



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



JOINING INSTRUCTIONS

FOR PRIVATE SPONSORED DIPLOMA STUDENTS

ACADEMIC YEAR 2026/2027

This document includes:

**Student Information and Reporting Requirements
Fee Structure and Payment Schedule
Student and Sponsor Declaration Form (ATC-DF)
Medical Examination Form (ATC-MEF)**

You are warmly welcome to Arusha Technical College

Karibu sana Chuo cha Ufundi Arusha (ATC)

Arusha, Tanzania



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Key Reporting Dates

New students	19 October 2026 – Basic Technician Certificate (NTA Level 4) and Bachelor Degree (NTA Level 7-1) programmes.
Continuing students	26 October 2026 – NTA Levels 5, 6, 7-2, 7-3 and 8 in all programmes.
Registration period	Within the first fourteen (14) days from commencement of the relevant academic period.



PART A STUDENT INFORMATION

1.0 COLLEGE LOCATION

The College is strategically located at the junction of the Moshi–Arusha and Nairobi Roads, approximately 1.5 kilometres from the main bus station. Its location provides a serene and conducive environment for learning, making it one of the most favourable academic settings in the country.

The surrounding environment is characterised by abundant tree cover, typical of the north-eastern highlands ecosystem of Tanzania. This contributes to a calm and refreshing atmosphere. In addition, the cool breeze from Mount Meru enhances the comfort of students and staff throughout the year, creating an ideal setting for academic excellence and personal development.

The area experiences varying climatic conditions during different seasons. From June to August, following the heavy rains between March and May, temperatures may drop considerably, sometimes reaching as low as 9°C at night. By contrast, the period from December to February, after the short rains of October to mid-November, is often characterised by hot and dusty conditions.

Students and visitors are therefore advised to prepare appropriately for these seasonal variations to ensure their comfort and well-being while at the College.

2.0 REPORTING AND COMMENCEMENT OF STUDIES

- a) The College will officially open on **19 October 2026** for new students admitted to Basic Technician Certificate programmes (NTA Level 4) and Bachelor Degree programmes (NTA Level 7-1). Continuing students in NTA Levels 5, 6, 7-2, 7-3 and 8 across all programmes will commence their studies on **26 October 2026**.
- b) Class timetables will be issued during orientation week.
- c) All selected students are required to report and complete registration within the first two weeks (14 days) from commencement of the academic year.
- d) Failure to report and register within the prescribed period may result in cancellation of the offer of admission.

3.0 PAYMENT OF FEES AND OTHER EXPENSES

- a) Applicable tuition fees and other related expenses must be paid in advance before registration. No student shall be registered without fulfilling the required payment obligations.
- b) Fees may be paid in full or in four instalments, as indicated in the fee-payment schedule in **Part B-II**.
- c) All payments to the College shall be made using a **Control Number** issued by the Accounts and Finance Department or generated electronically through the Student Management System (SMS), accessible through the College website. Students must **NOT** initiate payment directly through the GePG portal.
- d) Students wishing to pay fees before arriving on campus should contact the Admissions Office through **+255 734 602 000** or **+255 734 800 500** for guidance on SMS registration and generation of Control Numbers.
- e) A bank pay-in slip or other approved proof of payment must be presented during registration.



- f) Tuition fees and other related expenses, once paid, are non-refundable, subject to applicable College rules and regulations.
- g) Tuition fees and other related expenses may be reviewed from time to time.

4.0 STUDENT HEALTH INSURANCE

- a) Every student must maintain active health-insurance coverage throughout the period of study. Health insurance is mandatory for registration, and the College shall not be responsible for medical expenses incurred by students.
- b) Students who are not active members of the National Health Insurance Fund (NHIF) are required to bring **TZS 50,400** for NHIF registration. Detailed guidance will be provided upon reporting to the College.
- c) Other health-insurance schemes may be accepted after verification. Students covered as beneficiaries through their parents or guardians should confirm that their insurance cover is valid and active before reporting.
- d) Payments for NHIF membership **MUST NOT** be combined with College fee payments.

