

INSTITUTE OF SOCIAL WORK

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210 Shekilango Road
P.O. Box 3375
14113 Kijitonyama
Dar Es Salaam.

ADMISSION NO. ISW/ODBA/2025T

12/06/2026

Name:

RE: JOINING INSTRUCTIONS FOR ORDINARY DIPLOMA IN BUSINESS ADMINISTRATION- TAMISEMI STUDENTS

We are pleased to inform you that you have been selected to join a **THREE YEARS Ordinary Diploma in Business Administration** at the Institute of Social Work for the 2026/2027 academic year. On behalf of the Board of Governors, the Management takes this opportunity to congratulate you for your success. You are required to report to the Institute on 19th October, 2026 for orientation and registration.

1.) Conditions for Registration

a) Payment of tuition fee

You are required to pay tuition fee in four installments. To be registered, you should pay full amount of the first installment (see payment schedule in the fee structure attached). Medical insurance (NHIF) is **mandatory and** you are required to either pay the prescribed amount or produce a valid insurance card during registration. Failure to do, you will be disqualified from registration. **Please note that, fees once paid cannot be refunded. Also, note that students above 18 years old are required to have a National ID number to enable them register successfully with NHIF (This is a MUST HAVE).**

b) Mode of Payment

All payment should be made through the Student Information Management System (SIMS). Ensure you get Control Number for the Government electronic Payment Gateway (GePG). **Don't pay through our help lines below.** The procedures of Payment are as follows:

- i. Go to the Institute website www.isw.ac.tz and click **Student Information Management System**
- ii. Log into SIMS by entering your Admission number as **Username** and your surname in CAPITAL LETTERS as **Password**
- iii. Click the **Payment** button
- iv. Click **Fee Structure** button, after selecting your Academic year, Program and Class, then Click **Preview Invoice** button
- v. Select your **mode of Payments Control Number** where all payment instructions are clearly indicated. For Further assistance, please **Call our help lines 0677111200/0735509090**

c) Medical Examination

Registration of prospective students is subject to provision of satisfactory medical report from a recognized or registered medical practitioner. The forms should be brought to the Institute during the orientation period.

d) Original and Photocopies of Certificates

You are supposed to come with Original Birth Certificates, and 2 photocopies of academic Certificates for verification.

e) Passport Size Photographs

You should bring with you four colored passport size photographs taken recently. These photographs are for registration purposes and student identity cards.

f) Letter of Acceptance

You have to sign and return a letter of acceptance on your arrival at the Institute.

2. Adherence to Institute's Rules, Regulations and by-laws

You are admitted to the Institute on the understanding that, you will adhere to its rules, regulations and by-laws as clearly stipulated in the Institute Prospectus (2025/2026 - 2026/2027) and any other relevant guidelines. As such, the Institute expects students' behavior both on and off campus to be ethically accepted. **NOTE: Institute of Social Work students shall always be expected to dress decently. Shoes allowed as part of the dress code must be black covered shoes. Sandals are strictly not allowed within the campus grounds.**

3. Additional Information

(a) Traveling Arrangements

Your employer/sponsor/parent will be responsible for all your traveling costs to and from the Institute during vacations and no students will be allowed to stay at the Institute during long vacations.

(b) Hostel Accommodation

The Institute has limited accommodation services within the campus. Students are encouraged to make bookings in advance via the Institute website. The Institute hostel fee is TZS 380,000/- per year. However, there are private hostel services for students near the Institute ranging approximately from TZS 400,000/- to TZS 500,000/- per year.

(c) Meals

The Institute has a cafeteria. You are encouraged to have meals in the cafeteria to avoid eating in unhygienic places. Each student bears his own cost for his/her daily meals.

(d) Laptop

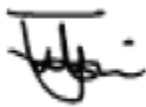
You are advised to bring with you a laptop to enable you access online materials anywhere, at any time.

(e) Requirements for Students with Special Needs

Every student with special needs is advised to report with the necessary assistive devices and equipment that will support their learning process and enable them to successfully pursue their studies.

Once again, I welcome you to this Institute and wish you a good stay for the entire duration of your studies.

All the best.



