



THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF EDUCATION, SCIENCE AND
TECHNOLOGY

ARUSHA TECHNICAL COLLEGE



JOINING INSTRUCTIONS FOR ORDINARY DIPLOMA PRIVATELY SPONSORED

STUDENTS 2025/2026

PART A: STUDENT'S INFORMATION

1. COLLEGE LOCATION

The College is located at the junction of Moshi –Arusha and Nairobi Roads, about 1.5 kilometres from the main bus station near Triple-A Club.

2. BEGINNING OF THE ACADEMIC YEAR

The first semester begins on **10th November 2025** and you are required to report at the College on **3th November 2025** not later than 8:00 PM for one-week orientation before the commencement of the first semester.

3. TRAVEL EXPENSES

You will have to meet all transportation expenses to and from your place of domicile throughout your stay at ATC.

4. MEDICAL EXAMINATION

Admission to the College is conditional upon the presentation of a Medical Report affirming your fitness for studies. You are therefore required to undergo Medical Examination by a registered Medical Practitioner before coming to the College. For this purpose, please use the attached “Medical Examination Form (ATC-MEF)”.

- **Please NOTE that the medical examination form must be submitted during the orientation week and therefore do not post the form or any other documents.**

5. DECLARATION FORM ON CONDITIONS FOR PRIVATE SPONSORSHIP

To be eligible registration with the College, you must fill correctly and submit the declaration form (ATC-DF) during registration period.

6. HEALTH INSURANCE

- i) During studies at ATC, all students are required to have active healthcare insurance. The College will not cover any medical expenses experienced by its students. Health insurance coverage is required as part of the registration process, and anyone without it will not be registered, regardless of any reason.
- ii) If you are not yet an active member, you must bring fifty thousand and four hundred shillings (TZS 50,400/=) to register for National Health Medical Insurance. Upon arrival, you will be given detailed information on how to register with NHIF.

iii) It should be **NOTED** that any Non-NHIF insurance cover is accepted after verification. before reporting to the College, students who are NHIF members through their parents/guardians **MUST** verify if their insurance coverage is active.

- **Payments for NHIF membership should not be made in conjunction with the College fee (Usichanganye malipo ya NHIF pamoja na ya ada. Maelekezo ya namna ya kulipa yatatolewa siku ya kuripoti)**

7. ACCOMODATION AND MEALS MATTERS

- a) Accomodation facilities are not sufficient for all students selected . Any student who fails to secure accomodation at the College shall have to seek alternative solution. The College shall assist to secure privately owned residential houses (off-campus) within walking distance for students who fail to secure accomodation. The list of privately owned residential houses (optional) shall be available upon arrival.
- b) All students shall be required to **re-apply** for accomodation in College hostels each academic year. Accomodation given to each student is valid for one academic year and criteria for selection shall be reviewed time after time (**nafasi za hosteli zinatolewa kwa mwaka mmoja wa masomo hivyo kila mwanafunzi anapaswa kuomba upya kila mwaka**).
- c) Meals will be provided to students who are interested with the cost of **TZS 1,440,000/= PER YEAR**. Payments will be done by installement of **TZS 720,000 per each semester** to catering services provider.

8. REGISTRATION REQUIREMENTS

On arrival to the College, you will be required to report to the College Registrar's office for registration with the following documents;

- i) Bank slip showing that you have paid all fees as shown in the College fee structure
- ii) Two recent passport size photos with light blue background and one for parent.
- iii) A duly filled 'Medical Examination Form (ATC-MEF)'.
- iv) Original Certificate of secondary education examination (CSEE), academic transcripts/statement of results.
- v) Original birth certificate and its certified copy.
- vi) A duly filled declaration form (ATC-DF) to abide by college regulations and 'By-Laws'.

9. PROGRAMME REQUIREMENTS AND ADDITIONAL INFORMATION

- a) You are required to bring with beddings (a blanket, 2-bed sheet, mosquito net (4x6 preferably square). Each student should come with non programmable scientific calculator, drawing instruments (compass, setsquare 30°/60°, setsquare 45°/45°, protractor, ruler, drawing board size A-3 and T-square) for Engineering programmes students.