5.0 REGISTRATION

Registration shall take place at the College main campus and must be completed within two weeks (14 days) from commencement of each semester. Failure to register within the prescribed period shall be deemed a withdrawal from the programme and may result in cancellation of the offer of admission.

Documents and Items Required for Registration

- ☐ Original Certificate of Secondary Education Examination (CSEE), Advanced Certificate of Secondary Education Examination (ACSEE), or relevant diploma certificate and transcript, together with the original birth certificate, for verification.
- ☐ Evidence of payment of the required tuition fees and other expenses.
- ☐ Certified copies of the birth certificate and all academic certificates and transcripts.
- ☐ Release letter from the employer, where applicable to an in-service student.
- ☐ Valid residence permit and/or study permit for an international student.
- ☐ Duly completed and signed Medical Examination Form (ATC-MEF).
- ☐ Two recent passport-size photographs, with the student's name and programme of study written on the reverse side.
- ☐ Valid health-insurance card or proof of NHIF payment of TZS 50,400, where applicable.

NOTE THAT Upon satisfying all registration requirements, the student shall be issued with a registration number and a student identity card by the College ICT Unit.

6.0 ACCOMMODATION AND MEALS

- a) On-campus accommodation is limited and may not be sufficient for all selected students. Students who do not secure on-campus accommodation shall make alternative arrangements.
- b) Through the Dean of Students' Office, the College may assist students to identify privately owned



off-campus residences located within walking distance of the College. A list of available private residences may be provided upon arrival.

- c) Students must re-apply for College hostel accommodation at the beginning of every academic year. Any allocation shall be valid for one academic year only, and the allocation criteria may be reviewed from time to time.
- d) The hostel accommodation fee is **TZS 300,000 per academic year**. Payment must be made using a Control Number generated through the Student Hostel Management System. Cash payments are strictly prohibited.
- e) Because hostel accommodation is highly competitive, students may apply in advance through the Hostel Management System available under the ICT Services section of the College website.
- f) Optional meal services may be available at a cost of **TZS 1,440,000 per academic year**, payable in two instalments of **TZS 720,000 per semester** directly to the approved catering-service provider.

7.0 PROGRAMME REQUIREMENTS AND ADDITIONAL INFORMATION

- a) Students shall bring their own bedding items, including a blanket, two bed sheets and a mosquito net, preferably a 4 ft × 6 ft rectangular type.
- b) Every student shall bring a non-programmable scientific calculator and drawing instruments, including a compass, set squares (30°/60° and 45°/45°), protractor, ruler, A3 drawing board and T-square.
- c) Students enrolled in Mechanical, Automotive, Auto-Electrical and Electronics, Pipe Works Oil and Gas and Heavy-Duty programmes shall bring:
 - a dark-blue, short-sleeved plain overall; and
 - a pair of leather safety boots.
- d) Students enrolled in Laboratory Science and Technology, Information Technology, Multimedia and Animation Technology, Cyber Security and Computer Science programmes shall bring:
 - a white, long-sleeved plain laboratory coat; and
 - a pair of leather safety boots.
- e) Students in all other programmes shall bring:
 - a dark-blue, short-sleeved plain workshop coat; and
 - a pair of leather safety boots.
- f) Students pursuing Telecommunication and Electronics Engineering shall bring an analogue/digital multi-meter.
- g) Any medical-treatment expenses not covered by the student's health insurance shall be the responsibility of the student, parent, guardian or sponsor.
- h) Students accommodated in College hostels must comply with all rules and regulations governing student conduct and discipline, as stipulated in the College By-laws.
- i) All students, particularly those sponsored by the Government or supported by the Higher Education Students' Loans Board (HESLB), must maintain an active bank account.



