



THE UNITED REPUBLIC OF TANZANIA

MINISTRY OF WATER
WATER INSTITUTE



In reply, please quote

Ref. No.: WI/C.44/76/85

Date: 28th May, 2025

TO:
P.O. BOX

**SUB: ADMISSION LETTER FOR JOINING THE ORDINARY DIPLOMA COURSE IN THE
YEAR 2025/2026**

I am pleased to inform you that you have been selected for admission to the **Water Institute**, where you will undertake a three-year Ordinary Diploma Course Program in your chosen field.

2. Upon successfully completing the first year studies in the 2025/2026 academic year, you will earn a **Basic Technician Certificate** and qualify to advance to the second year in 2026/2027. If you complete the second year successfully, you will attain a **Technician Certificate** and be promoted to the third year in 2027/2028. Upon successfully finishing the third year, you will be awarded an **Ordinary Diploma**.

3. The registration requirements are as follows:

- i. Original and certified true copies of your certificates of secondary education
- ii. Original and certified true copies of your birth certificate
- iii. Submission of four recent colored passport-size
- iv. Filled Acceptance and Declaration Form
- v. Duly filled and signed medical report
- vi. Proof of Payment
- vii. Departmental Requirement: A3-Drawing Board, Dark Blue Overalls, White Laboratory coat, non-programmable calculator (recommended CASIO f(x)-991 MS) and Gumboots
(*Available at the Institute*)

4. You are mostly welcome.

Prof. Adam O. Karia
RECTOR

ACCEPTANCE OF ADMISSION

1.0 PERSONAL PARTICULARS

NB: Write your name as it appears in your form IV certificate.

1.1 LAST NAME (SURNAME):

MIDDLE NAME(s)

FIRST NAME:

FORM IV INDEX NUMBER AND YEAR.....

1.2 COURSE REGISTERED FOR:

1.3 HOME ADDRESS (PLACE OF RESIDENCE).....

VILLAGE/ STREET.....

POSTAL ADDRESS:

TELEPHONE:

2.0 CONDITIONS FOR ADMISSION:

You are being admitted to the Water Institute on the following conditions:

- 2.1 That you will comply with the Institute authorities' lawful orders and policies, regulations, procedures, and guidelines, as any amendments made to these, and that you will not interfere, in any way, in the management of the Institute.
- 2.2 That you will not, under any circumstances, disrupt or encourage others to disrupt Institute's activities both academic and non-academic, (e.g. boycotting classes);
- 2.3 That you will not, in any way, carry out any social/ sexual harassment to any of your fellow students;
- 2.4 That you will follow the properly laid down procedures in submitting your request(s), demand(s) and/or grievances;
- 2.5 That you will be responsible for proper care of the Institute's properties entrusted under your custody;
- 2.6 That you will participate fully in keeping the institute compound environmentally clean (especially the halls of residence and their surroundings).

Please sign the declaration given below and submit the form during registration.

3.0 DECLARATION

I (Name in full) do accept all conditions stated above.

.....

SIGNATURE

.....

DATE

JOINING INSTRUCTIONS FOR YEAR 2025/2026 DIPLOMA STUDENTS

1.0 ACCOMMODATION

Due to the limited availability of accommodation at the Institute, priority will be given to students with disabilities, those from up- country, female students and first year students. Students who are granted accommodation on campus must pay **TZS 300,000/** for the entire academic year, and the given amount should be paid in the beginning of the first semester. The Institute will provide a bed and a mattress, but students must bring the additional personal items as listed below:

- i. Pillow, Bed sheets and a towel;
- ii. Mosquito net;
- iii. Bucket of 10 or 20 liters;
- iv. Enough pocket money for personal; expenses (e.g. for buying hygiene goods and stationery).

2.0 STUDY COSTS

As a diploma student, you will be required to pay an annual fee of **TZS 1,220,000** (One million, two hundred and twenty shillings only) to cover the cost of your studies. The following table outlines the distribution of fee payment (*to be paid through a generated control number*).

