



THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF TRANSPORT
TANZANIA PORTS AUTHORITY
BANDARI COLLEGE DAR ES SALAAM



Ref. No. LA. 32/681/05A/42

Date: 24 August 2026

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**RE: ADMISSION & JOINING INSTRUCTIONS FOR BASIC TECHNICIAN CERTIFICATE
(NTA LEVEL 4)**

Welcome to Bandari College Dar-es-Salaam (BCD). You have been admitted to pursue Basic Technician certificate in

You will be enrolled at Bandari College Dar es Salaam for the Academic Year 2026/2027 September Intake. The duration of the programme is one year. This is NTA Level 4 programme, after successful completion you will be awarded a Basic Technician Certificate.

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

BCD is accredited by NACTVET to offer National Technical Awards (NTA) which cover Basic Technician Certificate (NTA Level 4), Technician Certificate (NTA Level 5) and an Ordinary Diploma (NTA Level 6).

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 1-3) 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 fee structure for Basic Technician Certificate (NTA Level 4)

S/N	Item	Basic Technician Certificate (NTA Level 4)		Payment Duration
		Local	Foreigner	
1 st Installment	Tuition Fees	450,000	\$ 225	During registration of 1 st semester (1 st and 2 nd week)
	Registration	10,000	\$ 5	
	NACTVET Quality Assurance Fee	20,000	20,000/=	
	Academic Transcript	10,000	\$ 5	
	Examination Fee	50,000	\$ 25	
	Student's ID Card	10,000	\$ 5	
	Graduation Gown	20,000	\$ 15	
	Total	TZS570,000	\$280 +TZS20,000	
	Other Contributions			
	*NHIF Contribution	50,400	50,400	
	*BACOSO	20,000	20,000	
	Total	TZS70,400	TZS70,400	
2 nd Installment	Tuition Fees	450,000	\$ 225	During registration of 2 nd semester (1 st and 2 nd week)
Total Amount (Per Annum)		1,090,400 TZS	\$505 +TZS 90,400	-

NOTE:

i) Bacoso Contribution

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

BANK NAME: CRDB

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 TZS.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 Stationery Allowance	300,000/=	Per Annum
2	Minimum Meal Allowance	15,000/=	Per day
3	Field Attachment	300,000/=	During field attachment period

iv) **Registration Requirements**

The reporting date to the College is **Monday, 19th October, 2026**. The registration period is strictly two weeks from the opening day where the first week (**19th – 23rd October 2026**) is scheduled for registration and the second week (**26th – 30th October, 2026**) for registration and orientation. Failure to comply will result in 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, 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 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 admission office for guidance on accommodation.

4. RULES AND REGULATIONS

Students admitted into the College are expected to abide by 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
- iv) Overall (for Mechanical Engineering students only)

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.**



Sengus 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: pbcc@ports.go.tz

Dear Sir,

I _____ acknowledge
receipt of an admission offer of Bandari College to pursue Basic Technician Certificate
(NTA Level 4) in the Academic Year 2026/2027 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 against 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 2026/2027 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: _____

