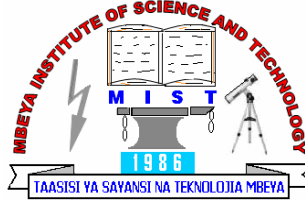


MBEYA INSTITUTE OF SCIENCE AND TECHNOLOGY

Telegrams: "TECHNICAL", MBEYA
Telephone: 2503016/7 or 2502861.
Fax: +2552522502302
E-mail: principal@mist.ac.tz
mist@mist.ac.tz
Website: www.mist.ac.tz



P.O. Box 131,
Mbeya,
Tanzania.

In reply please quote.
Ref. No: MIST. 7/09 Vol. III/....

April 18, 2010

Name and Address of the student:

.....
.....
.....
.....

Dear student,

JOINING INSTRUCTIONS FOR ORDINARY DIPLOMA PRIVATE SPONSORED STUDENTS

I am pleased to inform you that you have been selected to join **MBEYA INSTITUTE OF SCIENCE AND TECHNOLOGY** in the academic year **2010/2011** under Private Sponsorship. You will pursue Ordinary Diploma Course in (One with a TICK):-

S/N	COURSE / SPECIALITY	TICK
1	ARCHITECTURE	
2	CIVIL ENGINEERING	
3	COMPUTER ENGINEERING	
4	ELECTRICAL ENGINEERING	
5	LABORATORY TECHNOLOGY	
6	MECHANICAL ENGINEERING	
7	BUSINESS ADMINISTRATION	

The duration of this course is three years. At the end of the course, you will be awarded an **Ordinary Diploma Certificate** in the respective (course) field of study. However one can decide to study only NTA LEVEL 4 and be awarded Basic technician certificate in engineering, or up to NTA LEVEL 5 and be awarded Technician certificate in engineering.

PART A: STUDENT INFORMATION

1 INSTITUTE LOCATION

The Institute is located about **10 km from the centre of the city, behind TAZARA Mbeya railway station, along Tunduma road.**

2. BEGINNING OF THE ACADEMIC YEAR

The first semester begins on **26/07/2010**. You are therefore required to report at the Institute on **18/07/2010** ready for a one week orientation programme which starts on **19/07/2010**.

3. TRANSPORT

You will have to meet all transport expenses to and from the Institute.

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.

6. CAUTION MONEY

- (i) You will be required to pay ten thousand shillings (Tshs.10,000/=) as caution money which will be refunded to you upon completing the course programme provided that you did not cause any loss, destruction or damage of the Institute property.
- (ii) Where losses/damages exceed the stated amount, the caution money will be retained and you will be asked to pay the difference.

7 REGISTRATION

On arriving, you are supposed to report to the Registrar's office for registration

With the following:-

- (i) This joining instruction letter.
 - (ii) A duly filled Medical Examination form.
 - (iii) Original certificates, academic transcripts/result slips if certificates are not yet issued by the relevant examinations authority.
 - (iv) Birth certificate/affidavit.
 - (v) Three recent coloured passport size photographs.
 - (vi) A dully filled acceptance form to abide by (a) the Institute rules and regulations and (b) conditions for Government sponsorship.
- Registration will not be done unless the above documents are submitted.

N.B.

- (a) During registration and the entire period of the course the Institute will not entertain any change of names.
- (b) Incomplete fulfillment of requirement for registration will result into all or any of the following:-

- (i) Not being accepted for studies
- (ii) Termination of studies (for continuing students)

(c) CAUTION

Failure to register within the first two weeks (**19/07-31/07/2010**) will lead to cancellation of your admission.

8 IDENTITY CARDS

- (i) Each student is required to pay for an Identity Card.
- (ii) Replacement of a lost Identity Card will be done upon paying of five thousands shillings (Tshs. 5,000/=) and submission of a letter from the Police Station to justify the loss.

9. STUDENTS' ORGANISATION

Every student shall be a member of Institute Students Organization upon paying a membership fee of ten thousand shillings (Tshs. 10,000/=) only.

10. ORIENTATION PROGRAMME

Every new student must attend a one week orientation programme which will start on **19/07/2010**.

11. INSTITUTE FACILITIES AND CONDITIONS FOR USE

- (i) The Institute has Library facilities, Hostels, Workshops, Laboratories, Playing grounds and a Dispensary for first aid services only.
- (ii) Students seeking accommodation in the Institute's Hostels are required to bring with them beddings, mosquito nets, etc.
- (iii) Students are advised to come with all necessary stationery e.g. exercise books, pen, scientific calculators, drawing instruments etc,
- (iv) Students are required to come with dark blue overalls and at least a pair of leather boots for use in practical classes.
- (v) Medical treatment is the responsibility of ones parents or sponsor(s)
- (vi) Students accommodated in the Institute's Hostels must observe rules and regulations pertaining to students conduct and discipline (by-laws).

