THE UNITED REPUBLIC OF TANZANIA

MINISTRY OF COMMUNITY DEVELOPMENT, GENDER, WOMEN AND SPECIAL GROUPS

INSTITUTE OF SOCIAL WORK

ADMISSION NO. **ISW/…..** *24/06/2026*

……

RE: JOINING INSTRUCTIONS FOR MASTER DEGREE IN SOCIAL WORK

We are pleased to inform you that you have been selected to join a **Master Degree in Social Work** at the Institute of Social Work for the 2026/2027 academic year. On behalf of the Board of Governors, the Management would like to take this opportunity to congratulate you for being selected. You are required to report to the Institute of Social Work on 26th October, 2026 for orientation and registration.

1. Conditions for Registration

a) The total fee for the program is **4,890,000/=,** payable in installments as outlined in the attached fee structure. **Please note that the fee, once paid, is non-refundable.**

b) The classes will be conducted Monday through Friday, from 4:00 p.m. to 10:00 p.m. The schedule will be organized as follows:

The semester will consist of 17 weeks: 15 weeks of classes and 2 weeks of examinations, in addition to one week of orientation**.** Therefore, students will be required to attend physically for the first three weeks, comprising one week of orientation and two weeks of classes**.** They will also attend physically for the final three weeks, comprising one week of classes and two weeks of examinations**.** During the remaining weeks, students will undertake their studies online**.**

c) Mode of Payment

All payments should be made through the Student Information Management System (SIMS). Payment procedures 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 form four index number as **Username** and your surname in CAPITAL LETTERS as **Password**
iii) Click the **Payment** button
iv) Click the **Fee Structure** button after selecting your Academic year, Program, and Class then Click the **Preview Invoice** button
v) Select your **mode of Payment Control Number** where all payment instructions are indicated. **Note:** Students with a valid health insurance card should not select payment of NHIF to be included in the invoice.
For further assistance, please call **0677111200/0735509090**

d) Medical Examination

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

e) Original and Photocopies of Certificates

All prospective students are supposed to come with Original and copies (2) of both Birth and Academic Certificates for verification.

f) Passport Size Photographs

All prospective students should bring with them four colored passport size photographs taken recently. These photographs are for registration purposes and student identity cards.

g) 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, in accepting the admission, 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 acceptable. **NOTE: Institute of Social Work students shall always be expected to dress decently.**

3. Additional Information

(a) Travel 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 services within the campus. Students are encouraged to make advanced bookings. However, there are private hostel services for students near the Institute. The Institute Hostel fee is Tsh. 380,000/- per year.

(c) Meals

The Institute has a cafeteria and all students are encouraged to have their meals in the cafeteria to avoid eating in unhygienic places. Each student is advised to bring enough money for his/her daily meals.

(d) Laptop

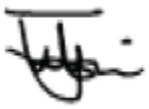
You are advised to bring with you a laptop to enable you access online materials anywhere, at any time.

(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 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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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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INSTITUTE OF SOCIAL WORK

15/ 07/2026

Attention to: ALL STUDENTS

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

S/No	Description	Master Degree in Social Work	Master Degree in Human Resource	Master Degree in Labour Laws, Mediation and Arbitration	Post Graduate Diploma
		NTA Level 9	NTA Level 9	NTA Level 9	
1	Tuition Fee	4,030,000	3,500,000	3,500,000	1,849,000
2	Admission/Registration	70,000	70,000	70,000	70,000
3	Research/Project supervision	500,000	500,000	500,000	-
4	NACTVET Fee	25,000	25,000	25,000	-
5	Library Fee	10,000	10,000	10,000	10,000
6	Wear and Tear	50,000	50,000	50,000	13,000
7	Identity Card	10,000	10,000	10,000	10,000
8	Prospectus	20,000	20,000	20,000	20,000
9	Sports and Games	10,000	10,000	10,000	10,000
10	Student Union	15,000	15,000	15,000	13,000
11	NHIF Card*	------	------	------	------
12	Defense Logistic	150,000	150,000	150,000	------
13	**Total**	**4,890,000**	**4,360,000**	**4,360,000**	**1,995,000**

PAYMENT SCHEDULE FOR MASTER DEGREE & POSTGRADUATE PROGRAMS

Payment Date	Master Degree in Social Work	Master Degree in Strategic Human Resource Management	Master Degree in Labour Laws, Mediation and Arbitration	Postgraduate Diploma in Law, Mediation and Arbitration
1st Installment	1,381,670	1,293,500	1,293,500	608,250
2nd Installment	671,670	583,500	583,500	462,250
3rd Installment	671,670	583,500	583,500	462,250
4th Installment	671,670	583,500	583,500	462,250
5th Installment	821,670	733,000	733,000	
6th Installment	671,650	583,000	583,000	
Total	4,890,000	**4,360,000**	**4,360,000**	**1,995,000**

PAYABLE DIRECTLY TO STUDENTS

No.		Postgraduate Diploma	Master Degree in Social Work	Master Degree in Strategic Human Resource Management	Master Degree in Labour Laws, Mediation and Arbitration
1	Meals allowances	2,142,000	3,570,000	3,570,000	3,570,000
2	Accommodation	600,000	600,000	600,000	600,000
3	Book and stationary	800,000	1,500,000	1,500,000	1,500,000
4	Scientific Calculator	50,000	50,000	50,000	50,000
5	Medical allowances	110,000	110,000	110,000	110,000
6	Field Allowances	-	-	-	-
7	Thesis/Research Cost	500,000	2,000,000	2,000,000	2,000,000

Issued by:
Chief Accountant
Institute of Social Work