Dr. Joyce Nyoni
RECTOR



LETTER OF ACCEPTANCE

I do hereby

(Full Name)

Accept/do not accept the offer given to me to pursue the course applied for at the Institute of Social Work, Dar es Salaam. I shall abide to all term and conditions of the Institute's Regulations.

Signature:

Date:

SPONSORSHIP

I

of

do agree to sponsor.....

for the course he/she has (Name of Student) applied for at the Institute of Social Work, Dar es Salaam.

Signature and official Stamp.....

Date:.....

This form must be returned to the Institute of Social Work.

Note that no student will be registered without producing a receipt showing that the cost payable to the Institute has been paid.

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REQUEST FOR MEDICAL EXAMINATION

PART A: TO BE COMPLETED BY THE STUDENT

FULL NAME (IN BLOCK CAPITALS)		SEX ☐ M ☐ F	
ADDRESS		DATE OF BIRTH NATIONALITY	

FAMILY HISTORY

Have any member of your family had the following illnesses or disorders?	Yes	No
High Blood Pressure	☐	☐
Heart Disease	☐	☐
Diabetes	☐	☐
Tuberculosis	☐	☐
Asthma	☐	☐
Cancer	☐	☐
Epilepsy	☐	☐
Mental Disorders	☐	☐
Paralysis	☐	☐

PART B: TO BE COMPLETED BY A MEDICAL DOCTOR/OFFICER

Hospital

Please examine the above named as to his/her fitness for admission as a student at the Institute of Social Work.

Check +Ve or -Ve

	+Ve	-Ve		+Ve	-Ve		+Ve	-Ve		+Ve	-Ve
Frequent sore throats	☐	☐	Heart and blood vessel disease	☐	☐	Urinary disorder	☐	☐	Fainting spells	☐	☐
Hay fever	☐	☐	Ulcer of stomach or duodenum	☐	☐	Kidney trouble	☐	☐	Shortsighted or longsighted	☐	☐
Asthma	☐	☐	Jaundice	☐	☐	Physical Disability	☐	☐	Diabetes	☐	☐
Tuberculosis	☐	☐	Gall stones	☐	☐	Back pain	☐	☐	Others (Please specify)		
Pneumonia	☐	☐	Hernia	☐	☐	Joint problems	☐	☐		☐	☐
Pleurisy	☐	☐	Haemorrhoids	☐	☐	Skin disease	☐	☐		☐	☐
Repeated bronchitis	☐	☐	Malaria	☐	☐	Sleeplessness	☐	☐		☐	☐
Rheumatic fever	☐	☐	Amoebic dysentery	☐	☐	Nervous or mental disorder	☐	☐		☐	☐
High blood pressure	☐	☐	Gonorrhoea	☐	☐	Headaches	☐	☐		☐	☐

Comments (Please comment on findings)

Conclusions (Please state your opinion on the physical and mental fitness)

Name of the examining physician (in block capitals):

Signature:

Address:

Date: (d/m/y):

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Attention to : ALL STUDENTS

INSTITUTE OF SOCIAL WORK FEE STRUCTURE/ PAYMENT SCHEDULE 2026/2027

[illegible]

**PAYMENT SCHEDULE FOR ORDINARY DIPLOMA, TECHNICIAN CERTIFICATE AND BASIC
TECHNICIAN CERTIFICATE PROGRAMS**

Payment Date	Basic Technician Certificate	Technician Certificate	Ordinary Diploma
1st Installment 15/09/2026-10/12/2026	369,900	417,400	417,400.00
2nd Installment 11/12/2026-05/02/2027	198,500	246,000	246,000.00
3rd Installment 06/02/2027-22/05/2027	198,500	246,000	246,000.00
4th Installment 23/05/2027-25/07/2027	198,500	246,000	246,000.00
Total	965,400	1,155,400	1,155,400

PAYABLE DIRECT TO STUDENTS

No.		Basic Technician Certificate NTA Level 4	Technical Certificate NTA Level 5	Ordinary Diploma NTA Level 6
1	Meals Allowances	1,904,000	1,904,000	1,904,000
2	Accommodation	600,000	600,000	600,000
3	Books and Stationery	700,000	700,000	700,000
4	Scientific calculator	60,000	60,000	60,000
5	Field Allowance	600,000	600,000	600,000

Issued by:
Chief Accountant
Institute of Social Work