

SCHOOL OF LIBRARY, ARCHIVES AND DOCUMENTATION STUDIES (SLADS)



P.O.Box 227,
Pwani.
Date:.....

Student Address

RE: JOINING INSTRUCTIONS FOR ACADEMIC YEAR 2025/2026

I am pleased to inform that your application to join School of Library, Archives and Documentation Studies (SLADS) was successful and you have been selected to pursue Basic Technician Certificate course (*One year*) and then Ordinary Diploma course (*Two years*). You will report at selected Campus to pursue your studies for the academic year(s) scheduled to commence on **03rd November 2025**.

Being a form IV leaver, the duration of your course is three years. This course requires a minimum of 360 credit hours to complete and is divided into three levels, NTA 4, 5 and 6 having 120 credit hours each. Please note that each level has two semesters and it is independent by itself. After successful completion of NTA level 4 (*two semesters*), a student shall be awarded **Basic Technician Certificate**; on the other hand after successful completion of NTA level 5 (*two semesters*), a student shall be awarded **Technician Certificate** and after successful completion of NTA level 6 (*two semesters*) a student shall be awarded an **Ordinary Diploma** in the respective area of study.

The School is fully registered by the National Council for Technical and Vocational Education and Training (NACTVET) and all students are required to be registered by the Council and comply with required statutory guidelines, rules and regulations as issued by NACTVET.

1. COURSE STRUCTURE

NACTVET accredited courses are linked to the National Technical Awards (NTA). It should be noted that, all Form Four must be holders of Certificates of Secondary School – CSEE and should start at NTA level 4, while Form Six (i.e. holders of Advanced Certificate of Secondary School - ACSEE) should start at NTA level 5.

2. TERMS AND CONDITIONS OF ADMISSION

The opening date of the School for first semester shall be on **3rd November, 2025**. Before registration, you will be required to pay all the required fees. Registration will take place for **One (1) week from 3rd /11/2025 to 7th /11/2025**. You are strongly encouraged to register within registration week to avoid inconveniences. Classes begin from **10th November, 2024**.

Please note that the fee for NTA level 4 is TZS 590,000/= ; NTA level 5 course fees is TZS.880,000/= and that of NTA 6 is 880,000/=per year. However, arrangements can be made to pay by installments as follows:-

Level	Fee Amount and time for the payment
NTAlevel4 (Basic Technician Certificate)	1stInstallment TZS147,500/=; Payable before 03rd November, 2025 2ndInstallment TZS147,500/=; Payable before 30th December, 2026 3rd Installment TZS 147,500/=; Payable before 30th March , 2026 4th Installment TZS 147,500/=; Payable before 30th May, 2026
NTA Level 5 (Technician Certificate)	1stInstallment TZS220,000/=; Payable before 03rd November, 2025 2ndInstallment TZS220,000/=; Payable before 30th December, 2026 3rd Installment TZS 220,000/=; Payable before 30th March , 2026 4th Installment TZS 220,000/=; Payable before 30th May, 2026
NTA 6 Level (Ordinary Diploma)	1stInstallment TZS220,000/=; Payable before 03rd November, 2025 2ndInstallment TZS220,000/=; Payable before 30th December, 2026 3rd Installment TZS 220,000/=; Payable before 30th March , 2026 4th Installment TZS 220,000/=; Payable before 30th May, 2026

2.1. DIRECT COST PAYABLE TO THE SCHOOL

2.1.1. NTA level 4:Basic Technician Certificate Level

Fees component	Semester1	Semester2	Total
Tuition Fee	295,000	295,000	590,000
Registration Fee	30,000	-	30,000
Maintenance Fee	10,000	-	10,000
NACTEVET Quality Assurance Fee	20,000	-	20,000
Students' Identity Card	10,000	-	10,000
NACTEVET Students' Verification Fee	15,000	-	15,000
Total	380,000	295,000	675,000

2.1.2. NTA Level 5&6:Technician Certificate & Ordinary Diploma level

Fees component	NTA 5 (in TZS)			NTA 6(in TZS)		
	Semester 1	Semester 2	Total	Semester 1	Semester 2	Total
Tuition Fee	440,000	440,000	880,000	440,000	440,000	880,000
Registration Fee	30,000	-	30,000	30,000	-	30,000
Maintenance Fee	10,000	-	10,000	10,000	-	10,000
NACTEVET Quality Assurance Fee	20,000	-	20,000	20,000	-	20,000
Students Identity Card	10,000	-	10,000	-	-	-
Total	510,000	440,000	950,000	500,000	440,000	940,000

This fee should be paid to the “SCHOOL OF LIBRARY, ARCHIVES AND DOCUMENTATION STUDIES (SLADS)” through a control number that has to be generated by student on **Online Payment Gateway Portal**. To get control number visit School Website www.slads.ac.tz then click on **Online Payment Gateway**. Payment can be at any NMB Bank Plc branch, NMB Bank Plc Agent and/or through Mobile Networks Operators (Tigo pesa, M-pesa, Airtel Money, Halo pesa e.tc)

NOTE:

- Students' Government fee TZS.20,000/- is compulsory and has to be paid at SLADS STUDENTS ORGANIZATION (SLADSSO) Account number NMB 21010001334

2.2. RECOMMENDED DIRECT STUDENT EXPENSES (PAYABLE DIRECTLY TO STUDENTS)

Cost Item	Amount(TZS)
Accommodation fee per year	300,000/=
Meal allowance(7,500/= x 120 days)	900,000/=
Books	100,000/=
Stationery	100,000/=
Transport(Daily (1,000/=x120/=)	120,000/=
Total	1,520,000/=

NOTE:

Our estimates are minimal; sponsors are free to pay their employee or sponsored student(s) more than what is estimated per item.

3. REGISTRATION STATUS

The Candidate will be required to register for the programme offered to him/her by producing the following:

- i. Present:
 - a. Relevant original certificates of secondary Education C.S.E.E /A.C.S.E.E or the equivalent;
 - b. Original NTA level 4 Certificates and Transcripts or equivalent (recognized by NACTVET) for those applying NTA level 5 using C.S.E.E and Basic Technician Certificate qualification;
 - c. Other relevant certificates from recognized training institutions; and
 - d. Birth certificate or affidavit.
- ii. Bring two photographs(Stamp Size);
- iii. Bring your own stationery and writing materials;
- iv. Proof of payment of the required fees; and
- v. **NHIF Medical insurance Identification card** (*applicable to employees and dependants*)
- vi. **National Identification Authority (NIDA)**

4. ACCOMMODATION AND MEALS

- 4.1. **Accommodation:** It is the responsibility of the students to cater for their own accommodation.

For candidates interested to study at Bagamoyo Campus, there are hostels organized by Students Organization (SLADSSO). Students are encouraged to live in these hostels for suitable learning environment and safety. For those who will live in hostels you are advised to bring with you the following things for hostel use:-Bucket, pillow and pillow cases,bed sheets, towels, mosquito net, mattress 3” x 6”, canvas shoes and T-shirts for sports. Accommodation services are organized by SLADS students organization (SLADSSO) for more information please contact number :0694445458/0749278925/0622621824

- 4.2. **Meal:** It should also be noted that it is the responsibility of the sponsor / parent / guardian to provide meal allowances for their students. Students can also arrange their own cooking facilities. Caterers are available at nearby School and hostels.

5. FIELD AND PRACTICAL WORK ATTACHMENT

Field practical work is compulsory for NTA 4 AND 5 students and it forms part of the final examinations. Parent/guardian or Sponsors will be responsible for providing financial assistance for 6 weeks at the prevailing rate plus return travel costs to a destination within Tanzania. Every student should submit his/her budget to the Parent/guardian or sponsor well in advance so that the agreed fund is available at the right time.

6. MEDICAL EXPENSES

Medical expenses and personal liabilities are not covered by the School. It is advised that sponsors and parents provide Medical insurance for their staff/student.