8.0 GENERAL REMARK

Admission to a higher learning institution is an important step towards realising your future goals and aspirations. The College encourages you to use the time, facilities and opportunities available to you responsibly and effectively. Your commitment to academic excellence, discipline and personal development will contribute not only to your own success but also to the reputation of the College and the development of the nation.

You are warmly welcome to Arusha Technical College (ATC)
Karibu sana Chuo cha Ufundi Arusha (ATC)

9.0 CONTACT INFORMATION

Rector,

Arusha Technical College (ATC),

P. O. Box 296,

Arusha, Tanzania.

Email: rector@atc.ac.tz

Telephone: +255 755 291 878; +255 734 602 000; +255 734 800 500



PART B: FEE STRUCTURE

I. FEE STRUCTURE FOR PRIVATE SPONSORED DIPLOMA STUDENTS, 2026/2027

DESCRIPTION		TANZANIANS (TZS), EAC & SADC			NON-TANZANIANS
S/N	Fee Item	NTA Level 4	NTA Level 5	NTA Level 6	USD
A. Tuition Fees and Administrative Costs Payable to ATC					
1	Tuition fee	1,130,000.00	1,130,000.00	1,150,000.00	880
2	Registration fee	20,000.00	20,000.00	20,000.00	20
3	Student identity card	15,000.00	15,000.00	15,000.00	10
4	Admission fee	20,000.00	20,000.00	20,000.00	20
5	Examination fee	100,000.00	100,000.00	100,000.00	100
6	Certificate fee	50,000.00	–	–	50
7	Student NACTVET fee	20,000.00	20,000.00	20,000.00	20
8	Library membership fee	15,000.00	15,000.00	15,000.00	10
9	College Development Relief Fund	10,000.00	10,000.00	10,000.00	10
10	Workshop/laboratory services maintenance fee	100,000.00	100,000.00	100,000.00	100
11	SOATECO contribution	18,000.00	18,000.00	18,000.00	10
12	Student sports and games fee	10,000.00	10,000.00	10,000.00	10
Total before Accommodation and NHIF		1,508,000.00	1,458,000.00	1,478,000.00	1,240
B. Payable for Student Welfare and Health Insurance					
13	National Health Insurance (NHIF)*	50,400.00	50,400.00	50,400.00	50
14	Accommodation fee**	300,000.00	300,000.00	300,000.00	250
Total Accommodation and NHIF		350,400.00	350,400.00	350,400.00	300
TOTAL FEES AND OTHER PAYMENTS		1,858,400.00	1,808,400.00	1,828,400.00	1,540
Evening-session course requirements***		400,000.00			320

* Applicable to students without an acceptable health-insurance scheme.

** Applicable to students who secure on-campus accommodation.

*** Applicable to students undertaking evening programmes.



Fee notes: (i) All fees are subject to review in accordance with applicable College decisions. (ii) A valid College-generated Control Number must be used for every payment. (iii) NHIF payments must not be combined with College fee payments.

II. MODE OF COLLEGE FEE PAYMENT BY SEMESTER

Level	Semester I		Semester II		Total
	First Installment	Second Installment	First Installment	Second Installment	
NTA 4	604,000.00	339,000.00	339,000.00	226,000.00	1,508,000.00
NTA 5	554,000.00	339,000.00	339,000.00	226,000.00	1,458,000.00
NTA 6	558,000.00	345,000.00	345,000.00	230,000.00	1,478,000.00

The instalment schedule above covers tuition fees and administrative costs payable to ATC. Accommodation and NHIF charges, where applicable, are payable separately in accordance with the relevant payment instructions.

