

**THE UNITED REPUBLIC OF TANZANIA**  
**MINISTRY OF WATER**  
**WATER INSTITUTE**



**On reply please quote:**

**Ref. No.:** WI/C.44/76/82

**Date:** 22nd June, 2020

**TO:**.....

**P.O. BOX:** .....

**SUB: ADMISSION LETTER FOR JOINING ORDINARY DIPLOMA COURSE IN YEAR 2020/2021**

I am glad to inform you that you have been selected for admission to this Institute where you will pursue a three-year **Ordinary Diploma Course in (respective name of specialization) Water Supply and Sanitation Engineering/Hydrology and Meteorology/ Hydrogeology and Water-Well Drilling/ Water Laboratory Technology and Irrigation Engineering.**

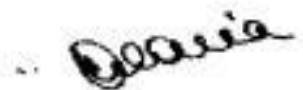
If you successfully complete the first-year studies in 2020/21 you will attain the qualification of Basic Technician Certificate (NTA4) and will be promoted to undertake second-year studies in 2021/22. If you will complete successfully the second-year studies in 2021/22 you will attain the qualification of Technician Certificate (NTA5) and will be promoted to undertake third-year studies in 2022/23. If you will complete successfully the third-year studies you will attain the qualification of Ordinary Diploma (NTA6).

I congratulate you for meeting academic requirements for admission. You are mostly welcome to Water Institute. You will be required to fulfil other requirements in order to be eligible for registration as a student of this Institute. If you fail to fulfil any one of registration requirements, you will not be registered and therefore, you will lose the right to be a student of this Institute. The registration requirements are as follows:

- (i) Submission of original and certified true copies of your certificates of secondary education and certified true copies of other educational credentials that are relevant for providing evidence that you qualify for admission.
- (ii) Submission of original and certified true copies of your birth certificate.
- (iii) Submission of four recent passport size colour photographs.
- (iv) Submission of statement of acceptance of admission offer - WI – OD – Admission - Acceptance and Declaration Form
- (v) Submission of duly filled and signed medical report – WI – OD – Admission - Medical Report.
- (vi) Submission of original pay-in slip of the Bank (duly signed, stamped and dated) as evidence that you have paid fees and other financial dues. You can pay the annual fees and other financial dues at once at the beginning of the first semester or in two instalments, the first at the beginning of the first semester, and the last at beginning of the second semester as described in the joining instructions.
- (vii) submission of study materials: A3-Drawing Board, Dark-Blue Overalls/White Overcoat, non programmable calculator (recommended CASIO f(x)-991 MS) and footwear (gumboots)

Please read carefully the attached documents and fulfil the requirements.

You are mostly welcome.

  
Dr. Adam O. Karia,  
**RECTOR**

**Attachments:**

- (i) WI – OD - Admission – Acceptance of Admission Offer
- (ii) WI – OD - Admission - Joining instructions FY 2020/2021 – Diploma Students
- (iii) WI – OD - Admission – Medical Examination Report– Diploma Students

P.O. Box 35059 Dar es Salaam, Tanzania, University Road  
Tel. +255 22 241 0040, Fax: +255 22 241 0404, E-mail: [rector@waterinstitute.ac.tz](mailto:rector@waterinstitute.ac.tz), Website: [www.waterinstitute.ac.tz](http://www.waterinstitute.ac.tz)

**WI – OD - ADMISSION – ACCEPTANCE OF ADMISSION OFFER**

**INSTRUCTIONS:**

You will be admitted at Water Institute after submitting this form dully filled and signed. Your signature attests that you will fulfil or you promise to fulfil the conditions specified on this form.

**PERSONAL PARTICULARS**

NB: Write your Name as it appears in your form IV certificate or result slip

- 1. LAST NAME (SURNAME): .....  
MIDDLE NAME(s).....  
FIRST NAME: .....  
FORM IV INDEX NUMBER AND YEAR.....
  
- 2. COURSE REGISTERED FOR: .....
  
- 3. HOME ADDRESS (PLACE OF RESIDENCE) ..... VILLAGE/  
STREET  
POSTAL ADDRESS:..... TELEPHONE:.....

