

THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF NATURAL RESOURCES AND TOURISM

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Forest Industries Training Institute,
P. O. Box 1925,
MOSHI – TANZANIA.
Date: 6 October 2017

To

RE: JOINING INSTRUCTIONS FOR CERTIFICATE / ORDINARY DIPLOMA IN FOREST INDUSTRIES TECHNOLOGY AT FOREST INDUSTRIES TRAINING INSTITUTE (FITI) - MOSHI

I am pleased to inform you that, you have been selected to join **the Certificate in Forest Industries Technology Course** at Forest Industries Training Institute (FITI). This is a two year course commencing on 16th October 2017. The following instructions are provided for your guidance and you are requested to read them very carefully before you come to the Institute. Upon arrival you will be issued with the Institutes rules and regulations which will govern your stay at the Institute.

GENERAL INSTRUCTIONS

1. Location and Transport to Forest Industries Training Institute

Forest Industries Training Institute (FITI) is located at VIWANDA ROAD opposite Tanzania Leather Company, Moshi Municipal. It is approximately to be two kilometers from Moshi Municipality Central Bus Stand. After arriving at the bus stand you can hire a registered taxi, currently at Tshs. 3,000/= to Tshs. 5,000/= in case you may need the service.

2. Arrival

You should arrive at FITI on 15th October, 2017. Please make your own travel arrangements to enable you to travel to Moshi. You are required to meet all travel expenses on your own and there is no refund/reimbursement.

3. Registration

You will be required to register yourself officially with the institute at the **Registrar Office**. The registration will take place on 16th – 19th October 2017 and after these date they will no registration

For registration purposes, you are required to bring the following:

- a. Original O-level certificate
- b. Birth certificates
- c. Joining istructions
- d. Bank paying slip for the following;
 - i. Half of the training fee i.e. Tshs 400,000/=
 - ii. Tshs 270,000/= for hostel (Accommodation) if you have applied for hostel

Failure to do so will result in cancellation of admission to the Institute. **Please also note that presentation of forged certificates will result in cancellation of admission and legal measures taken against the culprits.** No student will be registered after two weeks from the date of the opening of the Institute.

4. Orientation Week

Orientation of new students will be done from 23rd – 27th October 2017. All students are required to participate fully in the orientation programme. Further information about this programme will be given to you on your arrival.

5. Accommodation

Hostels (accommodation) for students is limited and competitive. Students who applied for hostel when filling the application form are required to fill the attached form for hostel. The current facilities provide four students in a room.

(a) Bedding

The Institute does not supply students with bed linen. You are required to bring the following items:

- (i) One pillow
- (ii) One blanket
- (iii) Two bed sheets
- (iv) One mosquito net

(b) Keys

Each room has a key, you will share it with your roommates. Keys should be kept carefully, if the keys will be lost you will required to replacing the keys at your own cost. Keys must be returned to the Registrar of students when the students are leaving for holiday.

NB: The institute has no facilities for students with children/infants

(c) Cleanliness of rooms

The task of cleaning and keeping the room in a good condition is yours. Cleaners will only clean the corridor, toilets and bathrooms.

(d) Meal services

The institute has cafeteria for meal services. Every student will buy meals at his/her own cost depending on personal preference. It is strictly forbidden for any student to take food to the hostel. It is strictly forbidden for any student to cook or boil water in the room.

6. Fees structure

Part A. Amount (Tshs) payable to the Institute				
S/N	ITEM	CERTIFICATE ONE	CERTIFICATE TWO	DIPLOMA
1	Tuition fee	800,000	800,000	800,000
2	Registration	10,000		10,000
3	Students' government	10,000		10,000
4	Student ID	5,000		5,000
5	Caution money	30,000		30,000
6	NACTE registration fee	15,000		15,000
7	Computer laboratory	10,000		10,000
8	Graduation		15,000	15,000
Part B. Minimum amount (Tshs) payable to student				
S/N	ITEM	CERTIFICATE ONE	CERTIFICATE TWO	DIPLOMA
1	Accommodation	270,000	270,000	270,000
2	Working clothes (Over roll dark blue, Helmets green, leather Boots and leather Gloves, eye protector and air murph)	200,000		200,000
3	Books and stationery	100,000	100,000	100,000
4	Meals	1,300,000	1,300,000	1,300,000
5	National Health Insuranec Fund (NHIF)	50,400	50,400	50,400
6	In-plant attachment		900,000	
7	Study tour			420,000
8	Field attachment			420,000
9	Special Project			80,000

All payments in **part A** above should be made directly to the following account: **Principal Forest Industries Training Institute Acc. No. 40301100179, NMB Nelson Mandela Branch.**

Furthermore, we encourage that the following items should be bought by every student to facilitate learning at the institute:

- a. Rain coat
- b. An umbrella
- c. Plastic bucket
- d. Scientific calculator (fx.991)
- e. Sports clothes and shoes

7. FITI Students’ government

All students of FITI are automatic members of the FITI Students’ organization (**FITISO**). Through this organization, students communicate to the Institute management all matters affecting their welfare.

8. Library and learning resources

The institute library has books related to modules taught at the Institute. Students can borrow them and also can surf learning materials in computer laboratory.

9. Medical treatment

All students will be treated using their NHIF cards at various hospitals accepting these cards. Therefore, we encourage all students with Health Insurance cards to come with their cards.

10. General

For obvious reasons, not everything can be mentioned in this letter. Other issues about the Institute will be known to you during the orientation week and Institute Baraza.

We warmly welcome you to Forest Industries Training Institute (FITI) – Moshi.

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C. E. NABURI
REGISTRAR OF STUDENTS
For PRINCIPAL