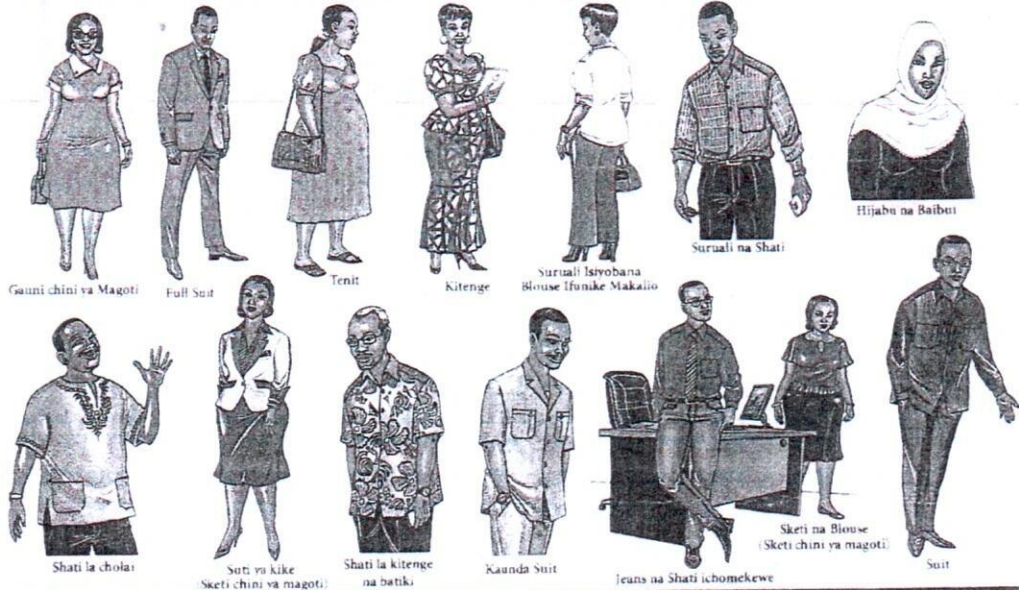
WORKSTATION: _____

15. NEXT OF THE KIN (To be informed in case of any emergency):

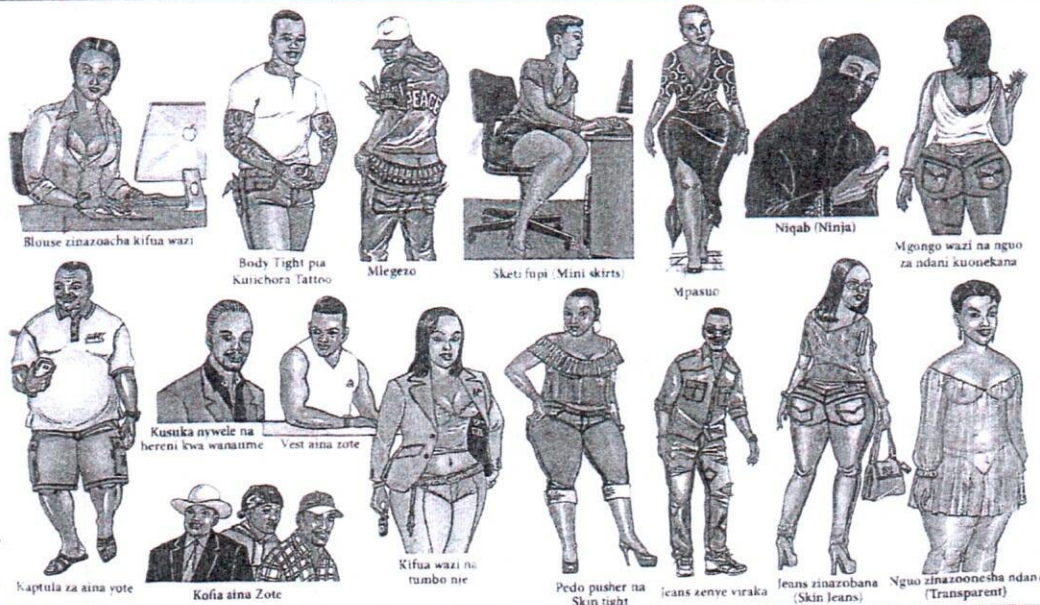
NAME: _____ AREA OF RESIDENCE: _____

TELEPHONE: _____ EMAIL ADDRESS: _____

BAADHI YA MAVAZI YANAYOFAA KWA WANAFUNZI WAWAPO KATIKA MAZINGIRA YA CHUO



BAADHI YA MAVAZI YASIOFAA KWA WANAFUNZI WAWAPO KATIKA MAZINGIRA YA CHUO



HOW TO LOGIN INTO SIMS

Login Now

EMAIL / PHONE / USERNAME (IV INDEX)

email / phone / username (iv index)

PASSWORD

☐ Remember Me

[Reset Password by Email](#) [Reset Password by Phone](#)

[Login](#)

[Back | Apply Now](#)

Enter your email or phone number or your form four index number (s0011-0001-2000)

Enter your password which you specified before while applying for the first time.