**Conditions for Admission at the Institute:** You are being admitted to the Water Institute on the following conditions:

- 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. 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, field activities, sports activities, etc)
- 3. That you will not, in any way, carry out any social/ sexual harassment to any of your fellow
- 4. That you will follow the properly laid down procedures in submitting your request(s), demand(s) and/or grievances.
- 5. That you will be responsible for proper care of the Institute's properties entrusted under your custody.
- 6. That you will participate fully in keeping the institute compound environmentally clean (especially the Halls of residence and their surroundings).

If you accept the above stated six (6) conditions, please sign the declaration given below. On your arrival at the Institute you will be required to hand in this form before you do any formal registration.

**DECLARATION**

I (Name in full) ..... do accept the six (6) conditions stated above.

.....

**SIGNATURE**

.....

**DATE**

## **WI – OD – ADMISSION – JOINING INSTRUCTIONS FY 2020/ 2021 Diploma Students**

### **1. ACCOMMODATION**

Accommodations at the Institute are limited; the priority will be given to students with disabilities, up-country students, female students and first year students. Those who secure accommodation in students' hostels within the Institute Campus will be required to pay a rent for the whole year at the beginning of semester 1. Equivalent to **TZS 300,000/=** per year will be paid after securing accommodation within the Institute campus. The Institute will provide you with a bed and a mattress. You will be required to come with the following items:

- 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. STUDY COSTS**

As a diploma student, you will be required to pay an annual fee of **TZS 1,235,000** (One million and Two Hundred and Thirty Five Thousand shillings only) which will be used to cover studying expenses. At least 60 percent of this amount of money (i.e. **TZS 750,000**) has to be paid at the beginning of the first semester. The rest has to be paid at the beginning of the second semester. Those who can afford can pay the whole amount at the beginning of the first semester.

### **3. 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 such as study tours, industrial/field practical training attachment, etc.

### **4. TRAVELLING COSTS**

You will be responsible for your travelling costs when coming to the Institute and during your vacations.

### **5. MEDICAL COSTS**

The Institute has a dispensary that provides medical consultancies and treatment of common diseases. Every student is required to pay **TZS 10,000** (ten thousand) at the beginning of the first semester and the same amount at the beginning of the second semester which is contribution toward cost of medical care. The money is **not refundable**. Any medical cases that cannot be attended by the Institute dispensary are referred to competent Government Hospitals in the City of Dares Salaam. The students who do not have Medical insurance **MUST** pay **TZS.50,400/=** (fifty thousand four hundred shillings only) for health insurance at the beginning of every academic year.

**NOTE: NHIF payment should be made during registration period**

## 6. STUDY MATERIALS

Each student has to bear the costs of Study materials according to the department as shown below:

S/N	COURSE	ITEMS REQUIRED
1	ORDINARY DIPLOMA IN WATER SUPPLY AND SANITATION ENGINEERING	<ul style="list-style-type: none"> <li>i. A3-Drawing Boards,</li> <li>ii. Dark-Blue Overalls,</li> <li>iii. Scientific Calculator.</li> <li>iv. Footwear (Gumboots)</li> </ul>
2	ORDINARY DIPLOMA IN WATER QUALITY LABORATORY TECHNOLOGY	<ul style="list-style-type: none"> <li>i. A3-Drawing Boards,</li> <li>ii. White Overcoats,</li> <li>iii. Scientific Calculator.</li> <li>iv. Footwear(Gumboots )</li> </ul>
3	ORDINARY DIPLOMA IN HYDROLOGY AND METEOROLOGY	<ul style="list-style-type: none"> <li>i. A3-Drawing Boards,</li> <li>ii. Dark-Blue Overalls,</li> <li>iii. Scientific Calculator.</li> <li>iv. Footwear(Gumboots )</li> </ul>
4	ORDINARY DIPLOMA IN IRRIGATION ENGINEERING	<ul style="list-style-type: none"> <li>i. A3-Drawing Boards,</li> <li>ii. Dark-Blue Overalls,</li> <li>iii. Scientific Calculator.</li> <li>iv. Footwear(Gumboots )</li> </ul>
5	ORDINARY DIPLOMA IN HYDROGEOLOGY & WATER-WELL DRILLING	<ul style="list-style-type: none"> <li>i. A3-Drawing Boards,</li> <li>ii. Dark-Blue Overalls,</li> <li>iii. Scientific Calculator.</li> <li>iv. Footwear (Gumboots)</li> </ul>

## **7. LIBRARY FEE**

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

## **8. CAUTION MONEY**

This applies to new students. Each student shall be required to deposit **TZS 40,000** (Forty thousands) as a collateral security that shall be used to recover lost or damaged Institute property. This amount shall be reimbursed at the end of the course if the student committed no loss or damage.

