



THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF EDUCATION, SCIENCE AND
TECHNOLOGY
ARUSHA TECHNICAL COLLEGE



PART A: STUDENT'S INFORMATION

1. COLLEGE LOCATION

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

2. BEGINNING OF THE ACADEMIC YEAR

The first semester begins on 28th **October 2024** and you are required to report at the College on **21st October 2024** not later than 8:00 PM for one-week orientation before the commencement of the first semester.

3. TRAVEL EXPENSES

Throughout your time at ATC, you will be responsible for covering all transportation costs to and from your place of residence.

4. MEDICAL EXAMINATION

Admission to the College is subject to the submission of a Medical Report confirming your suitability for academic pursuits. Therefore, it is mandatory that you undergo a medical examination conducted by a certified Government Medical Practitioner prior to your arrival at the College. To facilitate this process, please utilize the enclosed "Medical Examination Form (ATC-MEF)". **Kindly be informed that the medical examination form must be submitted during the orientation week. Therefore, refrain from mailing the form or any additional documents.**

4. CAUTION MONEY

You are kindly requested to submit a caution money of ten thousand shillings (Tsh.10,000/=) upon enrollment, which shall serve as a security measure during your course duration. This caution money deposit will be reimbursed upon successful completion of the program, provided there is no evidence of loss, destruction, or damage to any College property attributable to you. In the event that losses or damages surpass the aforementioned amount, the caution deposit will be withheld, and you will be required to settle the outstanding balance.

5. HEALTH INSURANCE

i) While studying at ATC, it is mandatory for all students to maintain active healthcare insurance coverage. The College does not provide coverage for any medical expenses incurred by its students. Health insurance is a prerequisite for registration, and students without it will not be registered, irrespective of the circumstances.

ii) If you are not yet an active member, you must bring fifty thousand and four hundred shillings (TZS50,400/=) to register for National Health Medical Insurance. Upon arrival, you will be given detailed information on how to register with NHIF.

iii) It is important to highlight that any insurance coverage aside from NHIF will only be accepted upon confirmation of its availability in Arusha Region.

iv) Prior to commencing studies at the College, students who are covered by NHIF through their parents or guardians must confirm the active status of their insurance.

v) NHIF membership payments should be made separately from the College fee. Upon arrival at the College, you will receive instructions regarding the payment methods for NHIF membership. **(Usichanganye malipo ya NHIF pamoja na ya ada. Maelekezo ya namna ya kulipa yatatolewa siku ya kuripoti).**

6. ACCOMMODATION MATTERS

a) The available accommodation facilities may not accommodate all students selected by TAMISEMI. In the event that a student is unable to secure

accommodation at the College, he/she will need to explore alternative options. The College will endeavor to assist such students in finding privately owned residential accommodations off-campus, within walking distance. Upon arrival, you will be provided with an optional list of privately owned residential houses available for consideration if there is a need. However, students selected by TAMISEMI and secured accommodation off-campus will still receive daily meals provided by the College.

b) Each academic year, students must submit a new application for accommodation in the College hostels. The accommodation provided to each student is valid for the duration of one academic year, subject to review of selection criteria periodically. **(Nafasi za hosteli zinatolewa kwa mwaka mmoja wa masomo hivyo kila mwanafunzi anapaswa kuomba upya kila mwaka).**

7. **REGISTRATION REQUIREMENTS**

Registration has two steps as follows: after

a) **STEP 1: Online Registration (USAJILI KWA NJIA YA MTANDAO)**

All students selected to join ATC are advised to register online **immediately** after reporting to the College.

STEP 2: Reporting to Registrar's Office

Upon your arrival, it is mandatory that you report to the office of the Director of Academic Support Services (DAcSS) to complete your registration. Please ensure that you bring the following documents with you;

- 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
- iii) Joining instructions
- iv) Admission letter.
- v) A duly filled 'Medical Examination Form (ATC-MEF)'
- vi) Original certificate of secondary education examination (CSEE), certified academic transcripts/statement of results.

vii) Original birth certificate and its certified copy.

viii) A duly filled declaration form (ATC-DF) to abide by College regulations and 'By-Laws'.

Note that:

Please NOTE that:

- a) Registration will only be completed once all direct costs, as detailed in Table 2 under the specified payment methods, have been settled by the student. In-complete information shall result into all or any of the following:
- i) Not being accepted for studies
 - ii) Termination of studies (for continuing students)
 - iii) Failure to register within the first three weeks from the official opening date will lead to cancellation of admission by the College.

8. STUDENTS' ORGANISATION

Every student shall be a member of ATC Students Organization (SOATECO) and she/he is required to pay membership fee of **Tsh.15, 000/-** in each year, as indicated on

The fee structure Table.

9. PROGRAMME REQUIREMENTS AND ADDITIONAL INFORMATION

- a) You are required to bring with beddings (a blanket, 2-bed sheet, mosquito net (4x6 preferably square).
- b) Each student should come with counter books (minimum of 12), non-Programmable scientific calculator, drawing instruments (compass, setsquare 30⁰/60⁰, setsquare 45⁰/45⁰, protractor, ruler, drawing board size A-3 and T- square)
- 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 Programmes are required to come with White short 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
- f) Students doing 'Telecommunication and Electronics Engineering' are required to come with **analogue/Digital multi-meter**.

