



THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF TRANSPORT
NATIONAL INSTITUTE OF TRANSPORT



Ref: S0222/0028/2022

Date 03/09/2025

ASIA ISIHAKA MTILA
P.O.Box
BAGAMOYO, PWANI
255697345487

REF: ADMISSION TO JOIN BACHELOR'S DEGREE IN PROCUREMENT AND LOGISTICS
MANAGEMENT FOR THE ACADEMIC YEAR 2025/2026

Following your application, we are pleased to inform you that you have been selected for admission to the **BACHELOR'S DEGREE IN PROCUREMENT AND LOGISTICS MANAGEMENT** programme at the National Institute of Transport (NIT) for the 2025/2026 academic year. Your admission number is **NIT/BD/2025/21774**.

2. The programme is scheduled to commence on **Monday 03rd November, 2025**, beginning with one (1) week of orientation and registration.

Please note that this admission is neither deferrable nor transferable to the next academic year. Failure to report within fourteen (14) days from the official opening date will result in the cancellation of your admission. You are strongly advised to complete your registration during the first week to avoid any inconvenience.

3. Attached to this letter are the following documents:

- (a) **Form No. 1, 2, and 3**, which must be duly completed and submitted during registration.
- (b) The **Joining Instructions** for the 2025/2026 academic year.

4. For additional information, you are advised to visit the Institute's official website at www.nit.ac.tz.

5. We appreciate your interest in pursuing your studies at NIT.

Dr. Eva Luwavi
For: **RECTOR**



**UNITED REPUBLIC OF TANZANIA
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**JOINING INSTRUCTIONS FOR SELECTED APPLICANTS
FOR 2025/2026**

Please be informed that, you have been selected to join the National Institute of Transport (NIT) to pursue various programmes under Higher Education Student's Loans scheme or Private Sponsorship. The following instructions are provided to guide you. You are therefore requested to read them thoroughly.

1.0. LOCATION:

The National Institute of Transport is located along Mabibo Road behind TANZANIA – CHINA TEXTILE MILL (URAFIKI) Company about 10 kilometers from the City Centre.

2.0. TRAVELING EXPENSES

Your sponsor/guardian or yourself shall be responsible for your traveling expenses to and from NIT throughout your studies.

3.0. MEDICAL EXAMINATION

First time students will only be admitted upon producing a satisfactory medical report. You are requested to undergo a medical examination by a registered and competent medical practitioner from a health center recognized by the government before you report to the Institute. The standard Medical Examination Forms (Form No. 3) are enclosed.

4.0. PRIVATELY SPONSORED STUDENTS

All first year students must fill in and submit Student's Sponsorship Declaration Forms (Form No. 2) before being registered.

5.0. REGISTRATION

On arrival, you are supposed to report to the Directorate of Academic Support Services (DASS) for registration. You are requested to submit the following for registration:

- (a) Evidence of tuition and other fees payment
- (b) The letter of invitation to join the Institute
- (c) A duly filled Medical Examination Form
- (d) Original Academic Certificates and Certified Academic Transcripts where

it is applicable, including two copies of each Academic Certificates

- (e) Original Birth Certificate with two copies
- (f) Four (4) most recent stamp size photographs.

Note:

- (a) It is a criminal offence to submit false or forged academic documents. A student who will be found to have submitted forged certificates for registration to study at the Institute his/her registration shall be revoked and the case shall be reported to the appropriate security bodies for further action.
- (b) Certificates obtained from foreign institutions of higher learning shall be subject to recognition by the Tanzania Commission for Universities (TCU) and/or NACTVET.

6.0. SPONSORSHIP FEES:

Students joining different programmes have to be sponsored. Such sponsors could either be the employers, Parent or Guardians, HESLB or Private. Paid fees are non- refundable.

Note: The fee structure shall be reviewed from time to time whenever the Institute finds it is necessary to do so. In case there are fee structure changes students shall be notified in writing.

7.0. STUDENTS ORGANIZATION AT THE INSTITUTE

There is a Students' Organization known as Students' Organization of the National Institute of Transport (SONIT) which is responsible for coordinating and organizing all students' welfare and social activities at the Institute. Every student shall be a member of SONIT

8.0. RELEASE LETTER FROM EMPLOYER

Students sponsored by their employers are required to present official written evidence confirming that they have been formally released to pursue studies at the Institute. This evidence must be submitted during the registration process

9.0. GENERAL INFORMATION

9.1. Payment of Tuition Fee and other Mandatory Contributions

Students are required to pay all financial obligations through control number which will be obtained through the Students Information Management System "SIMS" account.

9.2. Orientation Week

Every new student MUST attend the orientation program that shall last for a week before commencement of the studies. Furthermore, a student should attend Faculty orientation program when organized.

9.3. Cancellation of Admission

Failure to register within the first two weeks (10 working Days) after opening date shall lead to cancellation of your admission.

9.4. Nullification of Registration

During the registration and the entire period of the programme the Institute shall ensure the legality of the registered students. Registration can be nullified any time if it comes to our knowledge that, a student had cheated by submitting forged documents during registration.

9.5. Loss of an Identity Card

Replacement of a lost Identity Card will be done upon paying ten thousand shillings (Tshs.10,000/=) and submission of a Police loss report as evidence of the incidence to the Director of Academic Support Services.

9.6. Health Insurance Scheme

Each student is required or rather strongly advised to have registered with National Health Insurance Fund prior to joining the Institute in order to cover day to day health services expenses.

9.7. Accommodation

Matters related with students' accommodation at the Institute are administered by the Directorate of Students' Services (DSS). For inquiring regarding accommodation kindly contact the office of DSS through mobile Number 255714478286.

