



THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF TRANSPORT



TANZANIA PORTS AUTHORITY
BANDARI COLLEGE DAR ES SALAAM

Ref.No LA.32/681/05/55

Date: 15 August 2025

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**RE: ADMISSION & JOINING INSTRUCTIONS FOR AN ORDINARY DIPLOMA
(NTA LEVEL 6)**

Welcome to Bandari College Dar-es-Salaam (BCD) You have been admitted to pursue an Ordinary Diploma in

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You will be enrolled at Bandari College Dares Salaam for the Academic Year 2025/2026 September Intake. The duration of the programme is one year. This is NTA Level 6 programme, after successful completion you will be awarded an Ordinary Diploma.

The College is fully registered by the National Council for Technical and Vocational Education and Training (NACTVET) with Registration Number **REG/EOS/018**. All students will be required to be registered in the NACTVET system and comply with required statutory guidelines, rules and regulations as issued by NACTVET.

1. PROGRAMME STRUCTURE

BC is accredited by NACTVET to offer National Technical Awards (NTA) which cover NTA Level 4, 5 and 6. Upon successful completion of NTA Level 6, graduate is conferred an Ordinary Diploma.

2. TERMS AND CONDITIONS OF ADMISSION

Before registration, you will be required to pay all the required fees. The required fees must be paid either in full or in two installments (as per Table 1) through the Control number obtained from Students Information Management System (SIMS) immediately after initial verification of the required documents. Bandari College Students Organization (**BACOSO**) fee is paid through the Bank Account and NHIF Contribution will be paid through a

separate control number as described in NOTE (ii) below. It should be noted that **No cash** will be accepted.

Table 1. The fees structure for an Ordinary Diploma (NTA Level 6)

S/N	Item	Ordinary Diploma (NTA Level 6)		Payment Duration
		Local	Foreigner	
1st Installment	Tuition Fees	500,000	\$ 300	During registration of 1 st semester (1st and 2nd week)
	Registration	10,000	\$ 5	
	NACTVET Quality Assurance Fee	20,000	20,000/=	
	Academic Transcript	10,000	\$ 5	
	Examination Fee	50,000	\$ 25	
	Graduation Gown	20,000	\$ 15	
	Total	TZS 610,000	\$ 350 +TZS 20,000	
	Other Contributions			
	*NHIF Contribution	50,400	50,400	
	*BACOSO	20,000	20,000	
Total	TZS 70,400	TZS 70,400		
2nd Installment	Tuition Fees	500,000	\$ 300	During registration of 2 nd semester (1st and 2nd week)
Total Amount (Per Annum)		1,180,400 TZS	\$ 650 +TZS 90,400	-

NOTE:

i) Bacoso Contribution

Bandari College Students' Organization (**BACOSO**) contribution amounting to Tshs 20,000/= is directly paid to BACOSO Bank Account detailed below: -

BANK NAME: CRDB BANK

BRANCH: TEMEKE

ACCOUNT NAME: BACOSO

ACCOUNT NUMBER: 0133000XDVF00

ii) Medical Expenses (NHIF)

Medical Expenses (NHIF) is compulsory to all students. Health insurance cards will be provided to each student after paying the NIF contribution of Tshs. 50,400. This contribution will be paid through a separate control number obtained from the NHIF website. Students will be guided how to get control number during registration. Students with valid Health Insurance Cards already will not pay the above contribution instead should submit copies of their card(s) during registration for verification.

- iii) **Recommended direct participant expenses (payable directly to student) are indicated in Table 2.**

Table 2: Recommended direct payable expenses to student

S/N	Item	Amount (T.shs)	Duration
1	Book and Stationary Allowance	300,000/=	Per Annum
2	Minimum Meal Allowance	15,000/=	Per day

iv) **Registration Requirements**

The reporting date for registration to the College is **Monday, 03rd November, 2025**. The registration period is strictly two weeks from the opening day whereby the first week is **(03rd - 07th November 2025)** is scheduled for registration and the second week **(10th - 14th November 2025)** for orientation and registration. Failure to comply will result to **losing your chance**. To qualify for the registration, a student must fulfil the following requirements:

- Pay the applicable tuition fees and other contributions.
- Present all original Academic Certificates and birth certificate for verification process and submit a set of its copies (i.e. Form IV, VI, NTA Level 5, Birth Certificate, or any applicable certificate).
- Bring two photographs (stamp size).
- Submit personally dully filled Medical Examination Report (Form D). See the attachment.
- Residence Permit (for foreigners).
- To submit the verification code that a students received via SMS from NACTVET during the verification process.

All students (new and continuing) shall be required to register every semester to validate their studentship. The normal registration period is two weeks from the opening date of an academic semester.

3. ACCOMMODATION

The College does not offer accommodation. Students are advised to make their own arrangements for accommodation in advance prior to commencement of studies. Foreigners selected to join to the College for any programme may consult Office of the Dean of students for guidance on accommodation.

