

DODOMA POLYTECHNIC INSTITUTE (DPI)

PHONE: +255 767 673 717

E-MAIL: dom.polytechnic@gmail.com

Or info@dpi.ac.tz

Website: <http://www.dpi.ac.tz>



P. O. Box 2260,
Dodoma,
TANZANIA

REG. NO: VET/DOM/PR/2019/C/073

Name and Address of the student:

.....
.....

Dear student,

RE: JOINING INSTRUCTIONS FOR 2021/2022 ACADEMIC YEAR

I am pleased to inform you that you have been selected to join **DODOMA POLYTECHNIC INSTITUTE (DPI)** in the academic year **2021/2022** under **Private Sponsorship**. You will pursue Certificate as indicated in our advertisement in the website or College Profile.

S/N	CERTIFICATE PROGRAMME NAME	MODE OF DELIVERY	DURATION	TICK PROGRAMME NAME
i	Certificate in Electrical Installation	Full Time Program	1yr or 2yrs	
ii	Certificate in Information and Communication Technology	Full Time Program	1yr or 2yrs	
iii	Certificate in Electronics	Full Time Program	1yr	
iv	Certificate in Media and Communication (Journalism)	Full Time Program	1yr	
v	Certificate in Video and Film Production	Full Time Program	1yr	
vi	Certificate in auto electric	Full Time Program	1yr	
vii	Certificate in broadcast engineering	Full Time Program	1yr	

<i>See attached college profile.</i>				
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At the end of the course, you will be awarded Certificate in the respective field of study course.

PART A: STUDENT INFORMATION

1. COLLEGE LOCATION.

The Dodoma Polytechnic Institute is located at Nkuhungu, nearest Singida high way in Dodoma Capital City of Tanzania. It is about 7km away from Dodoma town Centre and it is noted for its temperatures favorable for study activities.

2. BEGINNING OF THE ACADEMIC YEAR.

The first semester begins on **09/01/2022**. You are therefore required to report at the college on **10/01/2022 for first intake or 11/04/2022 for second intake** ready for the orientation program and registration process.

3. TRANSPORT.

You will have to meet all transport expenses to and from the College on your own.

4. MEDICAL EXAMINATION.

You are required to undergo medical examination before registration. You must ensure that the medical practitioner, who will examine you, completes the enclosed Medical Examination Form. The medical examination must be carried out by a registered medical practitioner.

5. REGISTRATION.

On arriving, you are supposed to report to the Admissions Office for registration with the following:-

- (i) This joining instruction letter.
- (ii) A duly filled Medical Examination form.
- (iii) Original certificates, Leaving Certificates, academic transcripts/result slips if certificates are not yet issued by the relevant examinations authority.
- (iv) Birth Certificate (copy)
- (v) Two recent, colored passport size photographs.
- (vi) A dully filled acceptance form to abide by college rules and regulations.
- (vii) Original Bank slips showing that appropriate fees have been paid. Students have the option of staying **in campus** (i.e. staying in College hostels) or **off campus**. If you choose to stay **in campus**, you have the option of paying for **either** both meals and accommodation; or accommodation only. If you pay for accommodation only you will have to find your own means to get your meals. **However, students are allowed to cook in the hostels.**

There are two alternatives to effect payments: **either** to pay the whole amount in one installment **or** pay the fees in two, three or four installments. **However other expenses should be strictly paid in one installment.**

Table 3: University's Fees and Other Expenses (Tshs)

S/N	Item	In campus		Off campus
		Meals and accommodation	Accommodation Only	-
1	Tuition fee	700,000	700,000	700,000
2	Other Expenses			
i.	Meal Costs	1,176,000	-	-
ii.	Accommodation Fee	300,000	300,000	-
iii.	Caution money	20,000	20,000	20,000
iv.	Examinations fee	50,000	50,000	50,000
v.	Certification	20,000	20,000	20,000
vi.	Students' Organization fee	10,000	10,000	10,000
vii.	Registration fee	20,000	10,000	10,000
viii.	Student's Identity Card	10,000	10,000	10,000
ix.	Medical Contribution (NHIF)	50,400	50,400	50,400
x.	Graduation	50,000	50,000	50,000
xi.	T-shirt	20,000	20,000	20,000
Sub-total ; Other Expenses		1,716,400	540,400	240,400
Grand Total		2,416,400	1,240,400	940,400

* Students aged below 18 years old with Health Insurance card will not pay the Tshs 50,400/=

N.B:

- (a) Registration will not be done unless the above documents are submitted.
- (b) During registration and the entire period of the course, the College shall not entertain any change of names.
- (c) Incomplete fulfillment of requirement for registration will result into all or any of the following:-
 - Not being accepted for studies and/or
 - Termination of studies (for continuing students)
- (d) Registration period is within the first two weeks for each intake.
- (e) Please make sure you pay the correct fee amount as no request for refund shall be honored if you pay excess amount for no justifiable reason.

6. OTHER REQUIREMENTS FOR DIPLOMA PROGRAMMES

- (i) Students seeking accommodation in the College Hostels are required to bring with them mattresses (3x4 or 3x6) beddings and mosquito, (cooking utensil, charcoal oven-for those who will wish to cook) net.
- (ii) Students are advised to come with all necessary stationery e.g. exercise books, pen, scientific calculators, drawing instruments etc,
- (iii) Students are required to come with dark blue overcoats and at least a pair of leather boots for use in practical classes.
- (iv) Medical treatment is the responsibility of one's parents or sponsor(s)

7. ORIENTATION PROGRAMME

Every new student must attend a one week orientation program for each intake.