FEE PAYMENT SCHEDULE FOR ORDINARY DIPLOMA STUDENTS				
SEMESTER	INSTALLMENT	1ST YEAR	2ND & 3RD YEAR	TIME OF PAYMENTS
	ANNUAL FEE	1,220,000.00	1,100,000.00	
SEMESTER 1	INSTALLMENT 1 (30%)	366,000.00	330,000.00	(OCT/NOV) //2025
	INSTALLMENT 2 (30%)	366,600.00	330,000.00	(DEC/JAN) //2026
SEMESTER 2	INSTALLMENT 3 (20%)	244,000.00	220,000.00	(MARCH) //2026
	INSTALLMENT 4 (20%)	244,000.00	220,000.00	(APRIL/MAY)//2026

3.0 DRESSING CODE

The Institute does not enforce a standard uniform; however, students are expected to dress appropriately and respectfully at all times both on campus and when representing the Institute in formal academic activities such as study tours, industrial training and field attachments.

4.0 MEDICAL COSTS

The Institute has a dispensary that offers medical consultancies and treatment for common illnesses. Each student is required to contribute **TZS 10,000** at the start of both first and second semester to support medical care expenses. This fee is **non-refundable**.

For medical conditions beyond the Institutes dispensary's capacity, students are referred to **certified Government Hospitals** in Dar es Salaam. Additionally, students without medical insurance **must pay TZS 50,400** at the beginning of each academic year to access health insurance coverage through National Health Insurance Fund (NHIF).



5.0 DEPARTMENTAL REQUIREMENTS

Each student is required to cover the costs of department specific materials, as determined by their respective department. All necessary items **will be available for purchase at the Institute**, with prices detailed in the table below.

S/N	COURSE	ITEMS REQUIRED AND PRICES
1	ORDINARY DIPLOMA IN WATER SUPPLY ENGINEERING	i. A3-Drawing Boards =TZS 55,000/
2	ORDINARY DIPLOMA IN HYDROLOGY AND METEOROLOGY	ii. Dark-Blue Overalls =TZS30,000/
3	ORDINARY DIPLOMA IN IRRIGATION ENGINEERING	iii. Scientific Calculator =TZS30,000/
4	ORDINARY DIPLOMA IN HYDROGEOLOGY& WATER-WELL DRILLING	iv. Rain Gumboots =TZS20,000/
5	ORDINARY DIPLOMA IN SANITATION ENGINEERING	v. T- Shirt =TZS15,000/
6	ORDINARY DIPLOMA IN PLUMBING ENGINEERING	
7	ORDINARY DIPLOMA IN OPERATION AND MAINTANANCE OF WATER	
8	ORDINARY DIPLOMA IN PUMP MECHANICS ENGINEERING	
9	ORDINARY DIPLOMA IN QUANTITY SURVEYING FOR WATER AND SANITATION	
10	ORDINARY DIPLOMA IN GEOMATICS FOR WATER AND CIVIL WORK MANAGEMENT	
11	ORDINARY DIPLOMA IN COMMUNITY DEVELOPMENT FOR WATER SUPPLY AND SANITATION	i. T- Shirt =TZS15,000/ ii. Scientific Calculator =TZS30,000/
12	ORDINARY DIPLOMA IN WATER QUALITY AND LABORATORY TECHNOLOGY	i. White Laboratory Coat=TZS30,000/ ii. Scientific Calculator=TZS30,000/ iii. Rain Gumboots =TZS20,000/ iv. T- Shirt =TZS15,000/ v. T-Shirt =15,000/TZS vi. Rain Gumboots =20,000/TZS.

6.0 LIBRARY FEE

Students have to pay an annual library fee of **TZS 10,000** (Ten thousand only) for Library membership. Access to library services and facilities will strictly be limited to those who have paid the fee.