## **9. IDENTITY CARD**

This applies to all new students. Each student shall be required to bring four recent passport size colour photographs, and to pay **TZS 15,000** (fifteen thousand) for the production of the student's identity card.

## **10. STUDENTS' UNION MEMBERSHIP FEE**

There is a students' union known as "**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 5,000** (five thousands only) at the beginning of the first semester FY 2020/21 which is valid until completion of NTA6 studies and annual contribution of **TZS 15,000** (fifteen thousand only) at the beginning of first semester in every year of study as annual contribution to WISO. Annual contributions will continue in NTA5 and NTA6 studies.

**Note:- This payment shall be made through:**

**National Microfinance Bank (NMB)**

**Account Name: WADEMISO PROJECT FUND**

**Account Number:2252300007**

## **11. REPORTING DATE**

The orientation and registration week for September Intake , 2020 new students will start on the **16<sup>th</sup> November, 2020**. You are expected to be at the Institute by the **16<sup>th</sup> November, 2020 (not earlier)**. First semester studies will begin on **23<sup>rd</sup> November, 2020**. You will not be accepted at the Institute if you report later than **two weeks after the beginning of studies**. Thereafter, your admission will be terminated and the chance will be given to someone else on the waiting list. If, for any reason, you decide or you are obliged by circumstances to postpone your registration to the subsequent year, put it clearly in writing at least one week before first semester studies begin and after paying (**TZS 750,000**). Failure to do that will lead to termination of your admission at this Institute.

## 12. SUMMARY OF COSTS TO BE MET

### A. MONEY TO BE PAID TO THE INSTITUTE (IN TANZANIAN SHILLINGS)

	NTA LEVEL 4	NTA LEVEL 5 & 6
<b>First Semester</b>		
Tuition fee	600,000	540,000
Registration fee	10,000	
NACTE Fee	15,000	15,000
Medical costs capitation (non-refundable)	10,000	10,000
Library fee	10,000	10,000
Examination fee	25,000	25,000
Caution money	40,000	
Identity card	15,000	
Students' union membership fee	5,000	
Students' union annual contribution	15,000	15,000
prospectus	5,000	
<b>Sub-total</b>	<b>750,000</b>	<b>615,000</b>
<b>Second Semester</b>		
Tuition fee	400,000	360,000
Medical costs capitation (non-refundable)	10,000	10,000
Certification	50,000	
Examination Fee	25,000	25,000
<b>Sub-total</b>	<b>485,000</b>	<b>395,000</b>
<b>Grand-total</b>	<b>1,235,000</b>	<b>1,010,000</b>

2. All students who do not have health insurance card **MUST** pay Tsh**50,400/=** for Health insurance at the beginning of academic year.

**NOTE:- This shall be made through:**

## B. MONEY TO BE PAID BY THE PARENT/ GUARDIAN/ SPONSOR TO THE STUDENT

The parent/ guardian/ sponsor should give the student sufficient money for meeting the following costs as described below:

Description	NTA 4 Students	NTA 5&6 Students
Meals – 6,000 TZS/day x 7days x 35 weeks for NTA4 Meals – 6,000 TZS/day x 7days x 34 weeks for NTA5 & 6	1,470,000	1,428,000
Industrial / field practical training allowance - 6,000 TZS/day x 7days x 10 weeks	420,000	420,000
Stationeries	100,000	100,000
Miscellaneous personal expanses – 1,000 TZS/day x 7 days x 34 weeks	238,000	238,000
<b>Total</b>	<b>2,228,000</b>	<b>2,186,000</b>

**Note:**

**These amounts are only indicative. The parent/ guardian/ sponsor have the liberty to give the student larger amounts.**

## 13. PAYMENT PROCEDURES FOR ACADEMIC YEAR

### 2020/2021 STEP 1:

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

### STEP 2: LOGIN TO YOUR SIMS ACCOUNT

#### FOR NEW COMER

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

#### STEP 3:

After successfully logged in. Click Payment Menu in the left side then click Create Invoice

After Click Create Payment , Click Fee Structure then fill in the form to preview Invoice and select all options item required.

