

THE UNITED REPUBLIC OF TANZANIA  
MINISTRY OF LIVESTOCK AND FISHERIES  
LIVESTOCK TRAINING AGENCY - LITA

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Reply please quote:



Veterinary Complex  
131 Nelson Mandela Road  
P. O. Box 9152,  
**15487 DAR ES SALAAM**

Ref. No: .....

Date .....

Dear Candidate,

**RE: STUDENTS' JOINING INSTRUCTIONS FOR BOARDING/DAY STUDENTS  
FOR THE ACADEMIC YEAR 2020 / 2021**

1. I am glad to inform you that you have been selected by the Livestock Training Agency - LITA to study at ..... Campus for **NTA LEVEL 5 & 6** course that will lead to **ORDINARY DIPLOMA IN ANIMAL HEALTH AND PRODUCTION**

**2. Please take note of the following instructions:**

**Date of Arrival:**

Semester One academic calendar will start on **16/11/2020**. You are therefore required to report to the Campus you have been selected to join one or two days before beginning of an orientation week. The last date to report is on **29/11/2020**. The *orientation week will take place from 16/11 to 21/11/2020*.

**Travel arrangements:**

You are responsible to cover all logistics of your own travel expenses to and from the Campus.

**3. Location of the Campuses**

**LITA Campuses are located in different agro-ecological zones as follows**

1. Tengeru Arumeru district – Arusha (Northern Zone)
2. Mpwapwa Mpwapwa district – Dodoma (Central Zone)
3. Morogoro Morogoro Municipal (Eastern Zone)
4. Madaba Madaba district Songea (Southern Highlands Zone)
5. Buhuri Tanga Municipal (North Eastern Zone)
6. Mabuki Misungwi district – Mwanza (Lake Zone)
7. Kikulula Karagwe district – Kagera (Lake Zone)

4. **Financial Requirements to be met by students / Parents / Guardians as follows**
- i. **Tuition fee**

1 <sup>st</sup> year - NTA Level 5		2 <sup>nd</sup> year - NTA Level 6	
SEM I	SEM II	SEM I	SEM II
497,500	487,500	497,500	487,500
	Joint annual examination fee = 50,000		Joint annual examination fee = 50,000

Tuition and examination fees MUST be paid in the respective semester through the **LIVESTOCK TRAINING AGENCY account using electronic control number which is provided by the respective campus. The Original Bank pay in-slip** should be presented by the student on arrival at the respective campus. No cash payments will be accepted.

NB: Accommodation spaces at campus hostels are **limited for male students**. Therefore each student is required to pay accommodation fee after securing the accommodation space upon arrival at the Campus. The accommodation fee is **122,500/= per academic year. The accommodation payment should be done through LIVESTOCK TRAINING AGENCY account using** an electronic control number to be requested from the respective campus using respective campus mobile phone numbers in **Appendix 1 below**.

ii. **Meal allowance**

**Estimated meal allowance per each semester is Tsh. 600,000/= and should be paid directly to student Bank Account.**

However, the stated amount for meal allowance is the minimum indicative figure.

**NB:** Costs for medical, meal, transport, stationery and pocket money must be paid to **individual student Bank Account**.

- iii. Student shall pay fee for certificate and transcript as prescribed by NACTE upon completion of the course.

**Note that:**

1. Tuition fee is non-refundable to students whenever he / she fail to continue with the course.
2. Wrongly deposited meal allowances and Pocket Money to **LITA Account will be subject to 10% deduction.**

5. **MEDICAL EXPENSES**

Medical expenses are not covered by the Institute. Each student MUST therefore process his/her own Health Insurance before reporting to the respective campus. For those who do not have NHIF medical coverage, can be processed at the campus level, whereby each student is required to report to the respective campus management with Tsh. 50,400/= for processing of his/her own NHIF-card.

**NB: This amount i.e. Tsh. 50,400/= should NOT be deposited to LITA Account**

6. **Other requirements:**

- a) Pocket money to carter for incidental expenses such as medical care etc.
- b) Bedding materials: bed sheets, blankets, pillow, mosquito net and pillow cases.

- c) Sports gear.
- d) Stationery i.e. exercises books, pen, pencil, ruler, calculator etc.
- e) Six (6) recently taken passport size photographs (Colored with blue background) for processing of identity cards and other official uses.
- f) Practical gear: Gumboots, overall, white overcoat, stethoscope, thermometer,
- g) Medical examination report (From Government hospital).

**7. Accommodation:**

The Campus provides a room with bed and mattress only. Other items associated with accommodation (as in **6 (b)** above) are met by the student. Students are advised to equip themselves with heavy clothing and blankets in case of cold weather. Electrical appliances (heaters, cookers and irons) **are strictly not** allowed in hostels. Ironing is allowed **strictly** in the laundry room only.

**8. Discipline:**

Every student must abide to the rules and regulations of the Campus which will be availed to each student on arrival.

**9. Registration documents**

Each student must present **original documents** (i.e. Birth Certificate, Leaving Certificate, and Academic Certificate at registration desk, failure to which the student **will not be admitted**.

**10. Education for self-reliance:**

In accordance with the LITA objectives, every student is required to participate fully in various production activities at his/her respective Campus.

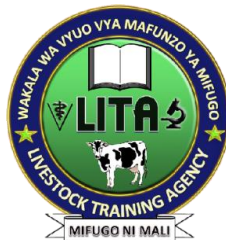
Lastly, on behalf of LITA, I wish you a safe journey and success in your studies at ..... Campus.

**For: CHIEF EXECUTIVE OFFICER LITA**

**Appendix 1: LITA Campuses Phone Numbers**

<b>Campuses</b>	<b>Mobile phone No.1</b>	<b>Mobile phone Head office</b>	<b>Mobile phone Academics</b>
Tengeru	0734293405	0734293406	0734293407
Mpwapwa	0758705774	0762422070	0659727926
Morogoro	0713599371	0786203825	0754670644
Madaba	0762066759	0625225697	0764573807
Buhuri	0755919724	0757954229	0754799293
Mabuki	0767495481	0717482823	0712946724
Temeke	0787770077	0768098723	0714927018
Kikulula	0764227584	0752655060	0789426464

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**REQUEST FOR MEDICAL EXAMINATION**

**PART A**

TO: THE MEDICAL OFFICER

From .....Campus

.....  
.....

RE: MEDICAL EXMINATION FOR ... ..

Please examine the above named student the listed condition/diseases for \*his/her fitness to attend course of study at Livestock Training Agency ..... Campus.

- |                      |                         |
|----------------------|-------------------------|
| (i) Asthma .....     | iv. Diabetes.....       |
| (ii) T.B .....       | v. Gastric ulcers ..... |
| (iii) Epilepsy ..... | vi. Others.....         |

Date.....

Signature.....  
For **CEO LITA**

**PART B**

**MEDICAL CERTIFICATE**

(To be completed by a Medical Officer)

I have examined the above and consider \*her/him physically fit/unfit for studies at Livestock Training Agency

Name of the Medical Officer .....

Signature.....

Designation.....

Official stamp



Date.....

Station.....

\*Delete as necessary

**Note:** Medical Examination should be exhaustive by specifying systems/condition/disease/allergic reaction to be examined.