- c) Mechanical, Automotive, Auto-Electrical and Electronics, Pipe Works oil and gas, Mechanical and Bio energy, Heavy duty students are required to come with dark blue short sleeved plain overalls and a pair of leather boots.
- d) Students studying Laboratory Science and Technology, Information Technology and Computer Science Programs are required to come with White long sleeved plain overcoats and a pair of leather boots
- e) Other programs expect the above are required to come with the dark blue short sleeved plain overcoat and a pair of leather boots.
- d) Students doing ‘Telecommunication and Electronics Engineering’ are required to come with **analogue/Digital multi-meter**.
- f) Medical treatment is a responsibility of your parent or sponsor(s)
- g) Students accommodated in the College’s Hostels must observe rules and regulations pertaining to students conduct and discipline (By-laws)
- h) Students are required to have a bank account.

PART B: COLLEGE FEES AND OTHER EXPENSES

1. GENERAL INFORMATION

- a) Tables 1 and 2 show the cost payable to the College and mode of payment respectively
- b) Fees are subject to change as per College Policies and Government circulars.

2. COLLEGE FEE STRUCTURE FOR PRIVATELY SPONSORED STUDENTS FOR THE 2025/2026 ACADEMIC YEAR

Table 1: Fees/costs payable directly to the College by the Student per year

TABLE 1: FEE STRUCTURE FOR DIPLOMA PRIVATELY SPONSORED STUDENTS (NTA 4-6)				
S/N	DESCRIPTION	YEAR 1 (NTA 4)	YEAR 1 (NTA 5)	YEAR 1 (NTA 6)
1	Tuition fees	950,000	950,000	950,000
2	Registration fee	10,000	10,000	10,000
3	Caution money	10,000	-	-
4	Student's identity card	10,000	10,000	10,000
5	Medical Insurance*	50,400	50,400	50,400
6	Library membership fee	15,000	15,000	15,000
7	Driving Course**	253,000	-	-
8	Students' organization (SOATECO) fee	15,000	15,000	15,000
9	NACTVET fee	20,000	20,000	20,000
10	Certificate fee	40,000	-	-
11	Examination fee	50,000	50,000	50,000
13	Accommodation	200,000	200,000	200,000
14	Sport and Games	10,000	10,000	10,000
15	Workshop /Labs services	25,000	25,000	25,000
16	College Relief Fund	5,000	5,000	5,000
	TOTAL	1,663,400	1,370,400	1,370,400

*Applicable for those students without membership with National Health Insurance Fund (NHIF).

The course is **compulsory to students registered in “**Automotive Engineering, Auto-electrical & and Electronic Engineering and Heavy Duty Equipments Engineering** Programmes”. At the end of the course the successful students shall be issued with driving certificate and licences. Students from other programmes are highly encouraged to undertake the course.

Table 2: Mode of College Fee Payment Per semester

S/N	Description	SEMESTER I	SEMESTER II
1	Tuition fees	475,000	475,000
2	Registration fee	10,000	-
3	Caution money	10,000	-
4	*Medical Insurance	50,400	-
5	Student's identity card	10,000	-
6	Examination fees	50,000	-
7	Certificate fee	40,000	-
8	Student NACTVET fee	15,000	-
9	**Driving Course	253,000	-
10	Library membership fee	15,000	-
12	Accommodation	100,000	100,000
13	Students organization (SOATECO) Fee	15,000	-
14	College Relief Fund	5,000	-
15	Sports and games	10,000	-
16	Workshop/Labs	25,000	-
17	Internet Fee	10,000	-
	Total	1,093,400	575,000

10. ENQUIRIES

In case of any difficulties/clarification please call the following numbers from Monday to Friday during working hours (from 8:00 - 15:00 hrs.). Any call outside the mentioned time shall not be attended.

+255 734 602 000 or +255 734 800 500

Or use the following email address: registrar@atc.ac.tz

Karibu sana ATC

PART C: DECLARATION FORM (ATC-DF):

**CONDITIONS FOR PRIVATE SPONSORSHIP AND COLLEGE REGULATIONS AND
BY-LAWS**

INSTRUCTIONS:

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

Student
Photograph
(Passport size)

Use capital letters to fill this form.