PART B: INSTITUTE FEES

1. GENERAL INFORMATION

- (i) Students are required to pay their fees through Mbeya Institutes of Science and Technology Account No. 6101100022 NMB and submit the pay in slip to the accounts office.
- (ii) Fees for are payable in full or in 2 installments, of not less than a half of the total amount at the beginning of the first semester.
- (iii) Fees are subject to review each financial year.

2. CURRENT INSTITUTE'S FEES AND OTHER EXPENSES FOR ORDINARY DIPLOMA PRIVATE SPONSORED STUDENTS

Private Sponsored Ordinary Diploma students must pay the following fees to the Institute before registration:-

<i>Tuition fee</i>	-	<i>700,000/=</i>	<i>per academic year</i>
<i>Boarding costs</i>	-	<i>712,000/=</i>	<i>Per academic year</i>
<i>Caution money</i>	-	<i>10,000/=</i>	<i>for first year</i>
<i>Library membership fees</i>	-	<i>5,000/=</i>	<i>per academic year</i>
<i>Examinations fee</i>	-	<i>50,000/=</i>	<i>per academic year</i>
<i>Students' Organization fees</i>	-	<i>10,000/=</i>	<i>for first year</i>
<i>Registration fees</i>	-	<i>3,000/=</i>	<i>per academic year</i>
<i>Student's Identity Card</i>	-	<i>3,000/=</i>	<i>for first year</i>
<i>Student's Medical Contribution</i>	-	<i>10,000/=</i>	<i>per academic year</i>
		<i>TOTAL</i>	<i>1,503,000/=</i>

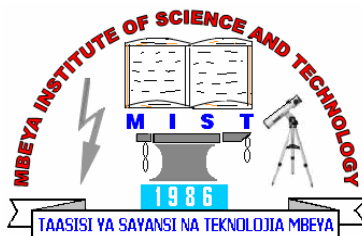
Boarding costs may not apply to students who opt for off campus accommodation.

The Government pay to only government sponsored students Industrial Training allowances while attending the training in industries. The current rate is TShs. **6000/=** per day for **70** days for each academic year, plus TShs. **24,000/=** for transport to and from the training place. Private sponsored students have to meet the costs for Industrial Training on their own sources

Wishing you all the best,

**PROF. J. J. MSAMBICHAKA
PRINCIPAL**

MBEYA INSTITUTE OF SCIENCE AND TECHNOLOGY



PASSPORT SIZE
PHOTOGRAPH OF
STUDENT

DECLARATION FORM ON INSTITUTE REGULATIONS AND BY – LAWS

1. INSTRUCTIONS:

Read this form carefully and be sure that the contents are clear to you before filling it. Incomplete forms shall not be considered.

- (a) Use capital letters to fill this form
- (b) Government Sponsored students should fill all parts of this Form
- (c) Private sponsored students should fill-in Parts I, II & III only.
- (d) Government Sponsored students should be Tanzanian Citizens

2. PART I: STUDENT PARTICULARS

SURNAME
OTHER NAMES
MARITAL STATUS.....
NO. OF DEPENDANTS
DATE OF BIRTHSEXNATIONALITY

PRESENT ADDRESS:

P.O.BOX TEL NO.....
STREET TOWN
VILLAGE WARD
DISTRICT.....
REGION

PERMANENT HOME ADDRESS

P.O.BOX TEL NO.....
STREET TOWN
VILLAGE WARD
DISTRICT..... REGION

3. PART II: INSTITUTE REGULATIONS AND BY-LAWS

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

- (a) Examination Regulations
- (b) Students general conduct and general discipline

- (c) Industrial training regulations
- (d) Regulation governing the use of Laboratories, Workshops, Classes and Sports facilities, Hostels and the Dispensary. The Institute authority reserves the right for the interpretation of its rules and regulations and the right to change them as it may deem necessary.

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

4. PART III: STUDENT’S DECLARATION ON INSTITUTE REGULATIONS AND BY-LAWS

SECTION A:

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

Postal Address

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

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

.....
STUDENT’S SIGNATURE.

SECTION B:

I, (Name) Parent/Guardian/Sponsor

of(Name of Student)

DO HEREBY confirm the acceptance of the above-mentioned student to follow and adhere to Institute 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 Institute.

SIGNED AND DELIVERED this.....day of (month)

..... (Year) at(place)

.....

(Signature of Parent/Guardian/Sponsor)

Address (include telephone no)

.....
.....
.....
.....