



THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF WORKS
INSTITUTE OF CONSTRUCTION TECHNOLOGY (ICoT)
P.O.BOX 963 ICoT, MOROGORO, TANZANIA
PHONE: 023-2935229/2935226 FAX: 023-293522



Date: 10/11/2025

Dear,

.....

**RE: ADMISSION INTO ORDINARY DIPLOMA PROGRAMME FOR
ACADEMIC YEAR 2025/2026**

I am pleased to inform you that you have been **SELECTED** to join the above-mentioned Institute for Ordinary Diploma in **ENGINEERING PROGRAMME with Admission number**; in the Academic Year **2025/2026**.

The course has a duration of three academic years, upon successful completion of your studies you will be awarded an **Ordinary Diploma in** **Engineering**, conferred by the Institute of construction Technology

You are required to report at the Institute on **Monday 17th November, 2025**. Orientation programme will be conducted from **17th– 21st November, 2025**. On arrival at the Institute please, bring with you the following items for admission: -

1. This Admission letter.
 - Meal allowance shall personally be provided to you by your sponsor, parent or guardian.
 - Failure to register within the **first two weeks (17th to 28th November, 2025)** will lead to **cancellation of your admission**.

MODE OF PAYMENT

1. Fee structure refer to form **A**.
2. **Be informed that, any money once deposited in the ICoT account will not be refunded.**
3. Other recommended direct student costs (incurred by sponsors, parent, guardian or students) are merely indicative.
4. Students are required to join the National Health Insurance Fund (NHIF) if they are not yet insured. Those who are not yet insured should come with **Tshs 50,400/=** for Medical Capitation fee.
5. Students **Must** pay Tshs.10, 000/- as a First Aid Money.

NOTE

- The Institute of Construction Technology reserves the right to change the rate of fees any time during the Academic year as deemed necessary without prior notice.

ADDITIONAL INFORMATION

1. INSTITUTE LOCATION

The Institute of Construction Technology (ICoT) is situated in Morogoro Municipality, **2km** away from the Msamvu Bus Terminal.

2. DRESS CODE:

The Institute strictly observes established government dress codes. Every student is therefore required to wear decent dresses while undergoing training. The following dresses are strictly prohibited:

- **Male:**
Tight trousers; all kind of T-shirt and jeans, track suits, football jerseys, shorts, earrings and any kind of clothes with drawings or words.
- **Female:**
Tight trousers, any type of tight dressings, clothes which leave stomach and shoulders out, any type of short mini-skirt, any kind of clothes with drawings or words and shorts.

3. MEDICAL EXAMINATION

You are required to undergo medical examination before registration. You must ensure that the doctor examines you and duly fills in the enclosed Medical Examination Form. The Institute recommends medical examination to be carried out by a **Government Hospital**.

4. CAUTION MONEY

Each student is required to pay ten thousand shillings (Tsh.10,000/=) as caution money which will be refunded to the student upon completing his/her course if he/she is not involved in any loss or destruction of the Institutes property. Where losses/damages exceed the stated amount the student will be required to pay for the difference.

5. IDENTITY CARD

(a) Each student is required to pay each year ten thousand shillings (10,000/=) for his/her Identity Card

(b) Each student is always required take care of his/her Identity Card. Otherwise replacement of a lost Identity Card will be done only on submission of a letter from the Police to certify the loss and payment of ten thousands shillings (10,000/=) as penalty.

6. STUDENTS' ORGANISATION MEMBERSHIP

Every student of the Institute of Construction Technology is a member of the Institute's Students' Organization. The membership fee is Ten thousands Shillings (Tshs.10, 000/-) and Five Thousands Shillings (5,000/-) as Student Relief fund.

7. COURSE REQUIREMENTS, AVAILABLE FACILITIES AND CONDITIONS FOR USE

(a) The Institute has Library facilities, Hostels (with limited capacity), Workshops and Laboratory, Playing grounds and Dispensary for first aid services only.

(b) Students accommodated in the Institute's Hostels are required to bring with them beddings, mosquito nets, etc.

(c) Students are advised to come with the necessary stationeries.