PART B: GENERAL INFORMATION ON METHOD OF PAYMENT

- (i) Students are required to pay their fees through Dodoma Polytechnic Institute Account **No. 52010056272 NMB** bank or **0150433017800 CRDB** bank.
- (ii) Fees are subject to review each financial year.

NB:

- (i) **Identity Card.** Replacement of a lost Identity Card shall be done upon payment of five thousands shillings (Tshs. 5,000/=) and submission of Police loss report.
- (ii) **Caution money paid.** Tshs.20,000/= paid as caution money shall be refunded to student who has completed the course program provided that he/she did not cause any loss, destruction or damage of the College property. Where losses/damages exceed the stated amount, the caution money shall be retained and the student shall be asked to pay the difference.
- (iii) **Student Organization.** Every student shall be a member of Dodoma Polytechnic Institute (DPISO), thus payment of membership fee is mandatory.

Wishing you all the best,



.....
Rev. Francis Matuku.

Principal.

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DECLARATION FORM ON CONDITIONS FOR COLLEGE REGULATIONS & BY – LAWS

PASSPORT SIZE
PHOTOGRAPH
OF STUDENT

INSTRUCTIONS: Read this form carefully and be sure that the contents are clear to you before filling it.

- (a) Use capital letters to fill this form
- (a) Private Sponsored students should fill all parts of this Form
- (b) Government Sponsored students should be Tanzanian Citizens

PART I.

PERSONAL STUDENT PARTICULARS:

SURNAME OTHER NAMES

MARITAL STATUS.....DISABILITY.....

DATE OF BIRTHSEX.....PLACE OF BIRTH.....

NATIONALITY

PRESENT ADDRESS:

P. O. Box.....MOBILE No.....STREET.....

VILLAGE.....WARD.....DISTRICT.....REGION.....

E-mailPHONE NUMBER.....

PERMANENT HOME ADDRESS

P.O.Box.....MOBILE No.....STREET.....

VILLAGE.....WARD.....DISTRICT.....REGION.....

E-mailPHONE NUMBER.....

PARENTS/GUARDIAN ADDRESS/SPONSOR

NAMES.....

P.O.BOX MOBILE NO.....

STREET..... TOWN

VILLAGE.....WARD

DISTRICT.....REGION

NEXT OF KIN

NAMES.....

P.O.BOX.....MOBILE NO.....

STREET..... TOWN

VILLAGE.....WARD

DISTRICT.....REGION

RELATIONSHIP.....

PART II. COLLEGE REGULATIONS AND BY-LAWS

As a student of this University you will be required to adhere to the University regulations and by-laws listed here-
under:-

- (d) Examination Regulations
- (e) Students general conduct and general discipline
- (f) Industrial training regulations

NB: The details of the above named regulations shall be given to students during the Orientation period.

PART III. DECLARATION ON COLLEGE REGULATIONS & BY-LAWS

SECTION A: STUDENT

I, (Name of student).....Postal Address

DO HEREBY accept and promise to adhere to regulations and by-laws of the College as stipulated in part II of this declaration form. Also I understand that any breaching of the regulations and by-laws stated therein may result in expulsion from the College.

SIGNED AND DELIVERED this (day) of.....(month) (year)..... at (place).....

Student’s Signature.....

SECTION B: PARENT/GUARDIAN/SPONSOR

I, (Name).....Parent/Guardian/Sponsor of
..... (Name of Student)

DO HEREBY confirm the acceptance of the above-mentioned student to follow and adhere to University regulations and by-laws as stipulated in Part II of this Declaration form. Also I understand that any breaching of any of the regulations and by-laws stated therein will result into expulsion of the student from the College.

SIGNED AND DELIVERED this (day) of.....(month) (year)..... at (place).....

Signature of Parent/Guardian/Sponsor

Address (include telephone no).....Tel:Date

PART IV: STUDENT DRESS CODE ACKNOWLEDGEMENT FORM

I acknowledge that I have gone through the dressing styles prohibited by the University and admit that I shall comply with the College Students’ By-Laws.

However, I understand that it is my responsibility to read it regularly and comply with the Dress Code Guidelines.

Therefore, I declare and acknowledge that, being a student of Dodoma Polytechnic Institute (DPI), I shall abide to University’s Dress Code Guidelines.

Student’s Full Name:

.....

Student’s Mobile Phone:Student’s Signature:Date

PART V FOR OFFICIAL USE ONLY (Tick whichever is applicable)

1. The form is properly filled. YES/NO YES NO
2. All necessary requirements for registration process are fulfilled. YES/NO YES NO
3. Student is eligible for registration. YES/NO YES NO
4. Name of the officerSignature.....

DateStamp.....

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MEDICAL EXAMINATION FORM

To be completed by Medical Officer in respect of College Student (Entrant).

FULL NAME OF STUDENT..... SEX: MALE/FEMALE

HGB TEST

STOOL.....

URINE MICRO

T.B.TEST.....

EYE EXAMINATIONS.....

E.N.T

CHEST

CHEST X-RAY

ABDOMEN ADDITIONAL INFORMATION

Physical Defects or Impairments, Infections, Chronic, or Hereditary (family) Disease

.....
.....

I certify that I have examined the above Student and consider that he/she is physically/not physically fit for further studies.

DATE SIGNATURE.....

STATION..... DESIGNATION.....

OFFICIAL STAMP