after opening of the Institute shall lead to cancellation of your admission.

9.3. Identity Card

(a) Each student is required to bring four (4) passport size photographs and pay Tshs. 10,000/= for an Identity Card.

(b) Replacement of a lost Identity Card will be done upon paying ten thousand Shillings (Tshs.10,000/=) and submission of a Police loss report as an evidence of the incidence to the Dean of students' office.

9.4. CAUTION MONEY

All first year students are required to pay 20,000/= or 50USD (during registration) as caution Money. Caution money is non-refundable at the end of the programme.

9.5. Orientation Week

Every new student should attend the orientation programme that shall last for a week before commencement of the academic year. Also should attend Departmental orientation when organized.

9.6. Students are required to pay all financial obligations through control number which will be obtained through the "SIMS" account.

9.7. Each student is required or rather strongly advised to have registered with National Health Insurance Fund prior to joining the Institute in order to cover day to day health matters.

10.0. INSTITUTE FACILITIES AND CONDITIONS FOR USE

10.1. The Institute has Library facilities, Computer Laboratories, Hostels, Workshops, a Dispensary and recreational facilities.

10.2. Selected applicants are informed that, the Institute does not have enough/adequate accommodation at the moment hence, they should be prepared to seek for **private accommodation** outside the Institute.

10.3. Students are advised to come with all necessary items for their studies e.g. exercise books, pens, calculators, Laptops, drawing boards and tracing pens, etc.

10.4. Engineering students are required to come with at least two pairs of blue overalls, overcoats safety boots and Laptops.

10.5. Medical treatment will be provided after the submission of National Health Insurance Fund (NHIF) card.

10.6. Students accommodated at the Institute's hostels must observe rules and regulations pertaining to students conduct and discipline (by-laws). The Institute reserves the right of admission to the hostels.

10.7. Students are encouraged to participate fully in sports and games activities. The Institute participates in various sports competitions: football, netball, basketball, volleyball, athletics and other indoor games. Students are advised to come with sports gear.

11.0. INSTITUTE'S REGULATIONS

Being a student of the Institute you will be required to adhere to the Institute's regulations and by-laws listed hereunder:

- Examination Rules and Regulations
- Student's by laws
- Code of proper Dressing.

11.1. Student general conduct and general discipline

All students must observe general conduct and discipline as prescribed in the Students Handbook and other documents.

11.2. Industrial Training regulation

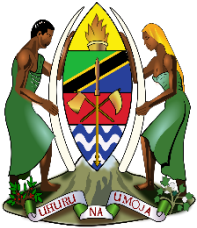
The Institute through the module lecturers will organize Industrial Training when it deems necessary. It is not the students' responsibility to demand for Industrial Training.

11.3. Review of Regulations

The Institute has regulations governing the use of Workshops, Library, Computer Laboratories, Classes and Sports facilities, Hostels and the Dispensary. The Institute's authority reserves the right for the interpretation of its rules, regulations and the right to change them as it may deem necessary.

11.4. Tuition Fees and Association Cost

The applicable tuition fee must be paid as Instructed by the Management. Students will only be able to pay tuition fee after they have been given Registration numbers by the Institute. The Registration numbers will enable them to get Control Numbers for the Government electronic Payment Gateway (GePG).



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MINISTRY OF WORKS AND TRANSPORT
NATIONAL INSTITUTE OF TRANSPORT



Rector,
National Institute of Transport
P.O. Box 705
DAR ES SALAAM

DATE

RE: ACCEPTANCE OF OFFER TO JOIN THE INSTITUTE

I, whose particulars are as follows:

First Name: Middle Name:

Date of Birth:.....

Permanent Home Address:

Guardian/Next of Kin and His/Her Postal address:.....

..... Email Address:

Telephone Number:

I have read the Institute’s joining instructions and promise that I shall abide by them and therefore accept the offer to join the Institute.

Student’s Signature:

Date:



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MINISTRY OF WORKS AND TRANSPORT
NATIONAL INSTITUTE OF TRANSPORT



DATE

Rector,
National Institute of Transport
P.O. Box 705

DAR ES SALAAM

Dear Sir,

**RE: DECLARATION TO SPONSOR A STUDENT AT THE
 NATIONAL INSTITUTE OF TRANSPORT**

We/I Will sponsor
Mr./Mrs./Miss.....
Who has been selected for admission into.....
(name of the programme at the National Institute of Transport).

We/I promise to pay all his/her studentship fees and other costs as it shall deem necessary for the whole duration of the programme, in compliance to the joining instruction.

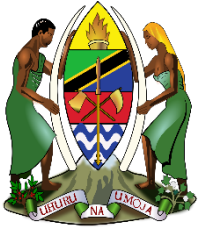
Yours faithfully

.....)
.....) Name, Signature and
.....) title of officer

(OFFICIAL STAMP)

Contact Address:-

Telephone:
Telefax:
E-mail:



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MEDICAL EXAMINATION FORM

SURNAME OTHER NAME.....
AGE SEX.....
MARITAL STATUS..... CITIZENSHIP.....

PERSONAL HISTORY:

Is the examinee suffering from any of the following? Indicate YES or NO.

- 1 Tuberculosis..... 15 Epileps.....
2 Pneumonia..... 16 Deformity.....
3 Pleurisy..... 17 Psychotic.....
4 Asthenia..... 18 Eye disorder.....
5 Rheumatic fever..... 19 Ear/nose or throat disorder.....
6 Allergy Disorder..... 20 Skin disease
7 Heart disease..... 21 Anaemia.....
8 Gastric or duodenal..... 22 Gynaecological disorder.....
9 Recurrent indigestion..... 23 Malaria or other tropical disease.....
10 Jaundice..... 24 Cholera.....
11 Dysentery..... 25 Major or minor Operation.....
12 Varicose Veins..... 26 Serious accidents
13 Kidney or Urinary disease----- 27 Any other serious disorder.....
14 Diabetes.....

PHYSICAL EXAMINATION

- 1 Height..... 3 Weight.....
2 Skin disease..... 4 Eyes Conjugativae.....
Pupils
Vision; Right.....
Left
5 Please state condition of ears; (If any discharges) Mouth and throat.....
Nose.....

- 6 Any Abnormality.....
- 7 Cardiovascular System;
 Blood pressure; Systolic..... Diastolic.....
 Heart Any Murmur?.....
 Arteries and Veins.....
- 8 Abdomen..... Hernia.....
 Hydrocele.....
 Masses.....
 Liver.....
 Kidney.....
 Rectal.....
 Any clinical evidence of hyperacidity or gastric duodenal ulcer?.....

LABORATORY;

- 1 Urine; Albimun
 Sugar
 Lecucecytes.....
- 2 Stool; Special emphasis on Hookworm or Bilharzia.
- 3 Blood Examination; Hb level.....
 Neutrophils.....
 Eosinophilis.....
 Basophilis.....
 Lymphocytes.....
 Monooytes.....
 ESR.....
- 4 X ray examination – Chest.....
- 5 Serology; Widal Test VDRL
- 6 Pregnancy Test

CONCLUSION

I have examined Mr./ Miss/ Mrs.....
 and consider that he/ she is/ not physically fit to be employed by the Institute.

REMARKS;.....

.....
 DATE Signature Name

.....
 Title Qualification

Address:

