

SCHOOL OF LIBRARY, ARCHIVES AND DOCUMENTATION STUDIES (SLADS)



P.O. Box 227,

Pwani.

Date:.....

Student Address

RE: JOINING INSTRUCTIONS FOR ACADEMIC YEAR 2026/2027

I am pleased to inform you that you have been selected to join the **School of Library, Archives and Documentation Studies (SLADS)** for the 2026/2027 Academic Year. You are required to report to your selected campus on **October 19, 2026**, to commence your studies.

As a holder of the Certificate of Secondary Education Examination (CSEE), you will pursue a three-year programme comprising **NTA Levels 4, 5 and 6**, leading to the award of a **Basic Technician Certificate, Technician Certificate**, and an **Ordinary Diploma** in your respective field of study.

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

1. COURSE STRUCTURE

All programmes offered at SLADS are accredited by the National Council for Technical and Vocational Education and Training (NACTVET) and are aligned with the National Technical Awards (NTA) framework.

Selected applicants holding the Certificate of Secondary Education Examination (CSEE) shall commence at NTA Level 4. Applicants holding the Advanced Certificate of Secondary Education Examination (ACSEE) shall commence at NTA Level 5, subject to meeting the relevant admission requirements.

2. TERMS AND CONDITIONS OF ADMISSION

The first semester of the 2026/2027 Academic Year shall commence on 19th October 2026. You are strongly encouraged to register within registration periods which will start on 19/10/2026 to 30/10/2026 in order to avoid inconveniences. Prior to registration, all students are required to pay the prescribed fees in full or as per approved instalment arrangements. Teaching and learning activities shall commence on 2nd November 2026.

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 annum. However, arrangements can be made to pay by installments as follows:-

Level	Fee Amount and time for the payment
NTA level 4 (Basic Technician Certificate)	<ul style="list-style-type: none"> 1st Installment TZS 147,500/=; payable before 19th October 2026 2nd Installment TZS 147,500/=; payable before 30th December 2026 3rd Installment TZS 147,500/=; payable before 30th March 2027 4th Installment TZS 147,500/=; payable before 30th May 2027
NTA Level 5 (Technician Certificate)	<ul style="list-style-type: none"> 1st Installment TZS 220,000/=; payable before 19th October 2026 2nd Installment TZS 220,000/=; payable before 30th December 2026 3rd Installment TZS 220,000/=; payable before 30th March 2027 4th Installment TZS 220,000/=; payable before 30th May 2027
NTA 6 Level (Ordinary Diploma)	<ul style="list-style-type: none"> 1st Installment TZS 220,000/=; payable before 19th October 2026 2nd Installment TZS 220,000/=; payable before 30th December 2026 3rd Installment TZS 220,000/=; payable before 30th March 2027 4th Installment TZS 220,000/=; payable before 30th May 2027

2.1. DIRECT COST PAYABLE TO THE SCHOOL

2.1.1. NTA level 4: Basic Technician Certificate level

Fees component	Semester 1	Semester 2	Total
Tuition Fee	295,000	295,000	590,000
Registration fee	30,000	-	30,000
Maintenance fee	10,000	-	10,000
Quality Assurance Fee	20,000	-	20,000
Students Identity Card	10,000	-	10,000
NHIF	50,400	-	50,400
Students' Verification Fee	15,000	-	15,000
Total	430,400	295,000	725,400

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

Fee 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
Quality Assurance Fee	20,000	-	20,000	20,000	-	20,000
Students Identity Card	10,000	-	10,000	-	-	-
NHIF	50,400	-	50,400	50,400	-	50,400
Total	560,400	440,000	1,000,400	550,400	440,000	990,400

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 <https://osims.tlsb.go.tz> under the name of the **Tanzania Library Services Board**. Payment can be at any NMB Bank Plc branch, NMB Bank Plc Agent and/or through Mobile Networks Operators (Mixx by Yas, 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:

- i) Accommodation services are organized by SLADS Students Organization (SLADSSO) for more information please contact number :0762784159/0741673186/0620688805
- ii) 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.
Contact Details: 0762784159/0741673186/0620688805. 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.
- 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. NHIF is recommended.

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.

Campus Name	Contacts
Dare s Salaam & Bagamoyo	0657 537 879/0753 171 737/ 0713 452730

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. Bertha 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: _____ 3. Eye: Conjunctive: _____
 Weight: _____ Pupils: _____
- Right: _____
- 2. Skin disease: _____ Left: _____
- 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