



**INSTITUTE OF RURAL DEVELOPMENT PLANNING
DODOMA – TANZANIA**

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Our Ref: BA.7/45/02/2019

Date: 1/3/2019

Dear
P.O. Box.....

RE: ADMISSION FOR CERTIFICATE IN DEVELOPMENT ADMINISTRATION AND MANAGEMENT

I am pleased to inform you that you have been selected to the mentioned program for the academic year 2018/2019.

Selected candidates are expected to arrive at the Institute on Tuesday 05th March, 2019. The latest date for reporting is Monday 18th March, 2019 after which no candidate will be registered.

On arrival at the Institute, please bring with you the following items:-

1. Original Certificates of your academic qualifications (or unexpired result slip)
2. Original Birth Certificate
3. Course fee; TZS 830,000/=, paid in the following installments:

Semester I:

During registration 310,000/= (course fee and other expenses*), and at mid semester 200,000/=

Semester II:

During registration 215,000/= and at mid semester 200,000/=

4. Medical Health Insurance Fee TZS 50,400/= or NHIF membership card
5. Accommodation /Hostel fee TZS.350, 000/= per year.
6. Students have to incur costs of meals, accommodation, books and stationery and practical work.

Registration will only be made to candidates who meet all the above requirements (1 – 4).

Accommodation for students who will need it will be made by consulting MISAB during the registration process

Fees and other expenses (requirements 3, 4 and 5) should be paid during registration using a CONTROL NUMBER which would be given to students during registration. Be informed that, any money once deposited in the IRDP account will not be refunded.

Students are strongly advised to bring clothes that are acceptable based on the Government dressing code. Disciplinary action will be taken (including suspension or discontinuation from studies) for students who will violate this regulation.

I take this opportunity to congratulate you and wish you a successful study at IRDP.

We look forward to meet you.


Prof. Y. D. MNGUU (Registrar)

For: RECTOR

* Other expenses include Registration fee TZS 50,000/=, Sports and Games TZS. 10,000/=, Student Union Association TZS 20,000/=, NACTE Quality Assurance Fee TZS 15,000/= making a total of TZS. 95,000/=