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 GOVERNMENT SPONSOR STUDENTS FOR THE 2024/2025 ACADEMIC YEAR

Table 1: Mode of College Fee Payment

S/N	Description	1 st Year (NTA 4)	2 nd Year (NTA 5)	3 rd Year (NTA 6)
1	Registration fee	10,000	10,000	10,000
2	Caution money	10,000	-	-
3	*Medical Insurance	50,400	50,400	50,400
4	Student's identity card	10,000	10,000	10,000
5	Examination fees	50,000	50,000	50,000
6	Certificate fee	40,000	-	-
7	Student NACTE fee	15,000	15,000	15,000
8	**Driving Course	253,000	-	-
9	Library membership fee	15,000	15,000	15,000
10	Accommodation	200,000	200,000	200,000
11	Students organization (SOATECO) Fee	15,000	15,000	15,000
12	College Relief Fund	5,000	5,000	5,000
13	Sports and games	10,000	10,000	10,000
14	Workshop/Labs	25,000	25,000	25,000
	Total	708,400	405,400	405,400

*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

S/N	Description	SEMESTER I	SEMESTER II
1	Registration fee	10,000	-
2	Caution money	10,000	-
3	*Medical Insurance	50,400	-
4	Student's identity card	10,000	-
5	Examination fees	50,000	-
6	Certificate fee	40,000	-
7	Student NACTE fee	15,000	
8	**Driving Course	253,000	-
9	Library membership fee	15,000	-
10	Accommodation	100,000	100,000
11	Students organization (SOATECO) Fee	15,000	-
12	College Relief Fund	5,000	-
13	Sports and games	10,000	-
14	Workshop/Labs	25,000	-
Total		633,400	100,000

*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.

***Applicable for those students who will be studying Information Technology and Computer science.

PAYMENT ACCOUNT INFORMATION

A student selected to join ATC and who has confirmed his/her availability to NACTE as per set conditions is required to obtain "CONTROL NUMBER" available online through www.atc.ac.tz.

Please NOTE the followings:

"CONTROL NUMBER" which is unique for each student replaces old ATC account numbers which are NOT NEEDED during fee and other payments deposits.

Keep bank 'pay in slip' obtained after payments and submit the same upon arrival at the College as evidence of fee payments during registration STEP 2 in Section 9(b) page 4.

4. 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 GOVERNMENT SPONSORSHIP AND COLLEGE REGULATIONS AND BY-LAWS

Student
Photograph
(Passport size)

INSTRUCTIONS:

Read this form carefully and be sure that the contents are clear to you before filling it.

Incomplete forms shall not be considered.

- (i) Use capital letters to fill this form.
- (ii) Government Sponsored students should fill all parts of this Form.
- (iii) Government Sponsored students should be Tanzanian Citizens.

PART I: STUDENT'S PARTICULARS

SURNAME OTHER NAMES

MARITAL STATUS

NO. OF DEPENDANTS

DATE OF BIRTHSEX.....NATIONALITY

PRESENT ADDRESS:

P. O. BOX

MOBILE PHONE NO.....

STREET TOWN.....

VILLAGE..... WARD.....

DISTRICT REGION

PERMANENT ADDRESS*:

P. O. BOX

TEL NO.....

STREETTOWN.....

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 bylaws 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.

N:B 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 your sponsorship:

- a) A candidate liable for sponsorship shall be a Tanzanian citizen having a good conduct and behaviour, and academic record from the former Schools/College or employer.
- b) The sponsorship is valid for three academic years only and the candidate shall therefore exercise due diligence and best endeavours in his/her studies so as to complete his/her studies within that specified time interval. The sponsor will not entertain extra costs resulting from extension of studies due to negligence or poor academic progress.
- c) 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.
- d) All requests for postponement of studies must be written the Rector through Head of Department.
- e) The candidate shall always obey and abide by the laws of the United Republic of Tanzania.
- f) The candidate shall neither engage nor encourage others in any activities against the College Management.

- g) 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.
- h) 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. If a student is convicted of any criminal offence or expelled from the College, his/her government sponsorship shall be withdrawn.
- j) Meals and accommodation facilities will be provided in accordance with the financial position of the College.

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

SECTION A: (STUDENT DECLARATION)

I(Name of students)

of(Postal Address)

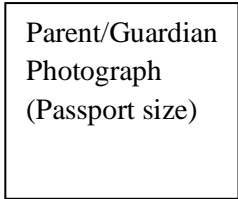
DO HEREBY accept and promise to adhere to Examination Regulations and by-laws of the College as stipulated in part II this joining instruction letter. Also I understand that any breaching of the Examination Regulations, by-laws and policies stated therein will result in expulsion from the College.

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

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)

Parent/Guardian/Sponsor Signature

Address Date

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

SECTION A: (STUDENT DECLARATION)

I (Name of student) of

..... (Postal Address)

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
GOVERNMENT SPONSORSHIP**

I, (Name)(Parent/Guardian/Sponsor) of
..... (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 this(day) of(Month) (Year)
at(place)

Signature of Parent/Guardian/Sponsorand

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)

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 their 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	