7.0 CAUTION MONEY

All new students are required to deposit **TZS 40,000** (forty thousand shillings) as **collateral security**, which will be used to cover the cost of lost or damaged Institute property. This deposit is **non-refundable**.

8.0. IDENTITY CARD

This requirement applies to all new students. Each student must pay **TZS 15,000** (fifteen thousand shillings) for issuance of a student identity card.

9.0 STUDENTS' UNION MEMBERSHIP FEE

The **Water Institute Students' Organization (WISO)** is the official student union at the institute. As a registered student, you automatically become a member. First-year students must pay a **non-refundable membership fee of TZS 20,000** (twenty thousand shillings), while continuing students contribute **TZS 15,000** (fifteen thousand shillings) annually at the beginning of the first semester.

Note: Payment for the student union fee shall be made through:

DSM MAIN CAMPUS (Students Union):-

Bank Name: National Microfinance Bank (NMB)
Account Name: WADEMISO PROJECT FUND
Account Number: 22502300007

SINGIDA CAMPUS:-

Bank name: CRDB Bank
Account Name: WISO SINGIDA
Account Number: 0133662618200

10.0 STUDENTS' SPORTS AND GAMES FEE

All students are required to participate in **sports, games and physical exercises**, including **inter-colleges competitions** to promote physical health and talents development. To support these activities, each student is obliged to pay **TZS 15,000** (fifteen thousand shillings) only at the beginning of each academic year.

11.0 REPORTING DATE

The orientation and registration week for October Intake 2025 new students will start on the

13th October, 2025. You are expected to arrive at the Institute on that date and not earlier.

The first semester will commence on **October 20, 2025**. Students arriving **more than two weeks** after the start of the semester **will not be accepted**, resulting in the **termination** of their admission.

12.0 SUMMARY OF COSTS TO BE MET

A. MONEY TO BE PAID TO THE INSTITUTE (IN TANZANIAN SHILLINGS) only
through Control Number (*see procedures for payment in the below*).

S/N	Description	Tanzanian Student (TZS)		Foreign Student US \$	
		FIRST SEMESTER			
		1 st Year	2 nd & 3 RD	1st Year	2 nd & 3 rd
1	Registration Fee	10,000	-	15	-
2	Tuition Fee	600,000	600,000	1,235	1,235
3	NACTE Fees	20,000	20,000	8	15
4	Medical Capitation	10,000	10,000	20	20
5	Library Membership Fee	10,000	10,000	10	10
6	Examination fee	25,000	25,000	120	120
7	Caution money	40,000	-	30	-
8	Student's identity Card	15,000	-	10	-
9	Prospectus	5,000	-	10	
	Sub-Total	735,000	665,000	1,465	1,400
SECOND SEMESTER					
10	Tuition Fee	400,000	400,000	-	-
11	Medical Capitation (Non-Refundable)	10,000	10,000	-	-
12	Certification	50,000	-	100	-
13	Examination Fee	25,000	25,000	-	-
	Sub-Total	485,000	435,000	-	-
	Grand-Total	1,220,000	1,100,000	1,565	1,400

13.0 PAYMENT PROCEDURES FOR ACADEMIC YEAR 2025-2026

STEP 1:-

1. Connect your device with Internet (Smart Phone or Laptop/Computer);
2. In address bar type <https://sims.waterinstitute.ac.tz>.