III. OTHER RELATED COSTS PAYABLE TO THE STUDENT BY SPONSORS

TANZANIANS (TZS), EAC & SADC					NON-TANZANIANS
S/N	Item	NTA 4	NTA 5	NTA 6	USD
1	Books and stationery	200,000.00	200,000.00	200,000.00	120
2	Research costs (Diploma)	–	–	500,000.00	300
3	Final-project printing	–	–	150,000.00	70
4	Special faculty requirements	500,000.00	500,000.00	500,000.00	300
5	Indicative meals/living allowance	3,470,000.00	3,470,000.00	3,470,000.00	1,800
6	Transport to attend Industrial Practical Training (IPT)	Variable	Variable	Variable	Variable
TOTAL*		4,170,000.00	4,170,000.00	4,820,000.00	2,590

*The total excludes variable transport costs for Industrial Practical Training (IPT). These sponsor-support estimates are payable to the student and are separate from mandatory College fees. Actual expenditure may vary according to programme and individual circumstances.



PART C DECLARATION FORM (ATC-DF)

CONDITIONS FOR PRIVATE SPONSORSHIP AND COLLEGE REGULATIONS AND BY-LAWS

Instructions

- Read the form carefully and ensure that its contents are clear before completing it.
- Complete all applicable fields in capital letters.
- Incomplete declaration forms may delay registration.
- The student and parent/guardian/sponsor shall sign in the spaces provided.

PART I: STUDENT PARTICULARS

Surname: _____

Other name(s): _____

Date of birth: _____

Place of birth: _____

Sex: ☐ Male ☐ Female

Nationality: _____

Marital status: _____

Telephone number: _____

Programme of study: _____

Student
Photograph
Passport-size

PERMANENT ADDRESS (PLACE OF DOMICILE)

P. O. Box: _____

Telephone: _____

Email: _____

Street: _____

Village: _____

Ward: _____

District: _____

Region: _____



PART II: COLLEGE REGULATIONS AND BY-LAWS

As a student of Arusha Technical College, you are required to comply with all applicable College rules, regulations, by-laws and policies, including:

- a) Examination Regulations;
- b) Student Disciplinary Matters and Code of Conduct Regulations;
- c) Industrial Practical Training (IPT) Guidelines and Regulations; and
- d) Regulations governing the use of laboratories, workshops, classrooms, sports facilities, hostels, the dispensary and other College facilities.

NOTE:

Detailed guidance on the above regulations will be provided during the orientation programme. The College Authority reserves the right to interpret, amend or revise its rules and regulations, whenever deemed necessary, in accordance with applicable procedures.

**PART III: DECLARATIONS****SECTION A: STUDENT DECLARATION ON COLLEGE EXAMINATION REGULATIONS, BY-LAWS AND POLICIES**

I, _____,

Telephone number _____, hereby confirm that I have read and understood the College Examination Regulations, by-laws and policies referred to in Part II of this form. I undertake to comply with those requirements throughout my period of study.

Student
Photograph
Passport-size

I understand that a breach of the Examination Regulations, by-laws or policies may result in disciplinary action, including suspension or expulsion, in accordance with the relevant College procedures.

Day: _____ **Month:** _____ **Year:** _____

Place: _____

Student's Signature

Date

**SECTION B: PARENT/GUARDIAN/SPONSOR DECLARATION ON COLLEGE EXAMINATION REGULATIONS, BY-LAWS AND POLICIES**

I, _____, being the

☐ Parent ☐ Guardian ☐ Sponsor, of

_____ (***Student's full name***)

Parent/Guardian/
Sponsor
Photograph
Passport-size

DO HEREBY confirm that I understand the student's obligation to comply with the College regulations, by-laws and policies referred to in Part II.

I undertake to support the student in complying with those requirements and understand that any breaching of the regulations, by-laws and policies stated therein may result in disciplinary action, including suspension or expulsion, in accordance with the relevant College procedures.

Day: _____ **Month:** _____ **Year:** _____

Place: _____

Telephone number: _____

Signature: _____

Date: _____

**SECTION C: PARENT/GUARDIAN/SPONSOR UNDERTAKING ON PRIVATE SPONSORSHIP**

I, _____, being the

☐ Parent ☐ Guardian ☐ Sponsor, of

_____ (*Student's full name*)

DO HEREBY accept the terms and conditions of Sponsorship as stipulated in **Part B** of this form. I further undertake to support the student in complying with the conditions stated in these Joining Instructions.

