



THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF AGRICULTURE
NATIONAL SUGAR INSTITUTE



REF No. 1200/ADMS/2025/01

20/07/2025

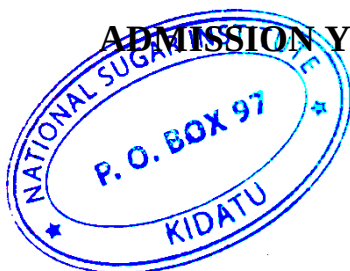
JOINING INSTRUCTIONS FORM

ORDINARY DIPLOMA IN SUGAR PRODUCTION TECHNOLOGY (3 YEARS)

YEAR OF STUDY:

SUGAR PRODUCTION TECHNOLOGY

ADMISSION YEAR OF 2025 / 2026



TO

Student Name:

Fee payment Control Number

RE: **STUDENT'S JOINING INSTRUCTIONS**

- 1.0 I am glad to inform you that you have been selected to join with **National Sugar Institute (NSI)**, in a programme called **ORDINARY DIPLOMA IN SUGAR PRODUCTION TECHNOLOGY (3 YEARS)**. Therefore you will start from Basic Technician Certificate – NTA level 4 up to Ordinary diploma NTA Level 6.
- 2.0 This programme will start on **13th October 2025**; you are required to report to the Institute as from **13th to 17th October 2025** ready for registration and other compulsory formalities.
- 3.0 If you fail to report to the Institute within seven (7) days from the designated reporting period (13th to 17th October 2025), your opportunity will be forfeited and offered to another applicant.
- 4.0 Your registration to the Institute is subject to you being physically fit. You are required to undergo a medical examination by a **Government Medical Officer**.
- 5.0 On your arrival to the institute, you will be required to report to the Institutes' **Students Admission Office** and present the following documents for formal registration;
 - [i] Original National Examination Council Certificate / Result slip certificate (CSEE) OR (ACSEE).
 - [ii] A medical examination form filled by **Government** Medical Officer.
 - [iii] Three colored (3) stamp passport size.
 - [iv] Bank deposit slip.
 - [v] A slip of acceptance duly filled to indicate your acceptance to join with this programme and **pay all Contributions** as stipulated in this joining instruction letter.

NOTE:

Please make sure that, your certificates are valid and original (officially authorized to you). Lawful action against you shall immediately be taken/exercised in case of any cheating or forgery.

6.0 **NIDA NUMBER / NIDA IDENTITY CARD**

All selected students above 18 years old **MUST** be registered to the National Identification Authority (NIDA). The card or **NIDA** number **MUST** be submitted to the institute during arrival. The NIDA number/cards will be used for subscription with NHIF card (Health Insurance Card).

7.0 FEE STRUCTURE / CONTRIBUTIONS

Depending on your year of study, you are required to pay the following compulsory contributions as stipulated below;

S/N	ITEMS	First Year	Second Year	3 rd Year
1.	Student Identity Card	15,000	15,000	15,000
2.	NACTVET Verification Fee	15,000	15,000	15,000
3.	NACTVET Quality Assurance fee	25,000	25,000	25,000
4.	Student's Organization	20,000	20,000	20,000
5.	Practical working materials	150,000	150,000	150,000
6.	Library fee	60,000	60,000	60,000
7.	NHIF (Bima ya Afya)	50,400	50,400	50,400
8.	Examinations fee	180,000	180,000	180,000
9.	Special project	0	0	50000
10.	Field practical survey	20,000	20,000	
11.	Field practical supervision	30,000	30,000	
12.	Field Practical Training	280,000	280,000	
13.	Industrial Visit	100,000	100,000	100,000
14.	Accommodation	150,000	150,000	150,000
15.	Academic transcript fee	15,000	15,000	15,000
16.	Academic certificate (preparations)	15,000	15,000	15,000
17.	First Aid Care	50,000	50,000	50,000
18.	Rehabilitation/Maintenance Work	120,000	120,000	120,000
TOTAL		1,295,400	1,295,400	1,005,400

PLEASE NOTE THAT:

All contributions are non-refundable.

INSTALLMENTS		1	2	TOTAL
SUGAR PRODUCTION TECHNOLOGY	FIRST YEAR	795,000	500,000	1,295,400
	SECOND YEAR	795,000	500,000	1,295,400
	THIRD YEAR (DIPLOMA)	705,400	300,000	1,005,400

8.0 STATIONERY:

You are advised to come with five (5) counter book, Ten Pens, Ten pencils, Scientific Calculator (Fx 991),

CAFETERIA SERVICES

- 9.0 All cafeteria services are provided by the registered tenderers (Wazabuni). The cost of food is approximated to Tshs. **5,000** per day. The student will pay the cost of food every time he/she attend the cafeteria.