10.0. INSTITUTE FACILITIES AND CONDITIONS FOR USE

10.1. The Institute has Library facilities, Computer Laboratories, Hostels, Workshops, a Dispensary and recreational facilities.

10.2. Students are advised to come with all necessary items for their studies e.g. exercise books, pens, calculators, Laptops, drawing boards and tracing pens, etc.

10.3. Engineering students are required to come with at least two pairs of blue overalls, overcoats safety boots and Laptops.

10.4. Students accommodated at the Institute's hostels must observe rules and regulations pertaining to students conduct and discipline (by-laws). The Institute reserves the right of admission to the hostels.

10.5. Students are encouraged to participate fully in sports and games activities. The Institute participates in various sports competitions: football, netball, basketball, volleyball, athletics and other indoor games. Students are advised to come with sports gear.

11.0. INSTITUTE'S REGULATIONS

Being a student of the Institute you will be required to adhere to the Institute's regulations and by-laws listed hereunder:

- (a) Examination Regulations
- (b) Student's by laws,
- (c) Code of proper Dressing.

11.1. Students' General Conduct and Discipline

All students must observe general conduct and discipline as prescribed in the Students Handbook and other documents.

11.2. Industrial Training regulation

The Institute through the module lecturers will organize Industrial Training when it deems necessary.

11.3. Review of Regulations

The Institute has regulations governing the use of Workshops, Library, Computer Laboratories, Classes and Sports facilities, Hostels and the Dispensary. The Institute's authority reserves the right for the interpretation of its rules, regulations and the right to change them as it may deem necessary.



UNITED REPUBLIC OF TANZANIA
MINISTRY OF TRANSPORT
NATIONAL INSTITUTE OF TRANSPORT



Rector,
National Institute of Transport
P.O. Box 705
DAR ES SALAAM

DATE

RE: ACCEPTANCE OF OFFER TO JOIN THE INSTITUTE

I, whose particulars are as follows:

First Name: Middle Name:

Date of Birth:.....

Permanent Home Address:

Guardian/Next of Kin and His/Her Postal address:.....

..... Email Address:

Telephone Number:

I have read the Institute's joining instructions and promise that I shall abide by them and therefore accept the offer to join the Institute.

Student's Signature:

Date:



UNITED REPUBLIC OF TANZANIA
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DATE

Rector,
National Institute of Transport
P.O. Box 705

DAR ES SALAAM

Dear Sir,

**RE: DECLARATION TO SPONSOR A STUDENT AT THE
 NATIONAL INSTITUTE OF TRANSPORT**

We/I Will sponsor

Mr./Mrs./Miss.....

Who has been selected for admission into.....

(name of the programme at the National Institute of Transport).

We/I promise to pay all his/her studentship fees and other costs as it shall deem necessary for the whole duration of the programme, in compliance to the joining instruction.

Yours faithfully

.....)

.....) Name, Signature and

.....) title of officer

(OFFICIAL STAMP)

Contact Address:-

Telephone:

Telefax:

E-mail:



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MEDICAL EXAMINATION FORM

SURNAME OTHER NAME.....
 AGE SEX.....
 MARITAL STATUS..... CITIZENSHIP.....

PERSONAL HISTORY:

Is the examinee suffering from any of the following? Indicate YES or NO.

- | | |
|-----------------------------------|---|
| 1 Tuberculosis..... | 15 Epileps..... |
| 2 Pneumonia..... | 16 Deformity..... |
| 3 Pleurisy..... | 17 Psychotic..... |
| 4 Asthenia..... | 18 Eye disorder..... |
| 5 Rheumatic fever..... | 19 Ear/nose or throat disorder..... |
| 6 Allergy Disorder..... | 20 Skin disease |
| 7 Heart disease..... | 21 Anaemia..... |
| 8 Gastric or duodenal..... | 22 Gynaecological disorder..... |
| 9 Recurrent indigestion..... | 23 Malaria or other tropical disease..... |
| 10 Jaundice..... | 24 Cholera..... |
| 11 Dysentery..... | 25 Major or minor Operation..... |
| 12 Varicose Veins..... | 26 Serious accidents |
| 13 Kidney or Urinary disease----- | 27 Any other serious disorder..... |
| 14 Diabetes..... | |

PHYSICAL EXAMINATION

- | | |
|---|--------------------------|
| 1 Height..... | 3 Weight..... |
| 2 Skin disease..... | 4 Eyes Conjunctivae..... |
| | Pupils |
| | Vision; Right..... |
| | Left |
| 5 Please state condition of ears; (If any discharges) Mouth and throat..... | |
| Nose..... | |

- 6 Any Abnormality.....
- 7 Cardiovascular System;
 Blood pressure; Systolic..... Diastolic.....
 Heart Any Murmur?.....
 Arteries and Veins.....
- 8 Abdomen..... Hernia.....
 Hydrocele.....
 Masses.....
 Liver.....
 Kidney.....
 Rectal.....
 Any clinical evidence of hyperacidity or gastric duodenal ulcer?.....

LABORATORY;

- 1 Urine; Albimun
 Sugar
 Lecucecytes.....
- 2 Stool; Special emphasis on Hookworm or Bilharzia.
- 3 Blood Examination; Hb level.....
 Neutrophils.....
 Eosinophilis.....
 Basophilis.....
 Lymphocytes.....
 Monoocytes.....
 ESR.....
- 4 X ray examination – Chest.....
- 5 Serology; Widal Test VDRL
- 6 Pregnancy Test

CONCLUSION

I have examined Mr./ Miss/ Mrs.....
 and consider that he/ she is/ not physically fit to be employed by the Institute.

REMARKS;.....

.....
DATE	Signature	Name
.....	
Title	Qualification	

Address:

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