

THE UNITED REPUBLIC OF TANZANIA  
MINISTRY OF TRANSPORT



**TANZANIA PORTS AUTHORITY**

**BANDARI COLLEGE DAR ES SALAAM**

Ref.No: LA.32/681/05/1/01

Date: 12 August 2024

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

Welcome to Bandari College Dar-es-Salaam (BC)! You have been admitted to pursue a Basic Technician Certificate in .....

.....

You will be enrolled at Bandari College Dares Salaam for the Academic Year 2024/2025 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**

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 4, graduate is conferred a Basic Technician Certificate.

**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 fee structure for Basic Technician Certificate (NTA Level 4)**

| S/N                             | Item                          | Basic Technician Certificate<br>(NTA Level 4) |                           | Payment<br>Duration                                                                |
|---------------------------------|-------------------------------|-----------------------------------------------|---------------------------|------------------------------------------------------------------------------------|
|                                 |                               | Local                                         | Foreigner                 |                                                                                    |
| 1st<br>Installment              | Tuition Fees                  | 450,000                                       | \$ 225                    | During<br>registration of<br>1 <sup>st</sup> semester<br><br>(1st and 2nd<br>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                     |                                                                                    |
|                                 | <b>Total</b>                  | <b>TZS 570,000</b>                            | <b>\$ 280 +TZS 20,000</b> |                                                                                    |
|                                 | <b>Other Contributions</b>    |                                               |                           |                                                                                    |
|                                 | *NHIF Contribution            | 50,400                                        | 50,400                    |                                                                                    |
|                                 | *BACOSO                       | 20,000                                        | 20,000                    |                                                                                    |
|                                 | <b>Total</b>                  | <b>TZS 70,400</b>                             | <b>TZS 70,400</b>         |                                                                                    |
| 2nd<br>Installment              | Tuition Fees                  | 450,000                                       | \$ 225                    | During<br>registration of<br>2 <sup>nd</sup> semester<br><br>(1st and 2nd<br>week) |
| <b>Total Amount (Per Annum)</b> |                               | <b>1,090,400 TZS</b>                          | <b>\$ 505 +TZS 90,400</b> | <b>-</b>                                                                           |

**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: NATIONAL MICROFINANCE BANK (NMB)

BRANCH: TEMEKE

ACCOUNT NAME: BACOSO

ACCOUNT NUMBER: 20710067457

**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                        |
| 3   | Field attachment              | 300,000/=      | During field attachment period |

iv) **Registration Requirements**

The reporting date to the College is **Monday, 07<sup>th</sup> October 2024**. The registration period is strictly two weeks from the opening day whereby the first week (**07<sup>th</sup> -11<sup>th</sup> October 2024**) is scheduled for registration and the second week (**14<sup>th</sup> -18<sup>th</sup> October 2024**) for orientation. 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 4, 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 admission office 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, Student Information Management System (SIMS), College Website [www.bandari.ac.tz](http://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:**

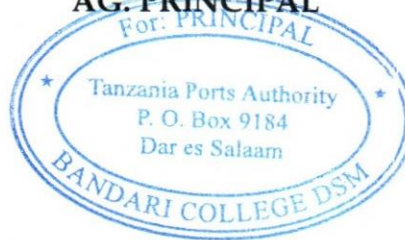
- i) One semester is equivalent to 17 weeks
- ii) Field attachment is an integral part of each training programme offered at the College. Sponsors/Parents are requested to support students during this period by paying allowances to students to meet field expenses. The duration of the attachment is not 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.**



V.B.Teye

AG. 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](mailto:pbcb@ports.go.tz)

Dear Sir,

I \_\_\_\_\_ acknowledge receipt  
of an admission offer of Bandari College for the Academic Year 2024/2025 (September  
Intake) to pursue a Basic Technician Certificate 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.

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**TANZANIA PORTS AUTHORITY**  
**BANDARI COLLEGE DAR ES SALAAM**

Insert your  
Passport  
Photo size  
here

REG. NO: \_\_\_\_\_

**STUDENTS REGISTRATION FORM 2024/2025 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





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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                            | 13. Gynecological disorder (female only) |
| 2. Pneumonia                               | 14. Anemia                               |
| 3. Other respiratory disease               | 15. Kidney or Urinary disease            |
| 4. Pleurisy                                | 16. Rapture                              |
| 5. Asthma                                  | 17. Diabetes                             |
| 6. Allergic disorder                       | 18. Epilepsy                             |
| 7. Heart disease Gastric or duodenal ulcer | 19. Skin disease                         |
| 8. Recurrent indigestion                   | 20. Malaria or other tropical disease    |
| 9. Nervous breakdown                       | 21. Cholera                              |
| 10. Psychiatric disorder                   | 22. Operations                           |
| 11. Eye disorder                           | 23. Serious accidents                    |
| 12. Ear, Nose or Throat disorder           | 24. Any other serious disorder           |

##### B: PHYSICAL EXAMINATION

- Height metres \_\_\_\_\_ Centimetres \_\_\_\_\_
- Weight (kilograms) \_\_\_\_\_
- Skin disease \_\_\_\_\_
- Eyes Conjunctives Pupils \_\_\_\_\_

Sight: Without glasses

Right \_\_\_\_\_

Left \_\_\_\_\_

With glasses

Right \_\_\_\_\_

Left \_\_\_\_\_

*[Signature]*  
 REGISTRAR

5. Please state condition of ears

(if any discharge) \_\_\_\_\_

Mouth and throat \_\_\_\_\_

6. Respiratory system:

Any abnormality? \_\_\_\_\_

7. Cardiovascular system:

Blood pressure: Systolic \_\_\_\_\_

Diastolic \_\_\_\_\_

Heart: any murmur? \_\_\_\_\_

Arteries and veins \_\_\_\_\_

8. Abdomen:

Masses \_\_\_\_\_

Liver \_\_\_\_\_

Spleen \_\_\_\_\_

Kidneys \_\_\_\_\_

Any operation scan? \_\_\_\_\_

9 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 \_\_\_\_\_

### CONCLUSION

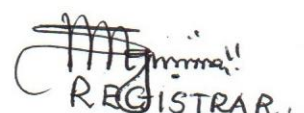
I have examined the above named and consider that he/she is physically fit or not fit for an intensive programme of studies. (delete whichever is not relevant).

Name of the Medical Officer: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Official Stamp or Seal

  
REGISTRAR.

PLEASE RETURN THIS FORM IN SEALED ENVELOPE TO:

The Principal  
Bandari College Dar es Salaam  
Mahunda Street, Tandika  
P.o Box 9184,  
**Dar-es-salaam**  
**TANZANIA**

Fax: (255)22-2113938  
Tel: (255)22-2850970  
Email: [pbcc@ports.go.tz](mailto:pbcc@ports.go.tz)

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