

THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF NATURAL RESOURCES AND TOURISM

Telegram: "JUA MISITU"

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Forestry Training Institute Olmotonyi,

P. O. Box 943,

ARUSHA

**JOINING INSTRUCTIONS FOR TECHNICIAN CERTIFICATE AND ORDINARY
DIPLOMA COURSES STUDENTS ADMITTED AT THE FORESTRY TRAINING
INSTITUTE, OLMOTONYI**

1. I am pleased to inform you that, you have been selected to pursue a two year ORDINARY DIPLOMA/ TECHNICIAN CERTIFICATE course in Forestry starting on **02nd October 2017** at this Institute.
2. The Institute is located at about 17km North of Arusha City on Arusha – Nairobi highway. There are regular bus services between Arusha City and Ngaramtoni Town, and between Ngaramtoni town and Forestry Training institute Olmotonyi or you can hire transport to the Institute which is 3.2 km away.
3. You are required to report at the Institute on **02nd October 2017**. Classes will commence on **09th October 2017**. You are strongly advised not to delay your arrival because no student will be admitted after **09th October 2017**. Detailed instructions will be issued to you on your arrival at the Institute. Your admission at the Forestry Training Institute depends on your agreeing to the following conditions:
 - (i) Those who will be accommodated at the Forestry Training Institute dormitories; shall be provided with beds and mattresses only. Students are therefore, required to bring with them the following articles:-
 - (a) One pillow with spare pillow covers
 - (b) Two bed sheets
 - (c) A blanket and towels
 - (d) A long sleeved, green Textron or cotton overall
 - (e) Two passport size colour photographs
 - (f) Umbrella/raincoat and leather boots
 - (g) Mosquito net

Note: The weather is usually cool and temperatures may fall down to 11° C. especially in June and July. Night temperatures may be as low as 10° C.

- (ii) Selected applicants shall incur the transport costs to and from the institute

(iii) Food will be served in the Institute dining hall by Food Service Providers at your own costs.

(iv) Students are required to buy the following stationery: pens, pencils, books, exercise books, erasers etc. Some of the reference books will be provided by the Institute's library.

(v) All students are required to have practical outfits which are long sleeved **green** overalls and leather boots. No student will be admitted until he/she has these items.

(vi) All students are required to ensure that they make adequate arrangements to sustain themselves financially. Once students arrive at the Forestry Training Institute, they will not be permitted to go outside the Institute to settle such matters. The Institute has no provision for loans to students.

(vii) Detailed Institute's Rules, Guidelines and Regulations shall be handed over to you on arrival.

(viii) Training Fees for Tanzanians shall be **Tsh. 805,000.00/=** for first year and **Tsh. 785,000.00/=** for second year... Non-Tanzanians shall pay **US\$ 2,930.00** for first year and **US\$ 2,920.00** for second year of studies. (For all fees the allowances payable to students are excluded). We recommend foreign students be paid as indicated on the attached fee structure.

(ix) To confirm your admission, you shall be required to deposit **50 %** of the Training fee (which is equivalent to **Tsh.402, 500/=**) not later than **29/09/2017**. Failure of which shall lead to losing of your admission.

A first year student shall not be registered without paying at least half of annual fee and continuing students shall not be allowed to proceed to the next semester without paying fully fees of the proceeding semester. The Institute Account details are as follows:

- Account name: **Principal Forest Training Institute**
- Account number: **40810041565**
- Bank Branch: **NMB Clock Tower Arusha**

NOTE: *No any cash payments shall be received at the Institute, all payments shall be done through the above Institute bank account and bank slip shall be submitted.*

(x) All students are required to undergo medical examination and fill the attached form to ascertain their fitness for the course. The medical report will be required during registration at the Institute.

(xi) All foreign students are required to get residence permit before arriving in the country.

4. REGISTRATION AND ADMISSION:

Upon arrival at the Institute, during the commencement of the academic year, all students shall be registered and admitted only after fulfilling the following conditions:-

- (i) Payment of the required training fees for the academic year as stipulated under **3(xi)**. The fees are neither non-refundable nor transferable.
- (ii) Payment of a non-refundable registration fee of **US\$ 10.00** for non-Tanzanian students and **10,000/=** for Tanzanians.
- (iii) Tanzanian students should pay shillings **10,000/=** as student government contribution fees and Foreign students shall pay **US\$ 10**.
- (iv) Payment of caution money which is **US\$ 10.00** for non-Tanzanian students and **10,000/=** shillings by Tanzanian students. This is paid only once.
- (v) Presentation of **original certificates** and testimonials. Only documents used during application shall be accepted
- (vi) Presentation of a letter of admission and medical report.
- (vii) Having all the required out fits.

