



THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF WATER
WATER INSTITUTE



In reply, please quote
Ref. No.: WI/C.44/76/87

Date: 05th August 2025

TO:
P.O BOX:

SUB: ADMISSION LETTER FOR JOINING THE BACHELOR'S DEGREE PROGRAM
IN THE YEAR 2025/2026

I am pleased to inform you that you have been selected to join Water Institute (WI) to pursue Bachelor's Degree program in.....

This is either three or four year's program accordingly as approved by TCU depending on entry requirements.

2. The orientation and registration week for 2025/2026 new students will start on the 3rd of November 2025. You are expected to be at the Institute by 3rd November 2025 (not earlier). First-semester studies will begin on 10th November 2025.

3. You are required to complete all registration processes within the time stated above; failure to do so will consequently lead to cancellation of your admission. This offer is valid for the 2025/2026 intake only. For the purpose of the registration exercise, you must bring the following:

- i. Original and certified true copies of the certificates of secondary school education, advanced certificate of secondary school education and certificate/diploma.
- ii. Submission of three up-to date colored passport-size.
- iii. Original and certified true copy of birth certificate.
- iv. Filled Acceptance and Declaration Form.
- v. Duly filled and signed medical report.
- vi. Proof of Payment.

4. You are most 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 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 and 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 anyway, carry out any social/sexual harassment to any of your fellow.

2.4 That you will follow 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 the 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 BACHELOR STUDENTS

1.0 ACCOMMODATION

The Institute has very limited accommodation available for few Ordinary diploma students. For Bachelor's degree students you are advised to find your own accommodation.

2.0 TUITION FEES

As a privately sponsored student, you will be required to pay an annual fee of **TZS 1,655,000/=** (One million. six hundred, fifty five thousand shillings only) which will be used to cover study expenses.

Table 1 below stipulates fee payment distribution and deadline of the payment. *(To be paid through a generated control number).*

Table 1: Fee Payment Schedule for Bachelor's Degree Students

SEMESTER	INSTALLMENT	1 st Year	2 nd & 3 rd Year	PAYMENT DEADLINE
	ANNUAL FEE	1,655,000.00	1,525,000.00	
SEMESTER 1	INSTALLMENT 1 (30%)	496,500.00	457,500.00	NOV. 2025
	INSTALLMENT 2 (30%)	496,500.00	457,500.00	JANUARY 2026
SEMESTER 2	INSTALLMENT 3 (20%)	331,000.00	305,000.00	MARCH 2026
	INSTALLMENT 4 (20%)	331,000.00	305,000.00	MAY 2026

NB: All payment found in **Table 1** should be paid through control number generated from Student Information Management System (SIMS).

3.0 DRESSING

The Institute does not have a standard (uniform) dress, but students are expected to dress respectably at all times when they are at the Institute and when going out under the name of the Institute in other formal academic activities. Therefore every student is obliged to pay **TZS 15,000/=** (fifteen thousand shillings) for Water Institute T-Shirt for all official occasions and events.

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/=** (Ten thousand shillings only) 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/=** (Fifty thousand and four hundred shillings only) at the beginning of each academic year to access health insurance coverage through National Health Insurance Fund (NHIF).

5.0 DEPARTMENTAL REQUIREMENTS

All Students undertaking **Four Years Programs** are required to cover the cost of departmental specific materials, as determined by their respective department with prices detailed as follows;

- i. A3-Drawing Boards =TZS 55,000/=
- ii. Scientific Calculator =TZS30,000/=

NB. All departmental items **will be available for purchase at the Institute.**

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

This applies to new students. Each student shall be required to deposit **TZS 40,000/=** (Forty thousand only) as collateral security that shall be used to recover lost or damaged Institute property. This amount is non-refundable.

8.0 IDENTITY CARD

This applies to all new students. Each student will be required to bring four recent passport-size color photographs and to pay **TZS 15, 000/=** (Fifteen thousand only) for the production of the student's identity card.

9.0 STUDENTS' UNION MEMBERSHIP FEE

There is a students' union known as the **“Water Institute Students' Organization”** (WISO). Your registration as a student of this Institute entitles you to automatic membership to this student union. You shall, therefore, be obliged to contribute to this organization by paying a non-refundable membership fee of **TZS 20,000/=** (Twenty thousand only) for first-year students. Continuing students will pay an annual contribution of **TZS 15,000/=** (Fifteen thousand only) at the beginning of the first semester of every year.

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

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

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 November Intake 2025 new students will start on the **3rd November, 2025**. You are expected to **arrive at the Institute on that date and not earlier**.

The first semester will commence on **November 10th, 2025**. Arrival beyond two weeks from the semester start date will result in non-acceptance and cancellation of admission.

12.0 SUMMARY OF COSTS TO BE MET

Table 2. Fee Structure in local (Tanzanian Shillings) and foreign (US \$) currency (payable through a Control Number)

S/N	Description	Tanzanian Student (TZS)		Foreign Student US \$	
		FIRST SEMESTER			
		1 st Year	2 nd & 3 rd Year	1 st Year	2 nd , 3 rd Year
1	Registration Fee	20,000	-	25	-
2	Tuition Fee	810,000	810,000	1,570	1,570
3	Quality Assurance Fee	25,000	25,000	10	10
4	Medical Capitation (non-refundable)	10,000	10,000	20	20
5	Library Membership	10,000	10,000	10	10
6	Examination fee	60,000	60,000	120	120
7	Caution Money	40,000	-	40	-
8	Student's Identity Card	15,000	-	10	-
9	Prospectus	5,000	-	10	
	Sub-Total	995,000	915,000	1,925	1,740
SECOND SEMESTER					
10	Tuition Fee	540,000	540,000	-	-
11	Medical Capitation (Non-Refundable)	10,000	10,000	-	-
12	Certification	50,000	-	100	-
13	Examination Fee	60,000	60,000	-	-
	Sub-Total	660,000	610,000	-	-
	Grand-Total	1,655,000	1,525,000	2,025	1,740

13.0 PAYMENT PROCEDURES FOR ACADEMIC YEAR 2025-2026

STEP 1:

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

STEP 2:

LOG IN TO YOUR SIMS ACCOUNT FOR NEWCOMER

Use your form IV index number as your **username** (Example. S1234/0042/2024) 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 MOST 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:

CHEST X-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.

NAME & SIGNATURE

STAMP

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