(d) Medical treatment is the responsibility of one's parents or sponsor(s)

(e) Students accommodated in the Institute's Hostels must observe rules and regulations pertaining to students conduct and discipline

NAME OF STUDENT:

SIGNATURE:

NAME OF PARENT/GURDIAN:

SIGNATURE:

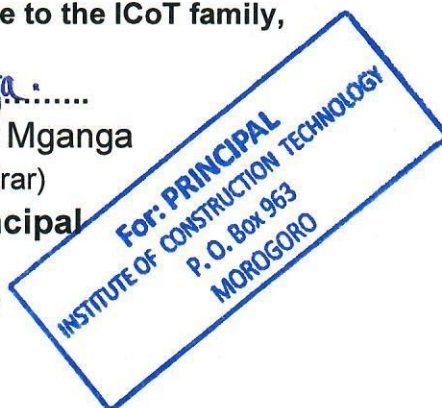
Your warmly welcome to the ICoT family,



Ramadhani Mganga
(Registrar)

For Principal

3



FORM A

FEE STRUCTURE AND OTHER CHARGES FOR ACADEMIC YEAR 2025/2026

1. Cost paid directly by students to the Institute in TZS

S/N	Description	Cost		
		NTA Level 4	NTA Level 5	NTA Level 6
1	Tuition fees (Full Time)	850,000	850,000	850,000
Other Expenses fees				
1	Boarding (Hostel) costs	300,000	300,000	300,000
2	Registration fee	20,000	20,000	20,000
3	Caution money	10,000	-	-
4	*Medical Insurance	50,400	50,400	50,400
5	Student's identity card	10,000	-	-
6	Examination fees	50,000	50,000	50,000
7	Student NACTE fee	20,000	20,000	20,000
8	Library membership fee	10,000	10,000	10,000
9	Students organization fee	10,000	10,000	10,000
10	Student Relief Fund	5,000	5,000	5,000
11	**First Aid	10,000	10,000	10,000
12	Sports and Games	15,000	15,000	15,000
	TOTAL Cost (Full Time)	1,360,400.00	1,340,400.00	1,340,400

* Students are required to join the National Health Insurance Fund (NHIF) if they are not yet insured. Those who are not yet insured should come with **Tshs 50,400/=** for Medical Capitation fee: **However, Each Student must have NIDA number which is used during generation of Control number for NHIF payments.**

NB: Each student is responsible for fees payment. **At least 50% of the tuition fees plus ALL other contributions** should be paid as condition to registration at the 1st semesters and the remaining tuition fees must be paid in the 2nd semesters of the academic year

2. Cost payable direct to students by Sponsor in TZS

S/N	Description	Cost
1	Meal allowance (Full Time)	10,000 (minimum) per day
2	Driving Course (Option)	190,000

3. Student will come with the following required items as listed below

S/N	Description
1	Drawing Board and Accessories
2	1 Pair Safety boots
3	Blue Overcoat - (Civil and Electrical)
4	A Pair of Dark Blue Overcoat / Overalls (Mechanical)
5	Scientific Calculator
6	Measuring tape (10m) - (Civil)

4. Cost directly payable to the Students by Sponsor for Industrial Practical Training, IPT in TZS

S/N	Description	Cost
1	Industrial Practical Training (IPT) allowance	10,000 (Minimum) per day
2	Transport Allowance	If any



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MEDICAL EXAMINATION FORM

FORM B

To be completed by Medical Officer in charge from any Government Hospital

FULL NAME OF STUDENT.....

GENDER.....

HB TEST.....

URINE MICRO.....

T.B.TEST.....

EYE EXAMINATIONS.....

E.N.T.....

CHEST X-RAY.....

ABDOMEN.....

SICKLE CELLTEST.....

R.B.G.....

ADDITIONAL INFORMATION

Physical Defects or Impairments, Infections, Chronic, or Hereditary (family) Disease

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I certify that I have examined the above Student and consider that he / she is physically /not physically fit for further studies.

DATE

SIGNATURE.....

STATION.....

DESIGNATION.....

OFFICIAL STAMP