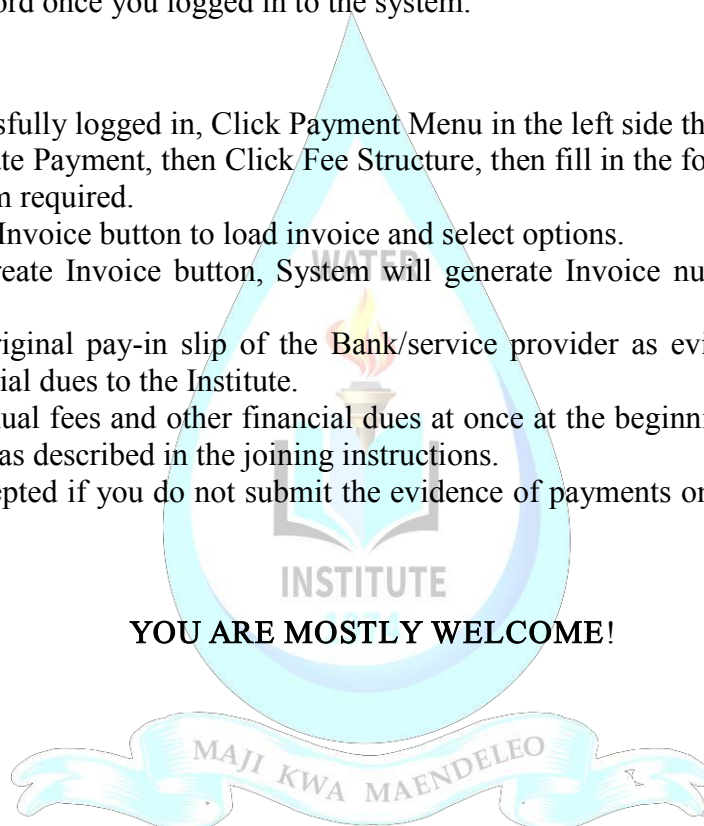
STEP 2:-

LOGIN TO YOUR SIMS ACCOUNT FOR NEWCOMER

Use your form IV index number as your **username** and **surname** in capital letters as **password** for the first time. Change password once you logged in to the system.

STEP 3:

- I. After you are successfully logged in, Click Payment Menu in the left side then click Create Invoice.
- II. After that Click Create Payment, then Click Fee Structure, then fill in the form to preview Invoice and select all options item required.
- III. Then Click Preview Invoice button to load invoice and select options.
- IV. After that Click Create Invoice button, System will generate Invoice number, which will be used in Payment.
- V. You must submit original pay-in slip of the Bank/service provider as evidence that you have paid fees and other financial dues to the Institute.
- VI. You can pay the annual fees and other financial dues at once at the beginning of the first semester or in four installments, as described in the joining instructions.
- VII. You will not be accepted if you do not submit the evidence of payments on the date you arrive at the Institute.



YOU ARE MOSTLY WELCOME!



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MEDICAL EXAMINATION FORM

To be filled by a Medical Officer

FULL NAME OF STUDENT.....

SEX: MALE/FEMALE.....

HB TEST:

STOOL: URINE MICRO.....

T.B TEST:

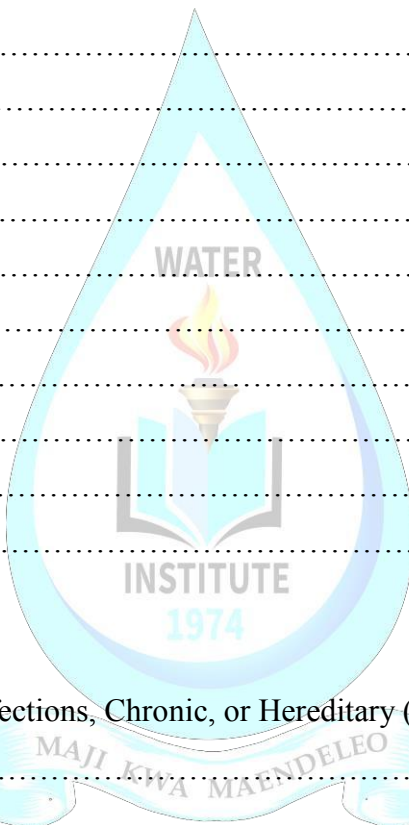
EYE EXAMINATION:

E.N.T:

CHEST:

CHESTX-RAY:

ABDOMEN.....



ADDITIONAL INFORMATION

Physical Defects of 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.

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NAME & SIGNATURE

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STAMP