Shipping

SELECT STUDENT FEES DETAILS

SIMS

User picture

Home

Timetable

Exam Timetable

Student Fees

Study Material

Evaluation

Results

View Curriculum

Short Course

Contacts Details

Profile Details

Results Educations

First Name Middle Name Last Name

Update Vital Info Edit

Sex Female Marital Status Single Disability None

Birth Date 2007-11-13 Birth Place MWANZA Birth Country Tanzania, United Republic of

NIDA Number Phone Number 255741266381 NHIF Card Number

Index Number Citizenship Tanzania, United Republic of Require Hostel? No

Course Basic Technician Certificate in Shipping and Port Operations Management

Sponsorship Privates

Click on 'Student Fees' menu and choose Tuition Fee to view tuition fee payment details

SELECT TUITION FEE DETAILS

The screenshot shows the SIMS (Student Information Management System) interface. On the left is a blue sidebar with navigation options: Home, Timetable, Exam Timetable, Student Fees (highlighted), Study Material, Evaluation, and Results. The 'Student Fees' menu is expanded, showing options like Tuition Fee, Request ID, Appeal, Request Transcript, and Invoice List. The main content area is titled 'Profile Details' and contains a large '404 ERROR' message. To the right of the error message are tabs for Personal Information, Results, Educations, Contacts, and Payments. Below these tabs are fields for First Name, Middle Name, Sex (Male), Birth Date (1995-0), NIDA Number, Index Number, and City/Town. A callout box points to the 'Tuition Fee' option in the sidebar, stating: 'Click on 'Tuition Fee' to see your payment details and request for tuition fee control number'. Another callout box points to the 'Request Tuition Fee Control Number' button in the Payments section, stating: 'Then click on 'Request Tuition Fee Control Number' button to request for control number'.

VIEW PAYMENT DETAILS AND MAKE PAYMENT REQUEST

The screenshot shows the SIMS Payments page. At the top, there are tabs for Personal Information, Results, Educations, Contacts, Payments (highlighted), Modules, Short courses, and Invoices. Below the tabs, there are sections for '2025/2026 Fees' and '2026/2027 Fees'. The '2025/2026 Fees' section shows 'Instalments: 100%' and 'Total: 1120000 (100 %)'. The '2026/2027 Fees' section shows 'Total Fee: 1,120,000', 'Total Paid: 0', 'BF: 0', and 'Deficit: 1,120,000'. There are two buttons: 'Request Appeal Control Number' and 'Request Tuition Fee Control Number'. Below these buttons is a table with the following data:

FEES#	AMOUNT(TZS)	PAID(TZS)	REMAIN(TZS)
Registration Fee	10,000	0	10,000
Academic Transcript Fee	10,000	0	10,000
Examination Fee	50,000	0	50,000
Student ID Card Fee	10,000	0	10,000
NACTE Quality Assurance Fee	20,000	0	20,000
Graduation Gown Fee	20,000	0	20,000
Tuition Fee	1,000,000	0	1,000,000

At the bottom of the page, it says 'Academic Year Status : admitted'.

GENERATE CONTROL NUMBER AND MAKE PAYMENTS

Home

Timetable

Exam Timetable

Student Fees

Tuition Fee

Request ID

Appeal

Request Transcript

Invoice List

Study Material

Evaluation

Results

Show 10 entries

Copy CSV Print

NUMBER	RECEIVABLE	AMOUNT	CONTROL NUMBER	NUMBER		
2606AP0084	Application	20,000 ITS	991194395442 Paid	1700067489 Created SAP	July 10, 2025 23:59:59	June 05, 2026 11:46:17
2506AP0005	Application	20,000 ITS	991193387420 Paid	1700054360 Created SAP	July 14, 2025 23:59:59	June 03, 2025 11:53:58

Showing 1 to 2 of 2 entries

Control number for payment should be with tuition fee amount and unpaid status

After successfully submitting request for control number, click on 'Students Fees' then 'Invoice List' to get the control number for tuition payment. The control number will also be sent to your phone.