Please acknowledge receipt and confirm your interest to join us. Lastly, I kindly wish you a happy and safe journey to Olmotonyi.

“KARIBU/WELCOME TO OLMOTONYI”.

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Forestry Training Institute Olmotonyi,

P. O. Box 943,

ARUSHA

To:

The Medical Officer,

..... (Station),

..... (Address),

.....

From:

The Principal,

Forestry Training Institute Olmotonyi,

P. O. Box 943,

ARUSHA

Dear *Dr./Mr./Mrs./Ms.....

PART A: REQUEST FOR MEDICAL EXAMINATION

Please examine *Mr. /Mrs. /Ms. (Student's Full Name) as to *his/her fitness for admission as a Student for a two year (Course) offered at Forestry Training Institute Olmotonyi in Arusha, Tanzania.

PART B: MEDICAL CERTIFICATE (To be completed by Medical Officer)

I have examined *Mr. /Mrs. /Ms. (Student's Full Name) and consider that he/she is *fit/not fit to be admitted for the above mentioned course.

Medical Examiner (Full Name):Designation:

Signature:

Official stamp:

Date:/...../20.....

***Delete whichever is not necessary**

**FEES STRUCTURE FOR FORESTRY TRAINING INSTITUTE
OLMOTONYI AS FROM JULY, 2015.**

A. Fees for Tanzanian students payable to the Principal

SN	Item	Diploma (Tsh)		Certificate(Tsh)	
		Year 1	Year 2	Year 1	Year 2
1.	Tuition fee	670,000	670,000	670,000	670,000
2.	Registration	10,000	-	10,000	-
3.	Identity Card	5,000	-	5,000	-
4.	Student Govt	10,000	-	10,000	-
5.	Medical fee	50,000	50,000	50,000	50,000
6.	Contribution to Sports	10,000	-	10,000	-
7.	Library	10,000	10,000	10,000	10,000
8.	Examination	25,000	25,000	25,000	25,000
9.	Graduation	-	15,000	-	15,000
10.	NACTE fee	15,000	15,000	15,000	15,000
	TOTAL	805,000	785,000	805,000	785,000

B. Recommended minimum allowances payable to students

SN	Item	Diploma (Tsh)		Certificate (Tsh)	
		Year 1	Year 2	Year 1	Year 2
1.	Books and Stationery	100,000	100,000	100,000	100,000
2.	Meals	1,350,000	1,350,000	1,350,000	1,350,000
3.	Accommodation	270,000	270,000	270,000	270,000
4.	Field working gears	60,000	60,000	60,000	60,000
5.	Special project	-	80,000	-	-
6.	Field Attachment	-	280,000	-	280,000
	TOTAL	1,780,000	2,140,000	1,780,000	2,060,000

C. Fees for Non- Tanzanian students payable to the Principal

S/N	Item	Diploma I US \$	Diploma II US \$	Certificate I US \$	Certificate II US \$
1.	Tuition	2,000.00	2,000.00	2,000.00	2,000.00
2.	Graduation	-	20.00	-	20.00
3.	Board and Lodging	900.00	900.00	900.00	900.00
4.	Students Government	10.00	-	10.00	-
5.	Registration	10.00	-	10.00	-
6.	Caution money	10.00	-	10.00	-
	TOTAL	2,930.00	2,920.00	2,930.00	2,920.00

D. Recommended minimum allowances payable to Foreign Students by Sponsor

S/N	Item	Diploma I US \$	Diploma II US \$	Certificate I US \$	Certificate II US \$
1.	Living (out of pocket allowance)	1,000.00	1,000.00	1,000.00	1,000.00
2.	Stationery	120.00	120.00	120.00	120.00
3.	Field working gears	300.00	300.00	300.00	300.00
4.	Field Attachment	-	300.00	-	300.00
5.	Special project	-	300.00	-	-
	TOTAL	1,420.00	2,020.00	1,420.00	1,720.00



CHUO CHA MISITU, OLMOTONYI (1937)

FOMU YA MAOMBI YA HOSTELI

1. a) Jina kamili la Mwanafunzi í ...í í í í í í í í í í í í í í í ..
b) Tarehe ya kuzaliwaí ..
c) Jinsia Mwanaume/ Mwanamkeí í í í í í í í í í í í í í í í í .