10. **COMPURSORY REQUIREMENT FOR A STUDENT.**
- ✓ Two (2) Rim papers A4 size (A1-red cover or Double A blue and white cover)
 - ✓ Mattress (Godoro 3ft x 6ft)
 - ✓ One Hoe with its handle
 - ✓ Pillow and pillow case (Mto na foronya)
 - ✓ Two bed sheets (Mashuka)
 - ✓ A square mosquito net (“4 x 6” size)
 - ✓ Towel (Taulo) and slippers (kanda mbili),
 - ✓ Reflector Jacket 1 pair
 - ✓ Safety Boots – 1 pair.
 - ✓ **Gum boot** – Blue, Black or Green (Only one pair).
 - ✓ Two (2) ten litres Buckets
 - ✓ Sports gears (one pair track suit- black or green)
 - ✓ Mathematical set (Nataraj is recommended)
 - ✓ **40,000/=** for Two T-Shirts as an institute Uniform (Available at the Institute).
 - ✓ **80,000/=**Tshs for two overcoats, **(White Coat and Dark Blue Overall – 2 Pcs Suit) which will be found at the Institute.**
11. **SUBSCRIPTIONS TO STUDENT’S ORGANIZATION**
- Every student is an automatic member of the students’ organization and must contribute a membership fee.
12. **FIELD PRACTICAL TRAINING**
- For Sugar Production Technology Course, Field Practical training will be conducted to NTA Level 4 & NTA level 5 students.
13. **ACCOMMODATION**
- The Institute provides a bed and room. The payments are for one year as stipulated in the fee structure table. Other items associated with accommodation, such as mattress and curtains, are the responsibility of the student.
14. **DISCIPLINE**
- Every student is expected to be exemplary in good **behavior** and **self-respect** in accordance with the rules and regulations of the Institute. You will be provided with a copy of Institute Rules and Regulations.
15. **EDUCATION FOR SELF-RELIANCE.**
- In accordance with the Institute objectives, every student is required to participate in various production activities as well as early morning and late evening practical.
16. **LOCATION**
- The National Sugar Institute is in Morogoro Region, Kilosa District. The Institute is situated near the Kilombero Sugar Company (K II).

17 **MEANS OF TRANSPORTATION**

The appropriate “**Bus**” you can take when you are coming to National Sugar Institute from **Dar es Salaam** is either “**KIDINILO BUS**”, or “**ALSAEDY**”. From Morogoro Municipal, you may travel by **Oman Mini Bus**, or **Master J Minibus**. **Laviha** From **Iringa**, the appropriate bus is **Nani Kaona Mini Bus**, from **Arusha** and **Kilimanjaro** the best travel can be by **Laviha and, HC Buses**. From **Mbeya and Njombe regions** you can travel by **Another G bus**. Feel free to tell the bus conductor that you are going to **CHUO CHA SUKARI CHA TAIFA – KIDATU** and you are dropping at **STAND YA MBUZI** Bus station. From **Stand ya Mbuzi** you may take **Bodaboda** for the cost of not more than 2,000/= to **Chuo Cha Sukari cha Taifa**.

18 **POSTAL, BANK SERVICES AND SHOPPING**

Postal and Banks (NMB & CRDB) services are available within a walking distance from the Institute. Shopping can be made within the Institute premises or at small town of **Ruaha**, which is within the vicinity.

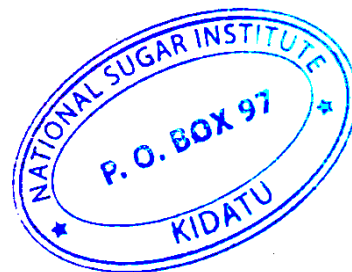
19 **INSTITUTE RULES AND REGULATIONS:**

Again, receive my cordial congratulations for having being one of the selected students to join with The National Sugar Institute – Kidatu for an Ordinary Diploma in Agriculture programme (**NTA level 4 - 6**) in the academic year of 2025/2026.

Lastly, I take this opportunity to welcome you at **National Sugar Institute**. I am looking forward for your timely reporting to the Institute.

This form is an official evidence of your selection to join with this programme. **Please present it upon your arrival at the Institute.**

I hope you will enjoy studying at National Sugar Institute. I sincerely wish you a good travel to **National Sugar Institute**.



A handwritten signature in blue ink, appearing to read "Aloyce Kasmir Aloyce".

**ALOYCE KASMIR ALOYCE
PRINCIPAL**

ACCEPTANCE FORM

(TO BE COMPLETED BY A STUDENT)

I have read and understand the NATIONAL SUGAR INSTITUTE STUDENT'S JOINING INSTRUCTION LETTER' and I accept / do not accept my responsibility to pay all

Contributions amounting to T Shs -----

as stipulated in the joining instructions and I will report at the Institute on ----- / ----- 20 -----

NAME: -----

SIGNATURE: -----

Copy: Principal - NSI

Director of Finance and Administration - NSI

Course Coordinator – Agriculture - NSI



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MINISTRY OF AGRICULTURE
NATIONAL SUGAR INSTITUTE



REF No. 1200/ADMS/2025/01

20 / July / 2025

To The Medical Officer,
Name of the Hospital

.....

P.O.BOX

.....

RE: REQUEST FOR MEDICAL EXAMINATION

Student name (Examinee):

SEX

Please examine the above named candidate as to his/her * physical and *mental fitness to undergo long term training programme in **Sugar Production Technology** at National Sugar Institute (NSI), Kidatu Morogoro as from **13 / October / 2025**.

**** Is the examinee suffering from any of the following? Indicate YES or NO. ?**

- Eyesight
- Hearing
- Asthma
- Epilepsy
- Pregnancy
- STD's
- Allergy
- Skin disease
- Anemia
- Heart disease.....
- Kidney or Urinary disease
- Ear/nose or throat disorder
- Eye disorder
- Psychotic
- Deformity.....
- Pneumonia
- Asthenia
- Rheumatic
- Gastric or duodenal
- Tuberculosis

MEDICAL EXAMINATION CERTIFICATE:

I have examined the above named candidate and conclude that, **she/he** is *physically/*mentally *fit/*unfit to undergo training as described above.

Station: Designation: Date

Signature and Official stamp: