INSTITUTE OF SOCIAL WORK

Phone: 2700918/2774443
Fax: 2701375
Email: info@isw.ac.tz
Website: www.isw.ac.tz

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

ADMISSION NO. **ISW/BTCHRM/……..** ***24/ 08/ 2026***

Name: *… … … … … … … … … … … … … …*

RE: JOINING INSTRUCTIONS FOR BASIC TECHNICIAN CERTIFICATE IN HUMAN RESOURCE MANAGEMENT

We are pleased to inform you that you have been selected to join a **ONE YEAR Basic Technician Certificate in Human Resource Management** at the Institute of Social Work for the 2026/2027 academic year. On behalf of the Board of Governors, the Management congratulates 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

Prospective students are required to pay tuition fee in four installments. To be registered, they should pay full amount of the first installment (see payment schedule in the attached fee structure). Medical insurance (NHIF) is **mandatory.** You are required to either pay the prescribed amount or produce a valid insurance card at registration. Failure to do so disqualifies you from registration. **Please note that fees paid shall not be refundable under any circumstances. Note also that students aged 18 years and above are required to have a National ID number to register successfully with NHIF (This is a MUST HAVE).**

b) Mode of Payment

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

i) Go to 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 desk 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 submitted to the Institute during the orientation period.

d) Original and Photocopies of Certificates

All prospective students are supposed to come with original and copies (2) of Birth and Academic Certificates.

e) Passport Size Photographs

All prospective students should bring with them four colored passport size photographs taken recently.

f) Letter of Acceptance

Each prospective student has to sign and return the acceptance letter on arrival at the Institute.

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

Prospective students are admitted into the Institute on the understanding that they will adhere to its rules, regulations and by-laws as clearly stipulated in the Institute Prospectus and Examinations Regulations. 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 and covered. Sandals** ***are strictly not allowed within the campus premises*****.**

3. Additional Information

(a) Traveling Arrangements

Your employer/sponsor/parent will be responsible for all your travel costs to and from the Institute during vacations. Students **are not** 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 hosted application form available on the 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. 600,000/- to TZS. 750,000/- per year.

(c) Meals

The Institute has a cafeteria. All students are encouraged to have their meals in the cafeteria to avoid eating in unhygienic places. Each student bears his/her 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.

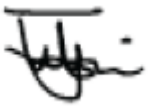
(e) Requirements for Students with Special Needs

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 the 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 terms and conditions of the Institute's Regulations. I also accept the offer of a hostel outside the Institute.

Signature: ……..
Date: ……

SPONSORSHIP

I ……

of ……..

do agree to sponsor……...(Name of Student)
for the course he/she has been admitted into 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 on arrival.

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	☐	☐	Haemorrohoids	☐	☐	Skin disease	☐	☐		☐	☐
Repeated bronchitis	☐	☐	Malaria	☐	☐	Sleeplessness	☐	☐		☐	☐
Rheumatic fever	☐	☐	Amoebix 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

S/No	Description	Master Degree in Social Work	Master's Degree in Human Resource (2 Y	Master's Degree in Labour Laws, Mediation and Arbitration	Post Graduate Diploma (1 Y	Bachelor Degree	Bachelor Degree	Ordinary Diploma	Technician Certificate	Basic Technician Certificate
		NTA Level 9	NTA Level 9	NTA Level 9		NTA Level 7(2nd year) and 8	NTA Level 7	NTA Level 6	NTA Level 5	NTA Level 4
1	Tuition Fee	4,030,000	3,500,000	3,500,000	1,849,000	1,279,000	1,279,000	984,000	984,000	794,000
2	Admission/Registration	70,000	70,000	70,000	70,000	35,000	35,000	25,000	25,000	25,000
3	Research/Project supervision	500,000	500,000	500,000	-	-	-	-		-
4	NACTVET Fee	25,000	25,000	25,000	-	25,000	25,000	20,000	20,000	20,000
5	Library Fee	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
6	Wear and Tear	50,000	50,000	50,000	13,000	-	13,000	-	13,000	13,000
7	Identity Card	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
8	Prospectus	20,000	20,000	20,000	20,000	-	20,000	-	20,000	20,000
9	Sports and Games	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
10	Student Union	15,000	15,000	15,000	13,000	13,000	13,000	13,000	13,000	13,000
11	NHIF Card*	------	------	------	------	50,400	50,400	50,400	50,400	50,400
12	Defense Logistic	150,000	150,000	150,000	------	------	------	-----	----	----
13	**Total**	**4,890,000**	**4,360,000**	**4,360,000**	**1,995,000**	**1,432,400**	**1,465,400**	**1,122,400**	**1,155,400**	**965,400**
	*** Paid in case one does not have NHIF Card/Membership OR any other recognized form of health insurance coverage."**									

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

Payment Date	Basic Technician Certificate	Technician Certificate	Ordinary Diploma
1st Installment	369,900	417,400	384,400
2nd Installment	198,500	246,000	246,000
3rd Installment	198,500	246,000	246,000
4th Installment	198,500	246,000	246,000
Total	**965,400**	**1,155,400**	**1,122,400**

Issued by:
Chief Accountant
Institute of Social Work

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	Accomodation	600,000	600,000	600,000
3	Books and Stationary	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