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/ODME/2025T** *12/06/2026*

Name: ……

RE: JOINING INSTRUCTIONS FOR ORDINARY DIPLOMA IN MARKETING AND ENTREPRENEURSHIP DEVELOPMENT-TAMISEMI STUDENTS

We are pleased to inform you that you have been selected to join a **THREE YEARS Ordinary Diploma in Marketing and Entrepreneurship Development** 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 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 booking in advance via Institute website. The Institute Hostel fee is Tsh. 380,000/- per year. However, there are private hostel services for students nearby the Institute. Costs for the private hostels is approximated to be between Ths 600,000/= and Tshs 720,000/= 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

INSTITUTE OF SOCIAL WORK
P. O. Box 3375
DAR-ES-SALAAM

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	☐	☐	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 Years Program)	Master' s Degree in Labour Laws, Mediation and Arbitration	Post Graduate Diploma (1 - Year program)	Bachelor Degree	Bachelor Degree	Ordinary Diploma	Technician Certificate	Basic Technician Certificate
		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 15/9/2025-5/12/2025	369,900	417,400	417,400.00
2nd Installment 6/12/2025-1/02/2026	198,500	246,000	246,000.00
3rd Installment 02/02/2026-08/05/2026	198,500	246,000	246,000.00
4th Installment 09/5/2026 -4/7/2026	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