4. RULES AND REGULATIONS

Students admitted into the College are expected to abide to the rules and regulations governing the College. Failure to observe or comply with College rules and regulations may lead to disciplinary action.

5. COMMUNICATION

Students are required to regularly consult notice boards, Head of Departments, Student Information Management System (SIMS), College Website www.bandari.ac.tz and personnel from the Registrar's Office and the Dean of Students.

6. PORT VISIT AND STUDY

For the purpose of port visit as part of the study all students are required to buy the following:

- i) High Visibility Vest (Reflector)
- ii) Safety Shoes
- iii) Safety Helmets

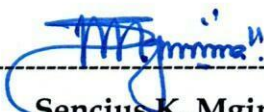
7. DRESSING CODE

Every student should use appropriate dress code and conduct to be observed by all students at the College when on the College's premises or when attending any official functions organized by College or in which the College is involved (See the attached samples).

8. IMPORTANT NOTICE:

- i) One semester is equivalent to 17 weeks
- ii) Field attachment is an integral part of each training programme offered at the College. Sponsors/Parents are requested to support students during this period by paying allowances to students to meet field expenses. The duration of the attachment is not less than 4 weeks.
- iii) Fee once paid is not refundable.
- iv) The College reserves the right to change fees payable to itself as deemed fit or on a short notice
- v) Money for private use/incidental expenses should not be deposited into the College's bank account by parents or sponsors.
- vi) A student is required to wear the Identification Card (ID) throughout within the College premises. Loss of ID shall imply re-payment to the College of processing fee Tshs. 10,000 after submission of police loss report for ID re-printing. Students who will repeat (a year/module) or resume studies after postponement should also re-pay the ID fee.

9. Lastly, we expect you to commit yourself to your studies at Bandari College Dar es Salaam. You are warmly welcome and appreciated for choosing **Bandari College, The College of Choice in Port Management and Maritime Logistics.**



Sencius K. Mgina
For: PRINCIPAL



TANZANIA PORTS AUTHORITY

BANDARI COLLEGE DAR ES SALAAM

Insert your
Passport
Photo size
here

ACCEPTANCE OF ADMISSION OFFER

To: The Principal
Bandari College
Mahunda Street, Tandika
P.O.Box 9184,
Dar-es-Salaam
Email: pbcb@ports.go.tz

Dear Sir,

I _____ acknowledge receipt
of an admission offer of Bandari College for the Academic Year 2025/2026 (September
Intake) to pursue an Ordinary Diploma in

I confirm my acceptance of the terms and conditions stated in the admission offer and
promise to abide to the rules, procedures and regulations of the College and understand
that upon breaching the rules, appropriate disciplinary action should be taken to me.

Yours faithfully,

(Signature): _____

NAMES: (In Capital): _____

Admission number: _____

Date: _____

This form should be returned to the admissions office during registration.



TANZANIA PORTS AUTHORITY
BANDARI COLLEGE DAR ES SALAAM

Insert your
Passport
Photo size
here

REG. NO: _____

STUDENTS REGISTRATION FORM 2025/2026 ACADEMIC YEAR-SEPTEMBER INTAKE

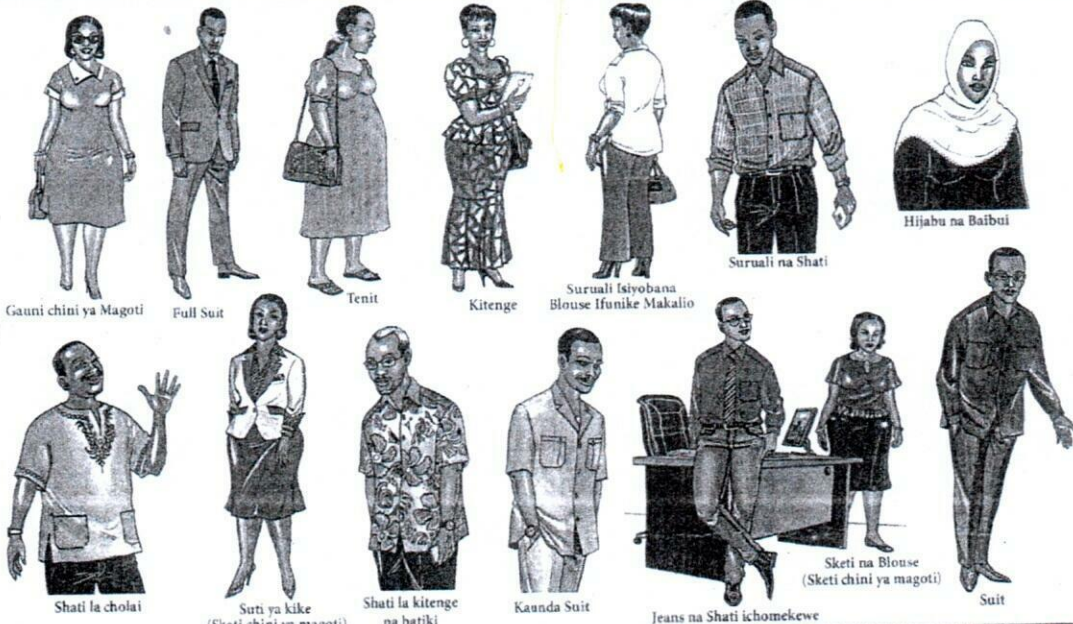
(To be completed by students joining Bandari College during registration: *USE CAPITAL LETTER*)