Click Preview Invoice button to load invoice and select options

After click Create Invoice button, System will generate Invoice number which will be used in Payment

**Note:- Students' union membership fee and annual contribution shall be made through:  
National Microfinance Bank (NMB)**

**Account Name: WADEMISO PROJECT FUND**

**Account Number:2252300007**

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.

You can pay the annual fees and other financial dues at once at the beginning of the first semester or in two instalments, the first at the beginning of the first semester, and the last at beginning of the second semester the as described in the joining instructions.

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!**



THE UNITED REPUBLIC OF TANZANIA

MINISTRY OF WATER

WATER INSTITUTE



Ref. No.: **WI/C.44/76/82**

Date: **22nd June, 2020**

**TO: Medical Officer In-Charge**

.....

**Hospital P.O. Box**

.....

.....

**SUB: MEDICAL EXAMINATION REPORT IN RESPECT OF PROSPECTIVE STUDENTS  
ABOUT TO JOIN ORDINARY DIPLOMA COURSE IN YEAR 2020/2021**

Please provide us the assistance of carrying out medical examination on Mr. /Mrs. /Miss

.....  
and report to us the results of the examination using the attached form. The examination report is important to us as it provides us with medical criteria for accepting him/ her if s/he is medically fit, or rejecting him/ her if s/he has a serious medical condition which will prevent him/ her from gainful participation in learning activities and undertaking assessment activities for determining whether s/he has attained or not the learning objectives specified for the training, or accepting him/ her with the full knowledge that s/he has a medical condition which is not very serious but which requires close monitoring. S/he has been selected for admission to the three-year **Ordinary Diploma Course** in (name of specialization) **Water Supply and Sanitation Engineering/ Hydrology and Meteorology/ Hydrogeology and Water-Well Drilling/ Water Quality Laboratory Technology and Irrigation Engineering.**

We thank you for the expected cooperation.

Dr. Adam O. Karia,  
**RECTOR**

Attachments:

WI – OD - Admission – Medical Examination Report

**WI - OD - Admission - Medical Examination Report**

P.O. Box 35059 Dar es Salaam, Tanzania, University Road

Tel. +255 22 241 0040, Fax: +255 22 241 0404, E-mail: [rector@waterinstitute.ac.tz](mailto:rector@waterinstitute.ac.tz), Website: [www.waterinstitute.ac.tz](http://www.waterinstitute.ac.tz)

Admission of students to Ordinary Diploma Courses at Water Institute is conditional upon receipt of a satisfactory medical report from a Medical Practitioner. The Medical Officer is requested to fill in a detailed diagnostic medical report of the candidate as required in the form. The form should then be posted back to the Institute early enough so that it is received at least two weeks before the student reports to the Institute\*. Orientation and registration shall be done from 16<sup>th</sup> November 2020 to 23<sup>rd</sup> November 2020. Studies for semester 1 will begin on 23rd November 2020. The last date for registration for semester 1 studies is 23rd November, 2020. The address to be used is:

The Rector  
 Water Institute  
 P. O. Box 35059  
**DARES SALAAM**

\*The dully filled and signed form should preferably be posted, but if that is inconvenient, it can be given to the candidate who will bring it to the Institute. In both cases it must be sealed in double envelopes. The inner envelope should be marked

“Attention to the rector, Water Institute – Medical Report”

**A. Candidate’s Particulars:**

- o SURNAME: .....
- o OTHER NAMES:.....
- o AGE: ..... years
- o Height: ..... cm
- o Weight ..... kg
- o

**B. General examination**

Has the candidate ever suffered, or is s/he suffering from any of the following medical conditions? (*Delete Whichever Is Inapplicable*)

- o Tuberculosis... Yes / No
- o Epilepsy..... Yes / No
- o Anaemia ..... Yes / No
- o Leprosy ..... Yes / No
- o Peptic Ulcers ..... Yes / No
- o Bronchial asthma ..... Yes / No
- o Hypertension ..... Yes / No
- o Dysmenorrhea ..... Yes / No
- o Diabetes Mellitus ..... Yes / No
- o Psychosis ..... Yes / No
- o Sickle cells ..... Yes / No

Under this sub-section, does the candidate have any serious medical condition which will prevent him/ her from gainful participation in learning activities or undertaking assessment activities for determining whether s/he has attained or not the learning objectives specified for the training or which is contagious and therefore a danger to other people at the Institute? (Yes /No). If yes, please explain

.....  
 .....