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.

Day: _____ **Month:** _____ **Year:** _____

Place: _____

Parent/Guardian/Sponsor Signature

Date



THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY
ARUSHA TECHNICAL COLLEGE (ATC)
MEDICAL EXAMINATION FORM
Form Code: ATC-MEF



Instructions: The candidate shall complete Section A and provide the information requested in Section B. Sections B–E shall be reviewed and completed, as applicable, by an authorised medical practitioner. All information shall be treated as confidential.

A. PERSONAL PARTICULARS (TO BE COMPLETED BY THE CANDIDATE)

Surname: _____ **Other name(s):** _____
Date of birth: _____ **Sex:** ☐ Male ☐ Female
Programme of study: _____
Academic year: _____ **Admission/Reg. No.:** _____
Telephone: _____ **Marital status:** _____

B. MEDICAL HISTORY (TO BE COMPLETED/VERIFIED BY THE CANDIDATE AND MEDICAL PRACTITIONER)

Have you ever suffered from, or received treatment for, any condition listed below? Tick Yes or No. For each Yes response, provide the approximate date and relevant details.

No.	Condition	Yes	No	Date/diagnosis/relevant details
1	Allergic disorder	☐	☐	
2	Heart disease	☐	☐	
3	Gastric or duodenal ulcer	☐	☐	
4	Epilepsy or seizure disorder	☐	☐	
5	Mental-health condition	☐	☐	
6	Eye disorder	☐	☐	
7	Ear, nose or throat disorder	☐	☐	
8	Gynaecological condition (where applicable)	☐	☐	
9	Diabetes mellitus	☐	☐	
10	Pregnancy (where applicable)	☐	☐	
11	Drug or substance misuse	☐	☐	
12	Alcohol misuse	☐	☐	

C. PHYSICAL EXAMINATION (TO BE COMPLETED BY AN AUTHORISED MEDICAL PRACTITIONER)

Height: _____ cm **Weight:** _____ kg
Body mass index (BMI): _____ kg/m² **General condition:** _____

Examination item	Right	Left/Findings
Conjunctivae and pupils		
Visual acuity without correction		
Visual acuity with correction		

Ears (including any discharge): _____

Mouth and throat: _____

Nose: _____

Blood pressure: Systolic _____ mmHg Diastolic _____ mmHg

Heart (including murmurs): _____

Arteries and veins: _____

Physical fitness/health concerns: _____

ARUSHA TECHNICAL COLLEGE (ATC)
MEDICAL EXAMINATION FORM (ATC-MEF) – CONTINUED

D. LABORATORY TESTS (TO BE COMPLETED BY THE LABORATORY/MEDICAL PRACTITIONER)

Urinalysis			
Albumin/protein		Glucose (sugar)	
Leucocytes		Schistosoma ova/bilharzia	

Stool Examination	
Hookworm	
Schistosomiasis (bilharzia)	
Other relevant findings	

Blood Examination			
Haemoglobin (Hb)		White blood cell count (total)	
Neutrophils		Eosinophils	
Basophils		Lymphocytes	
Monocytes		ESR (mm/hour)	

Other tests (where clinically indicated): _____

E. MEDICAL ASSESSMENT AND RECOMMENDATION

I confirm that I have examined **Mr./Mrs./Ms.** _____ and reviewed the available medical information and test results.

Based on this assessment, the candidate is:

- ☐ **Medically fit** to undertake studies at Arusha Technical College.
- ☐ **Medically fit with recommendations or limitations** stated below.
- ☐ **Referred for further medical assessment** before a final determination is made.

Recommendations, limitations or follow-up required:

Date

Signature

Name of Medical Practitioner

Health facility/institution: _____

Official stamp:

Place official stamp here

Confidentiality notice: This form contains personal health information and shall be handled, stored and disclosed only for authorised institutional purposes in accordance with applicable requirements.