PART I: STUDENT'S PARTICULARS

SURNAME

OTHER NAMES

DATE OF BIRTH

PLACE OF BIRTH

SEX.....

NATIONALITY

MARITAL STATUS

TEL NO.....

PERMANENT ADDRESS (place of domicile)

P. O. BOX

TEL NO.....

STREET

VILLAGE

WARD.....

DISTRICT

REGION

PART II: COLLEGE REGULATIONS AND BY-LAWS

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

- (i) Examination Regulations
- (ii) Students disciplinary matters and code of conduct regulations
- (iii) Industrial Practical Training Guidelines and Regulations
- (iv) Regulations governing the use of laboratories, workshops, classes and sports facilities, hostels and the dispensary.

NB:

The details of the above named regulations shall be presented to students during orientation. The College authority reserves the right for the interpretation of its rules and regulations and the right to change them, as it may deem necessary.

PART III: SPONSORSHIP CONDITIONS

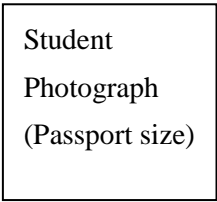
The following are the conditions and terms attached to

- a) The candidate shall continue diligently with his/her studies until the end of his/her course programme and by so doing devote his/her time and attention to following course for which he/she has been admitted.
- b) All requests for postponement of studies must be filled in the SMS through Head of Department.
- c) The candidate shall always obey and abide by the laws of the United Republic of Tanzania.
- d) The candidate shall neither engage nor encourage others in any activities against the College Management.
- e) The candidate shall not organize, lead, or participate in any demonstration without a lawful permit, nor invade, vandalize or destroy property of the College for the sake of expressing his/her demand/claims. All claims/demands must be forwarded to the College through the proper channels.
- f) The candidate shall always obey and abide by the bylaws and any other regulations at the College issued by relevant authorities aimed at maintaining peace and order or prescribing a code of good conduct and discipline. All unlawful visits and assembly are prohibited.
- h) If a student is convicted of any criminal offence or expelled from the College, his/her government sponsorship shall be withdrawn.

PART IV: STUDENT’S DECLARATION ON COLLEGE EXAMINATION REGULATIONS, BY-LAWS AND POLICIES

SECTION A: (STUDENT DECLARATION)

I(Name of students)
.....(Phone no)



DO HEREBY accept and promise to adhere to Examination Regulations and by-laws of the College as stipulated in part II this joining instruction letter. Also I understand that any breaching of the Examination Regulations, by-laws and policies stated therein will result in expulsion from the College.

SIGNED AND DELIVERED this (Day) of..... (Month) (Year)
at (Place)

STUDENT’S SIGNATURE.....

SECTION B: PARENT/GUARDIAN/SPONSOR DECLARATION ON COLLEGE EXAMINATION REGULATIONS, BY-LAWS AND POLICIES).

I,Parent/Guardian/Sponsor name
of(Name of student)

Parent/Guardian
Photograph
(Passport size)

DO HEREBY confirm the acceptance of the above-mentioned student to follow and to adhere to the College Examination Regulations and by-laws of the College as stipulated in part II of this joining instructions letter. Also I understand that any breaching of the regulations and by-laws stated therein will result into expulsion of the student from the College.

SIGNED AND DELIVERED this (Day) of..... (Month) (Year)
at (Place)

(Signature of
Parent/Guardian/Sponsor).....

Phone no Date

**PART V: STUDENT'S DECLARATION ON CONDITIONS FOR
PRIVATE SPONSORSHIP**

SECTION A: (STUDENT DECLARATION)

I (Name of student)

Phone no.....

DO HEREBY accept the terms and conditions of Sponsorship as stipulated in Part III

I certify that I have read and understood the contents of Part III of this form and that any breaching of any of the conditions stated therein will result into disqualification and/or withdrawal of my sponsorship.