**C. Skin examination**

Condition of the skin: any disease or abnormality? (Yes / No), If Yes, please explain

.....  
 .....

Under this sub-section, does the candidate have any serious medical condition which will prevent him/ her from gainful participation in learning activities or undertaking assessment activities for determining whether s/he has attained or not the learning objectives specified for the training or which is contagious and therefore a danger to other people at the Institute? (Yes / No). If yes, please explain

.....

**D. Head examination**

- o Condition of ears: any disease or abnormality? (Yes / No), If Yes, please explain

.....

- o Condition of mouth and throat: any disease or abnormality? (Yes/ No), If Yes, please explain

.....

- o Condition of the nose: any disease or abnormality? (Yes / No), If Yes, please explain

.....

- o Condition of the eyes including refractive capability: any disease or abnormality? (Yes / No), If Yes, please explain

.....

Under this sub-section, does the candidate have any serious medical condition which will prevent him/ her from gainful participation in learning activities or undertaking assessment activities for determining whether s/he has attained or not the learning objectives specified for the training or which is contagious and therefore a danger to other people at the Institute? (Yes /No). If yes, please explain

.....

**E. Thorax examination**

- o Condition of the trachea: any disease or abnormality? (Yes / No), If Yes, please explain

.....

Condition of lungs: any disease or abnormality? (Yes / No), If Yes, please specify

.....

Under this sub-section, does the candidate have any serious medical condition which will prevent him/ her from gainful participation in learning activities or undertaking assessment activities for determining whether s/he has attained or not the learning objectives specified for the training or which is contagious and therefore a danger to other people at the Institute? (Yes /No). If yes, please explain

.....

**F. Cardiovascular system examination**

- o Condition of the heart and blood circulation system (cardiovascular system - blood pressure, heart beats, arteries, veins, haemoglobin concentration, blood group, etc): any disease or abnormality? (Yes / No), If Yes, please explain

.....

.....

Under this sub-section, does the candidate have any serious medical condition which will prevent him/ her from gainful participation in learning activities or undertaking assessment activities for determining whether s/he has attained or not the learning objectives specified for the training or which is contagious and therefore a danger to other people at the Institute? (Yes No). If yes, please explain

.....

.....

**G. Abdomen examination**

Has the candidate ever suffered, or is s/he suffering from any of the stated medical conditions or are any of the stated organs affected by a disease or are abnormal in any way?

- o Hernia: (Yes / No)
  - .....
- o Hydrocele: (Yes / No)
  - .....
- o Masses: (Yes / No)
  - .....
- o Liver: (Yes / No), If yes please explain
  - .....
- o Spleen: (Yes/ No), If yes please explain
  - .....
- o Kidney: (Yes/ No), If yes please explain
  - .....
- o Rectum: (Yes/ No), If yes please explain
  - .....
- o Hyperacidity or gastric - duodenal ulcer: (Yes / No), If yes please explain
  - .....

Under this sub-section, does the candidate have any serious medical condition which will prevent him/ her from

gainful participation in learning activities or undertaking assessment activities for determining whether s/he has

attained or not the learning objectives specified for the training or which is contagious and therefore a danger to

other people at the Institute? (Yes/No). If yes, please explain

.....  
**H. Laboratory Examination**

Please give results for the following laboratory examinations

- o **Urine:**
  - ✓ Albumen .....
  - ✓ Sugar .....
  - ✓ Leukocytes .....
  - ✓ Bilharziasis .....
  - ✓ Stool (emphasis on Hookworms) .....
- o **Blood examination:**
  - ✓ Haemoglobin .....
  - ❖ Differential count: Total
    - WBC.....
    - Neutrophils.....
    - Eosinophils.....
    - Basophils.....
    - Monocytes.....
    - ESR .....

