



UNITED REPUBLIC OF TANZANIA
MINISTRY OF NATURAL RESOURCES AND TOURISM
FORESTRY TRAINING INSTITUTE-OLMOTONYI
FTI



SEPTEMBER INTAKE 2023

Mr/Mrs/Miss

.....
RE: ADMISSION LETTER FOR BASIC CERTIFICATE/TECHNICIAN CERTIFICATE AND DIPLOMA PROGRAMMES.

1. Congratulations for being selected to join Forestry Training Institute, Olmotonyi.
2. I am pleased to inform you that you have been selected for.....

3. And you are required to report at FTI, Olmotonyi campus for registration between **16th - 27th October, 2023**. Upon arrival you will be registered in your respective programme after payment of the prescribed fees and other related costs.
4. The FTI Olmotonyi campus is located about 17km North of Arusha City on Arusha-Nairobi highway. You can reach our institute via public buses from Arusha city to Ngaramtoni town and then from Ngaramtoni town to Forestry Training Institute Olmotonyi or you can hire private vehicle or motorcycle to the Institute which cost TZS.5,000.00 and TZS.1, 500 respectively.
5. Classes will commence on **30th October 2023**. All selected applicants **MUST** report at the Institute not later than **TWO WEEKS** after commencement of registration.
6. Your admission at the FTI Olmotonyi depends on your agreeing of the joining instruction attached herewith.

You are warmly welcome.

Stephen R.J Kingwere

For: PRINCIPAL



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JOINING INSTRUCTIONS FOR THE NEW STUDENTS 2023/2024 ACADEMIC YEAR

Registration and Admission:

1. Upon arrival you will have to officially complete registration process as per directions.
2. Candidate are required to bring with them the originals and copies of all academic certificates, Results slips or Transcripts, Birth certificate, bank pay slips for application, Training fees and medical capitation or health insurance card.
3. Training fees and medical capitation should be paid first to enable student to proceed with registration process (Consult Fee structure for FTI, Olmotonyi attached herewith).
4. No any cash payments shall be received at the Institute. All payments should be made through provided control number.
5. Fees once paid will **NOT BE REFUNDED or RELOCATED**.
6. All foreign students are required to get residence permit before arriving in the country.

Special College Requirements

7. All students are required to have outfits (i.e. Practical & special event wears and sweat (see annex I), leather gloves and leather boots). All these requirements will be obtained at the Institute from the recommended service providers.
8. All students for NTA level 6 in all programs are required to have laptop with Core CPU and above, 1920x1080 screen, 8GB of RAM and above, reasonable SSD capacity and funds for special project.
9. No student shall be admitted until he/she has these items (Practical outfits, Special event wears and laptop for NTA level 6).
10. All students for level 5 and 6 in all programs are required also to have enough funds to cater expenses during field attachment.
11. Expenses for reference books not in the Institute's library, stationery and calculator have to be met by student.
12. All students are required to undergo medical examination and fill the attached form to ascertain their fitness for the course. The medical report **MUST** be submitted during registration.
13. All students are required to have Institute's rules, guidelines and regulations after being registered.



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Student's Welfare

14. Accommodation is not guaranteed. When provided, it will be on basis of new students first come and first served at an annual rental charged of TZS 320,000.00 for female hostel and TZS 270,000.00 for male hostel payable at lump sum at the beginning of the academic year. Payment should be made after securing the room.
15. Those who will be accommodated in the Institute's hostels shall be provided with beds and mattresses only. Students are therefore required to bring with them the following;
 - a) Pillow(s) with spare pillow covers.
 - b) Bed sheets.
 - c) Blanket and towels.
 - d) Mosquito net.
16. Food will be served in the Institute cafeteria by Private Caterer and expenses for meals have to be met by the student.
17. Selected applicants shall incur the transport costs to and from the Institute during their stay at FTI, Olmotonyi.

YOU ARE WELCOME AT OLMOTONYI



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REQUEST FOR MEDICAL EXAMINATION

PART A
 TO THE REGISTERED MEDICAL OFFICER

Please examine
 Mr/Mrs,Ms.....as to
 his/her fitness for admission to the Institute as full time student.

PART B **MEDICAL CERTIFICATE**
 (To be completed by Government Medical Officer)
 STATE NORMAL/NOT NORMAL

- | | |
|-----------------------------|-------|
| 1. EYES, NOSE & THROAT | |
| 2. RESPIRATORY SYSTEM | |
| 3. GASTRO INTESTINAL SYSTEM | |
| 4. CARDIOVASCULARB SYSTEM | |
| 5. CENTRAL NERVOUS SYSTEM | |
| 6. MUSCULOSKELETAL SYSTEM | |
| 7. URINARY SYSTEM | |
| 8. SKIN | |

I have examined the above named and consider that he /she is physically fit/not fit for intensive course for studies (Delete whichever is not necessary).

Name of Medical Officer.....
 Signature.....
 Date.....
 Official stamp.....



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FEES STRUCTURE AS FROM SEPTEMBER, 2023.

Candidates selected to pursue various programs offered by the Forestry Training Institute, Olmotonyi are required to pay training fees in **two instalments**, at least 50% of the total annual fees at the beginning of the first semester and 50% of the total annual fees at the beginning of the second semester. The fees once paid are **NOT REFUNDABLE** or **RELOCATED**; the Institute reserves the right to revise fees as may be appropriate. The training fees for the various programs for Tanzanian and Non-Tanzanian students are indicated in Table 1.

Table 1: Training fees (Payable to the Institute)

SN	Program	Level	Tuition fees for Tanzanian (TZS)	Tuition fees for Non-Tanzanian (USD)
1.	Forestry	NTA 4	990,000.00	414.57
		NTA 5	1,035,000.00	433.42
		NTA 6	1,360,000.00	569.51
2.	Urban Forestry and Landscaping	NTA 6	1,420,000.00	594.64
3.	Geo-informatics for Natural Resources Management	NTA 6	1,560,000.00	653.27



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Sponsor **MUST** consider the following recommended costs for the student when making sponsorship arrangement (**Table 2**).

Table 2: Recommended direct student's costs (Payable to student)

SN	Item	Level	Cost (TZS) per day	Cost (TZS) per year	Number of days per year
1.	Books and stationery	All levels		150,000.00	200.00
2.	Meals	All levels	10,000.00		200.00
3.	Accommodation for male hostel	All levels	1,350.00		200.00
4.	Accommodation for female hostel	All levels	1,600.00		200.00
5.	Medical capitation	All levels		50,400.00	200.00
6.	Field attachment	Levels 5&6	20,000.00		30.00
7.	Special project	Level 6		150,000.00	14.00
8.	Laptop	Level 6			
9.	Practical Outfits (Shirt & Trouser)	All levels	100,000.00		
10.	Special event (T-shirt & Trouser)	All levels	30,000.00		
11.	Sweater		30,000.00		



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Appendix 1: Practical outfits for male students



Appendix 2: Practical outfits for female students





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Appendix 3: T-shirt for special event



Appendix 4: Sweater for special event