SIGNED AND DELIVERED thisday of (Month).....(Year)

at (Place)

.....
STUDENT'S SIGNATURE

**SECTION B: PARENT/GUARDIAN/ DECLARATION ON CONDITIONS FOR
PRIVATE SPONSORSHIP**

I, (Name)Parent/Guardian/Sponsor
..... (Name of Student)

DO HEREBY accept the terms and conditions of Sponsorship as stipulated in Part III of this form, I will undertake the responsibility to make sure that the student complies to the stated conditions.

Also I agree that the breaching of any of the conditions stated therein will result into disqualification and/or withdrawal of government sponsorship to the student.

SIGNED AND DELIVERED thisday of(Month) (Year)
at (place)

Signature of Parent/Guardian/Sponsor

Confirmed by (Full Name) who is the Ward
Secretary/District Commissioner of (Location)
Signature of Ward Secretary/District Commissioner
Address Date



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MEDICAL EXAMINATION FORM (ATC-MEF)

**A. PERSONAL PARTICULARS
(TO BE FILLED BY THE CANDIDATE)**

SURNAMEOTHER NAMES.....

AGE.....GENDER.....MARITAL STATUS.....

PROGRAM.....ACADEMIC YEAR

B. PERSONAL HISTORY

Has the examinee suffered from any of the following?

If 'YES' indicate date and diagnosis, If not, please write 'NO' in appropriate space.

- | | |
|--------------------------------------|---------------------------------|
| 1. Allergic disorder | 2. Heart disease |
| 3. Gastric or duodenal ulcer | 4. Epilepsy |
| 5. Psychiatric disorder | 6. Eye disorder |
| 7. Ear-Nose or Throat disorder | 8. Gynaecological disorder..... |
| 9. Diabetes | 10. Pregnancy(female)..... |
| 11. Misuse of drugs | 12. Misuse of alcohol |

C. PHYSICAL EXAMINATION

- | | | |
|--|-----------------|----------------|
| 1. Height (metres) | (cm) | 2. Kg..... |
| 3. Eyes: Conjunctivas | Pupils | |
| Sight: without glasses | Right | Left |
| With glasses | Right | Left |
| 4. Please state condition of ears (if any discharge)..... | | |
| Mouth and throat | | |
| Nose | | |
| 5. Cardiovascular system: | Blood pressure: | Systolic..... |
| | | Diastolic..... |
| Heart: Any murmur | | |
| Arteries and Veins | | |
| 6. Physical fitness/any note of concern on the students health | | |
| | | |
| | | |
| | | |

D. LABORATORY TEST

1.Urine:Albumin.....Sugar.....Leucocytes.....Bilharzia.....

Stools:Special emphasis on Hookworm or Bilharzia

Blood Examination: Haemoglobin

White cell count – Total

Different Count:

(a)Neutrophils.....(b)Eosinophils.....

(c)Basophils.....(d)Lymphocytes

(e)Monocytes.....(f)Erythrocyte Sedimentation Rate (ESR) mm/hr

E. CONCLUSION

I have examined Mr. / Mrs. /Ms.....

And consider that he/she is/is not **FIT** to be admitted to the College for higher education.

*Delete the word which is not applicable.

.....
Date

.....
Signature

.....
Name

Authorized Medical Practitioner

Stamp:.....

CHECK LIST DURING THE REGISTRATION PROCESS

S/N	ITEMS	Tick
1.	A bank slip showing that you have paid all college fees as per Table 2	
2.	A bank slip showing that you have paid for NHIF	
3.	Joining Instruction Form	
4.	A duly filled forms ATC-DF and ATC-MEF	
5.	Original certificates, certified academic transcripts/statement of results and the Copies	
6.	Original Birth Certificate and its copy	
7.	Two coloured passport sizes photos (current)	
8.	A duly filled declaration forms	
9.	Analogue/Digital multi-meter for electronics and Telecommunication student	
10.	12 counter books,	
11.	Non-programable scientific calculator	
12.	Drawing instruments as listed in 11 (b) page 4 of this joining Instructions	
13.	Dark blue overalls and a pair of leather boots—all programmes except Laboratory Science and Technology	
14.	White overcoats for Laboratory Science and Technology students	