✓ HIV/AIDS.....

Under this sub-section, does the candidate have any serious medical condition which will prevent him/her from gainful participation in learning activities or undertaking assessment activities for determining whether she/he has attained or not the learning objectives specified for the training or which is contagious and therefore a danger to other people at the Institute? (Yes/No). If yes, please explain

.....

### **I. Disability examination**

Does the candidate have any physical or mental disability? (Yes / No). If yes please explain

.....

Under this sub-section, does the candidate have any serious medical condition which will prevent him/ her from gainful participation in learning activities or undertaking assessment activities for determining whether s/he has attained or not the learning objectives specified for the training? (Yes / No). If yes, please explain

.....

### **J. Chronic diseases**

Does the candidate have any chronic disease or ailment? (Yes / No). If yes please explain

.....

Under this sub-section, does the candidate have any serious medical condition which will prevent him/ her from gainful participation in learning activities or undertaking assessment activities for determining whether s/he has attained or not the learning objectives specified for the training? (Yes / No). If yes, please explain

.....

### **K. CONCLUSION**

I confirm that I have examined Mr/Mrs/Miss

.....

From my findings, and basing on my professional expertise, I declare that (delete whichever is inappropriate):

o S/he is **medically fit** so s/he **should** be admitted for studies at Water Institute.

o S/he is **medically unfit**, so s/he **should not** be admitted for studies at Water Institute.

S/he has a recurring ailment of.....  
which is not contagious and does not prevent him/ her from gainful participation in studies but will require  
him/ her to be treated frequently while s/he is continuing with studies, so s/he can be admitted to studies  
at Water Institute.

Name:.....

Title:.....

Qualifications:.....

Signature:.....

Date.....

Official Stamp.....

**NOTE: This report is binding and the Institute will not accept any claim of chronic medical  
problem, which is not indicated in this for**

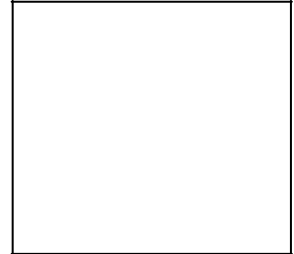
THE UNITED REPUBLIC OF TANZANIA

MINISTRY OF WATER

WATER INSTITUTE



ACCOMMODATION APPLICATIONFORM 2020/2021  
(Use capital letters only to fill in the space provided )



A: PERSONAL PARTICULARS:

- 1. STUDENT'S NAME:.....
- 2. REGISTRATION NUMBER (FOR CONTINUING STUDENTS).....
- 3. PRIVATE/GOVERNMENT SPONSORED: .....
- 4. NAME OF SPONSOR:.....
- 5. LEADER (WADEMISO): YES/NO
- 6. IF YES POSITION:.....
- 7. COURSE.....YEAR OF STUDY:.....
- 8. PLACE OF BIRTH:.....
- 9. HOME PLACE:.....
- 10. HOME ADDRESS:  
PHYSICAL ADDRESS:.....  
POSTAL ADDRESS:.....  
TELEPHONE:.....
- 11. Do you have any physical disability, or any special health problem? (Tick)

YES	NO
-----	----

If yes please explain:.....  
.....

B: NEXT OF KIN IN CASE OF EMERGENCY  
(Parent/Guardian/Husband/Wife/Brother/Sister/Uncle/Aunt)

**FIRST NEXT OF KIN**

1. NAME:.....  
RELATIONSHIP:.....
2. AREA OF DOMICILE:  
REGION.....DISTRICT:.....  
WARD: ..... VILLAGE/STREET: .....
3. OCCUPATION: .....
4. CONTACTS:  
PHYSICAL  
ADDRESS:  
POSTAL ADDRESS:  
TELEPHONE:.....

**SECOND NEXT OF KIN:**

1. NAME: .....
  2. RELATIONSHIP: .....
  3. AREA OF DOMICILE: .....
  4. REGION: ..... DISTRICT: .....
  5. WARD: ..... VILLAGE/STREET: .....
  6. OCCUPATION: .....
  7. CONTACTS: .....
- PHYSICAL ADDRESS: .....
- POSTAL ADDRESS: .....
- TELEPHONE.....