7. RULES AND REGULATIONS

- 7.1. Students admitted into the School are expected to abide to the rules and regulations governing the School. A student shall be dismissed from studies or face other disciplinary actions stipulated in the School rules and regulations if he/she is involved in misconducts as indicated into Students By-Laws and Prospectus.
- 7.2. Students are encouraged to wear suits (black and dark blue, with white shirt and light blue shirts) however students are expected to put on descent clothes while at the School. Jeans, Tight or hanging trousers (mlegezo), skintight, transparent/backless, excessive slit (mpasuo), min -skirts, earrings and plaintiff for men are not allowed.

8. HOW TO GET TO SLADS

8.1 .Bagamoyo Campus

The school is located at UKUNI along the Dar es Salaam - Bagamoyo Road, two kilometers from Bagamoyo Bus Stand. There are daily public bus services shuttling between Dar es Salaam and Bagamoyo.

8.2 Dar es Salaam Campus

Dar es Salaam Campus is located at National Central Library buildings (Maktaba Kuu ya Taifa) along Bibi Titi Mohamed Road near the Kisutu Court.

9 IMPORTANT NOTICE:

- 9.1 Fees once paid are not refundable.
- 9.2 The School reserves the right to change fees payable to itself as deemed fit.

Below are contacts for our in two Campuses.

CampusName	Contacts
Dares Salaam&Bagamoyo	0753171737/ 0754691768/ 0716247771/0657537879

Finally, we thank you for choosing School of Library, Archives and Documentation Studies and hope that you will commit yourself to your studies at the School.

Thank you.



MS.B.J.Mwaihojo
ACTING PRINCIPAL

I accept the terms and conditions stated above in this admission letter and promise to abide to the rules, procedures and regulations of the School and understand that upon breaching the rules I may be discontinued from the studies.

Signature.....

Date.....



UNITED REPUBLIC OF TANZANIA
MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY
TANZANIA LIBRARY SERVICES
SCHOOL OF LIBRARY, ARCHIVES AND DOCUMENTATION STUDIES



MEDICAL EXAMINATION FORM

Admission to SLADS is conditional, subject to receipt of a satisfactory medical report from a recognized medical practitioner who will hand it to the applicant in a sealed envelope addressed to:

**THE PRINCIPAL
SLADS
P.O. BOX 227
BAGAMOYO**

SURNAME: _____

OTHER NAMES: _____

AGE: _____ SEX: _____ MARITAL STATUS: _____

PERSONAL HISTORY

Has the examinee suffered from any of the following? If YES indicate date and diagnosis. If not please write "NO" in appropriate space.

- a) Tuberculosis: _____
- b) Other respiratory diseases: _____
- c) Cardial disease: _____
- d) Gastro-intestinal disease: _____
- e) Emotional disease or Psychosis: _____
- f) Serious injuries: _____
- g) Allergies: _____
- h) Any operations: _____

PHYSICAL EXAMINATION

- 1. Height: _____ Weight: _____
- 2. Skin disease: _____ Left: _____
- 3. Eye: Conjunctive: _____ Pupils: _____
- Right: _____
- With Glasses: _____
- Please state conditions of:
Ears (if any discharge): _____
Mouth and Throat: _____
- 4. Cardiovascular system:
Blood Pressure: systolic: _____
Blood Pressure: diastolic: _____
- 5. Heart: Any murmur: _____

6. Arteries and Veins:_____

7. Abdomen:

Any clinical evidence of hyperacidity or gastric duodenal ulcers:

Hernia:_____

Hydrocele:_____Masses:_____

Spleen:_____

Kidneys:_____

LABORATORY

1. Urine Albumin:_____

Sugar:_____

Leucocytes:_____

2. Blood Examination:

Heamoglobin:_____

Differential count:_____

a) Neutrophils:_____

b) Eusophils:_____

c) Basophiles:_____

d) Lymphocytes:_____

e) Monocytes:_____

f) E.S.R.:_____

g) White Blood count:_____

h) Blood Group:_____

CONCLUSION:

I have examined Mr/Mrs/Miss:_____

And consider that He/She is FIT/NOT to be admitted to SLADS for higher studies.

Name:_____Signature:_____

Title:_____Qualification:_____

(Official Stamp) Date:_____

* Delete whichever is not applicable