Kozi (ASTASHAHADA/STASHAHADA) í í í í í í .í í í í í í í

2. a) Jina kamili la Mzazi/Mlezií í í í í í í í í í í í í í í í í ..
b) Mahali anapoishi .í í í í í í Mtaa.í í í í í í í í í í í ..
3. a) Anuani kamili ya Mzazi/Mlezií í í í í í í í í í í í í í í í .
b) Simu í í ..í .í í í í í í í í í í í í í í í í í

4. Orodhesha majina matatu ya ndugu zako wa karibu ambao kama kukiwa na dharura watajulishwa.

JINA	UHUSIANO	SIMU
1.
2.
3.

**Sehemu hii ijazwe na mwanafunzi baada ya
kusoma na kukubaliana na masharti na sheria za Kukaa hosteli**

Mimi. í í í í í í í í í í í í í í Mwanafunzi. í í í í í í í í ... naahidi kuwa nitafuata masharti na sheria za kukaa hosteli.

Sahihi. í í í í í í í í í í í í í Tarehe.....

NB:

GHARAMA ZA HOSTEL

a) Gharama za kuishi Hosteli kwa mwaka ni **Tshs 270,000/=**

NB

Fedha hizi zinalipwa mara tu Mwanafunzi anapopata barua ya kukubaliwa kujiunga na chuo na kupewa kibali cha kuishi hosteli. Zitalipwa kwenye Account ifuatayo:

- Account name: **Principal Forest Training Institute**
- Account number: **40810041565**
- Bank Branch: **NMB Clock Tower Arusha**



CHUO CHA MISITU, OLMOTONYI (1937)

MASHARTI YA KUKAA HOSTELI

- 1) Wanafunzi wote watajiandikisha katika kitabu maalum kwa Msajili wa Wanafunzi siku wanaporipoti na kuonyesha stakabadhi ya malipo ya hosteli. Awe amesoma na kuzikubali sheria na kanuni za Hosteli.
- 2) Usafi wa ndani wa Chumba utafanywa na wanafunzi wanaoishi ndani ya chumba hicho.
- 3) Ni marufuku kupika kitu chochote ndani ya hosteli (kwa hiyo vitu vifuatavyo; birika za umeme, sufuria za umeme, na vifaa vingine vya aina hiyo haviruhusiwi ndani ya hosteli) Mwanafunzi atakayepatikana na vifaa hivyo atafukuzwa kuishi ndani ya hosteli na vifaa hivyo kuchukuliwa. Faini itatozwa kwa atakayekutwa na vifaa hivyo.
- 4) Ni marufuku kupiga makelele, kufungulia redio kwa sauti ya juu, kutumia lugha chafu, kupigana na vitendo vingine kama hivyo katika hosteli. Mwanafunzi atakayepatikana na makosa yaliyotajwa atakuwa amepoteza sifa za kuishi hosteli na malipo hayatarudishwa.
- 5) Wageni wote HAWARUHUSIWI kuingia ndani ya hosteli. Yeyote atakayevunja sheria hii atakuwa amepoteza sifa za kuishi hosteli hivyo atafukuzwa mara moja.

- 6) Mwanafunzi atakayemruhusu mwanafunzi mwenzake ambaye hana usajili wa chumba husika kulala kwenye chumba hicho atakuwa amepoteza sifa za kuishi ndani ya hosteli za chuo.
- 7) **KUMBUKA:**
- ❖ Wizi, uasherati, ulevi, kupigana, matusi, utumiaji wa madawa ya kulevyaa, au sigara, **UTAFUKUZWA CHUO.**
 - ❖ Hairuhusiwi Mwanafunzi kuishi na; mke, mume au na mtoto ndani ya hosteli za chuo.
 - ❖ Utawala utafanywa ukaguzi wa Usafi na vitu vyote visivyoruhusiwa wakati wowote ndani ya hosteli.

KARIBU CHUO CHA MISITU OLMOTONYI

SIMON KITEREJA
KNY MKUU WA CHUO