C: FOR OFFICIAL USE ONLY:  
ROOM ALLOCATED

ROOM NO.

BLOCK:

--	--

**AUTHORISING OFFICER:**

SIGNATURE: .....

NAME: .....

POSITION: .....

**FOR: DEAN OF STUDENTS  
(STAMP)**



## HOSTEL RULES AND REGULATIONS

1. The Hostel contract duration is meant to last for **ONE ACADEMIC YEAR ONLY**.
2. Student must pay Hostel fee in full before they can be given room keys. Hostel fee for this Academic year is **Tshs.300,000/=** .
3. Student must return hostel keys within five days after the end of each semester examination. Failure to return keys the deposited amount will not be refunded.
4. Musical appliances which make noise and disturb others are not allowed in the hostel rooms. Every student should make sure that the hostel is calm for studies. Student using musical appliance to disturb other in the hostel shall be expelled.
5. The student is not allowed to change room without prior consultation with the Office of the Dean of Students.
6. Cooking in the hostels is strictly prohibited. Any kind of cooker should not be used in the hostels.
7. Any property other than bag items should get written permit from the Dean of Student before it is brought to the Institute hostels. The Institute guards will have powers to bar any students from bringing property of such sort to the Institute premises if they have no permit.
8. Student is required to keep his/her room clean and tidy. Posting notes and poster on hostel room walls is not allowed.
9. Any repair needs must be reported to Estate Manager.
10. It is obligation of each student staying in the hostel to keep his/her hostel payment receipt and contract document to the end of his/her stay.
11. Smoking and alcohol drinking is not allowed in the rooms and/or around hostels. Any reported case of a student smoking and taking alcohol drinks in and around hostels shall lead to expulsion from the hostels.
12. Students are expected to be in their own Halls of Residence by 24.00-hrs midnight. Beyond this time, the guards shall refuse entry to that student, and shall report the incidence to the Dean of students. A student refused entry because of late coming shall be considered to have spent a night outside. Spending a night outside the room implies the student does not need the accommodation permanently, so he shall be deprived of the accommodation, unless he had permission by the Dean of Students to stay out until late or to stay away for the whole night.
13. Resident students shall be responsible for any damage or loss of property in their hostel rooms as well as in the corridors, stairs, etc. If the person who caused the damage or loss cannot be identified, then the cost of replacement or damage shall be borne by residents of the entire floor or block. Where the person who caused loss or damage is known, that person shall be made to compensate for the whole damage. If he does not compensate it will lead to dismissal.

14. Students must report to the Dean of Students without delay, any damage to equipment or furniture in their rooms, whether accidental or otherwise. Failure to do so shall result in all occupants of that room or hostel to compensate for the damage or loss.
15. Every student staying in the hostel must have his/her hostel identity card when entering or leaving the hostel blocks. Guards shall have power to bar student from entering the hostel if he/she does not show Hostel ID.
16. Students shall not entertain visitors in their rooms. All visitors shall be entertained in public places.
17. Student shall live peacefully with one another. Where a student is found to misbehave towards roommates the misbehaving student shall be evicted from the room immediately.
18. Each room shall be allocated by the appropriate authority, permitting an unauthorized occupant to live in a hostel room is prohibited.
19. Access to hostel room: Students shall give access to the staff of the Institute to enter the hostel rooms for purposes of carrying out administrative duties. The staffs required to enter into a hostel room occupied by a student should:
  - (i) Identify himself or herself by stating his/her name and position and showing his identification card.
  - (ii) State reasons for requiring access.
20. Denial access, where access into a hostel is denied and it is deemed necessary that immediate entry is required the staff may use any reasonable means to gain access. In such circumstances the staff shall require to:
  - (i) Be accompanied by a security officer and a student representative. For the purpose of this regulation a student representative shall include a student leader or, in the absence of such leader, any other student.
  - (ii) Make a written report of the incident and submit to the appropriate authority.

**NB: Submission deadline for accommodation form is on 20/10/2020**

**DECLARATION:**

I ..... a student of the Water Development and Management Institute declares that I have read the **HOSTEL RULES AND REGULATIONS** and will abide to them.

Applicant's Signature: .....

Date: .....