



LOCAL GOVERNMENT TRAINING INSTITUTE

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**Application Form for Admission into Certificate and Diploma Courses for
 Year 2019/2020**

1. Previous Application to the Institute

Have you ever applied for admission or registered in courses at LGTI: Yes No If yes, LGTI Reg. No

2. Personal Information (Please Use Capital Letters)

Fill your names exactly as they appear in your academic certificates i.e. CSEE, ACSEE or equivalent qualifications

Last Name:		Do you have any Physical or Communication Disabilities? Yes <input type="checkbox"/> No <input type="checkbox"/>			
First Name and Middle Name(s) – Do not use initials		If YES above tick whichever is applicable			
		Speech	Hearing	Mobility	Vision
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Date of Birth	Sex Male <input type="checkbox"/> Female <input type="checkbox"/>	Give details of disability:			
Place of Birth:		Please select campus:			
Citizenship:		Dodoma Town Centre: <input type="checkbox"/>			
Permanent Home Address:		Main Campus: <input type="checkbox"/>			
Contact Address:		Please select residence category:			
E-mail Address:		Dodoma Town Centre: Off Campus <input type="checkbox"/>			
Applicant Mobile Number:		Main Campus: <input type="checkbox"/>			
Marital Status:		Off Campus <input type="checkbox"/>			
Next of Kin		In Campus <input type="checkbox"/>			
Name:					
Mobile Number:					
Relationship:					
Residence:					

3. Proposed Course of Study

S/N	Courses	Tick (✓) any three (3) in the Appropriate Field	Rate in Order of Priority (write 1,2,3)
1.	Basic Technician Certificate in Local Government Administration		
2.	Basic Technician Certificate in Local Government Accounting and Finance		
3.	Basic Technician Certificate in Community Development		
4.	Basic Technician Certificate in Human Resource Management		
5.	Basic Technician Certificate in Procurement and Supplies Management		
6.	Basic Technician Certificate in Records, Archives and Information Management		
7.	Technician Certificate in Local Government Administration		
8.	Technician Certificate in Local Government Accounting and Finance		
9.	Technician Certificate in Community Development		
10.	Technician Certificate in Human Resource Management		
11.	Technician Certificate in Procurement and Supplies Management		
12.	Technician Certificate in Records, Archives and Information		

	Management		
13.	Ordinary Diploma in Local Government Administration		
14.	Ordinary Diploma in Local Government Accounting and Finance		
15.	Ordinary Diploma in Community Development		
16.	Ordinary Diploma in Human Resource Management		
17.	Ordinary Diploma in Procurement and Supplies Management		
18.	Ordinary Diploma in Records, Archives and Information Management		

Sponsorship – Please select once

Private <input type="checkbox"/>	Government <input type="checkbox"/>
Specify:	

4. Education Background

a) Certificate of Primary Education Examination

School Name.....

Region/District.....

b) Certificate of Secondary Education Examination (C.S.E.E.) or Equivalent

(Index Number Year of Completion

Subject	Grade	Subject	Grade

c) Advanced Certificate of Secondary Education Examination (A.C.S.E.E.) or Equivalent

(Index NumberYear of Completion

Subject	Grade	Subject	Grade

d) Details of any other Qualifications e.g. Diploma, Certificate etc.

INSTITUTE/INSTITUTION	From (Year)	To (Year)	Name of Award e.g. Certificate/Diploma

5. Sponsorship Declaration

I.....of..... (Postal address) declare to sponsor..... (Name of applicant) to study at the Local Government Training Institute-Dodoma and that I will pay all fees in time as required including costs for Field Practical Training. My mobile no. is and email address:

Sponsor's signature: Date:

6. Applicant's Declaration

I agree, if admitted to LGTI, to comply with institute's regulations. I certify that the information in this application is true and complete in all respects and that I have withheld no information. I authorize the institute to verify any information provided as part of this application.

Applicant's Full Name:	
Applicant's Signature:	Date of Application:

7. Mode of Payment

<p>1. Registration fee is paid only once during the given academic year.</p> <p>2. Payments can be made in two installments (i.e. Semester I and Semester II).</p> <p>3. Non-refundable application fee (Tshs.10,000/=) to be deposited in LGTI APPLICATION FEE CONTROL NUMBER 994490011115 NMB BANK</p> <p>Note:</p> <p>1. All payment should be done through Local Government Training Institute's Application Fee Control Number ONLY</p> <p>2. Other recommended direct student costs (incurred by sponsors or students) are merely indicative</p> <p>3. Students are advised to join the National Health Insurance Fund (NHIF)(if you were not insured before)</p> <p>4. Fees structure is attached in this application form</p> <p>5. This application form is also available at Local Government Training Institute (LGTI) or you can directly download from our Website: www.lgti.ac.tz</p>	<p>Document to be Enclosed</p> <p>You should include the following attachments when sending your application:</p> <ol style="list-style-type: none"> 1. Duly filled application form 2. Copy of Certificate of Secondary Education Examination (CSEE) 3. Copy of other qualification(s) e.g. certificates – if any 4. Copy of birth certificate 5. Original Bank Pay-in slip for application fee 6. Two recent passport size photographs <p>A duly filled form and its attachments should be sent by post or by hand to:</p> <p>The Rector, Local Government Training Institute (LGTI), P. O. Box 1125, DODOMA. TANZANIA.</p>
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FEE STRUCTURE AND OTHER CHARGES APPLICABLE 2019/2020

NO.	COST ITEMS	CERTIFICATE PROGRAMMES (ALL)		ORDINARY DIPLOMA PROGRAMMES (ALL)
		ONE YEAR	ONE YEAR	ONE YEAR
	DIRECT COST PAYABLE TO THE INSTITUTE			
	CITIZENS	BASIC TECHNICIAN CERTIFICATE	TECHNICIAN CERTIFICATE	DIPLOMA
		(TSH.)	(TSH.)	(TSH.)
1.	Tuition Fee - Annually	780,000	880,000	890,000
2.	Registration Fee - Once	20,000	20,000	20,000
3.	Students' Union – Annually	20,000	20,000	20,000
4.	NACTE Subscription	15,000	15,000	15,000
5.	Medical Capitation	60,400	60,400	60,400
6.	Students Handbook	10,000	10,000	10,000
7.	Graduation Ceremony	30,000	30,000	30,000
	TOTAL FEE	935,400	1,035,400	1,045,400
	NON CITIZENS	US \$	US \$	US \$

1.	EAC	1,100	1,200	1,200
2.	Others	1,600	2,000	2,100
ITEMS PAYABLE DIRECTLY TO THE STUDENT - RECOMMENDED				
CITIZENS		(TSH.)	(TSH.)	(TSH.)
1	Accommodation – Annually	300,000	300,000	300,000
2	Meal Allowance	1,785,000	1,785,000	1,785,000
3	Books and Stationery	150,000	150,000	150,000
4	Scientific Calculator	40,000	40,000	40,000
5	Field Assignment	280,000	280,000	280,000
6	Research	-	280,000	280,000
TOTAL		2,555,000	2,835,000	2,835,000
NON CITIZENS				
		US \$	US \$	US \$
		5,000	5,000	5,000