1. STUDENT NAMES (3 NAMES) _____
2. ADMITTED PROGRAMME/COURSE: _____
3. ADMISSION NUMBER: _____
4. DATE OF BIRTH: DAY _____ MONTH _____ YEAR _____
5. PLACE OF BIRTH: _____
6. GENDER: _____
7. MARITAL STATUS: _____
8. NATIONALITY: _____
8. PERMANENT HOME ADDRESS (POSTAL): _____
9. STUDENT'S PHONE NO: _____
10. E-MAIL (it is a must): _____
11. NIDA NUMBER: _____
12. PHYSICAL ADDRESS:
Region: _____ District: _____
Ward: _____ Street: _____ House No: _____
13. FINANCIAL SPONSOR:
Organization name: _____
Telephone no: _____ Email Address: _____
14. EMPLOYER (IF ANY): _____
ADDRESS OF EMPLOYER: _____
JOB TITLE: _____
WORKSTATION: _____
15. NEXT OF THE KIN (To be informed in case of any emergency):
NAME: _____ AREA OF RESIDENCE: _____
TELEPHONE: _____ EMAIL ADDRESS: _____



BANDARI COLLEGE

BAADHI YA MAVAZI YANAYOFAA KWA WANAFUNZI WAWAPO KATIKA MAZINGIRA YA CHUO



BAADHI YA MAVAZI YASIOFAA KWA WANAFUNZI WAWAPO KATIKA MAZINGIRA YA CHUO





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**MEDICAL EXAMINATION REPORT***(To be Completed with the Government Medical Officer)***PART ONE****PARTICULARS OF THE APPLICANT**

SURNAME _____ FIRST AND MIDDLE NAMES _____

AGE _____ SEX _____ MARITAL STATUS _____

PROGRAMME _____

ADMISSION NUMBER _____

PART TWO**A: PERSONAL HISTORY**

Has the examinee suffered from any of the following?

- | | |
|--|--|
| 1. Tuberculosis | 15. Jaundice |
| 2. Pneumonia | 16. Dysentery |
| 3. Other respiratory disease | 17. Varicose Veins |
| 4. Pleurisy | 18. Kidney or Urinary disease |
| 5. Asthma | 19. Rapture |
| 6. Allergic disorder | 22. Diabetes |
| 7. Heart disease Gastric or duodenal ulcer | 21. Epilepsy |
| 8. Recurrent indigestion | 22. Poliomyelitis or other neurological disorder |
| 9. Nervous breakdown | 23. Skin disease |
| 10. Psychiatric disorder | 24. Malaria or other tropical disease |
| 11. Eye disorder | 25. Cholera |
| 12. Ear, Nose or Throat disorder | 26. Operations |
| 13. Gynecological disorder (female only) | 27. Serious accidents |
| 14. Anemia 28. Any other serious disorder | 29. Pregnancy (female only) |

B: PHYSICAL EXAMINATION

1. Height metres _____ Centimetres _____

2. Weight (kilograms) _____

3. Skin disease _____

4. Eyes Conjunctives Pupils

Sight: Without glasses

Right _____

Left _____

With glasses

Right _____

Left _____

5. Please state condition of ears

(if any discharge) _____

Mouth and throat _____

6. Respiratory system:

Any abnormality? _____

7. Cardiovascular system:

Blood pressure: Systolic _____

Diastolic _____

Hearth: any murmur?

Arteries and veins _____

8. Abdomen:

Masses _____

Liver _____

Spleen _____

Kidneys _____

Any operation scan? _____

9. Genitalia:

Hernia _____

Hydrocel _____

10. Any clinical evidence of hyperacidity or gastric duodenal ulcer?

C: LABORATORY TEST

1. Urine: Albumin _____

Sugar _____

Leucocytes _____

Bilharzia _____

Stools: Special Emphasis on Hookworm or Bilharzia _____

2. 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 _____

D: X-RAY EXAMINATION

X ray Report _____

Name of the examiner _____

Title of examinaer _____

Signature of examinaer _____

Date of examination _____

CONCLUSION

I have examined the above named and consider that he/she is physically fit or not fit for an intensive programme of studies. (delete whichever is not relevant).

Name of the Medical Officer: _____

Signature: _____

Date: _____

Official Stamp or Seal

PLEASE RETURN THIS FORM IN SEALED ENVELOPE TO:

The Principal
Bandari College
Mahunda Street, Tandika
P.o Box 9184,
Dar-es-salaam
TANZANIA
Email: pbcc@ports.go.tz
