



THE UNITED REPUBLIC OF TANZANIA

MINISTRY OF FINANCE

INSTITUTE OF RURAL DEVELOPMENT PLANNING



JOINING INSTRUCTION FOR BACHELOR DEGREE STUDENTS FOR ACADEMIC YEAR 2025/2026

The Institute of Rural Development Planning (IRDP) is pleased to inform you that you have been selected to join our Institute for the 2025/2026 academic year. These joining instructions provide essential information and requirements for your successful registration and stay at IRDP.

1. Opening Date, Campuses, Location and Registration

All first-year bachelor degree students are required to report to the Institute on Monday, 3rd November 2025 for official registration and orientation. Registration will take place during the first week, and late reporting will not be allowed without prior approval from the Director of Academic Support Services.

IRDP operates two campuses:

- The IRDP Main Campus is located in Dodoma Region, at Mbwanga area, along Dodoma–Arusha Road, about 7 km from Dodoma City Centre.
- The Lake Zone Training Centre is located in Mwanza Region, at Kitumba ‘A’ Village in Kisesa along Mwanza–Musoma Road, approximately 18 km from Mwanza City Centre.

Students selected to study at the Dodoma campus must report in Dodoma, while those selected for the Lake Zone Training Centre must report in Mwanza.

2. Documents Required for Registration

- ✓ Admission Letter
- ✓ Original academic certificates and transcripts (O-level, A-level, Diploma, as applicable)
- ✓ Birth Certificate
- ✓ National Identification Card (NIDA) number
- ✓ One (1) recent passport size photograph
- ✓ Any other documents specified in your admission letter

3. Fees and Payment

All students are required to pay tuition fees and other direct costs as per the official fee structure. Fee payment at IRDP is strictly done through the Government Electronic Payment Gateway (GePG) system using a Control Number issued by the Institute. Students must request and obtain their unique control numbers before making any payment. Proof of payment (payment receipt or bank slip) must be presented during registration. Ensure that all payments are made using your own name and correct control number.

4. Fee Structure

The detailed fee structure for the academic year 2025/2026 is provided in the table below. Students should carefully review it before effecting any payment.

Table 1: Fees Structure for Bachelor Degree Programmes in Tanzania Shillings

Item	Bachelor Degree Programmes (3 YRS)¹	Bachelor's Degree in Urban and Regional Planning/Urban Development and Environmental Planning/Land Management and Valuation (4 YRS)²
Tuition	1,130,000	1,400,000
Registration	60,000	60,000
Student Organization	20,000	20,000
Sports and games	10,000	10,000
NACTVET Quality Assurance fee	20,000	20,000
Total	1,240,000	1,510,000

¹List of three year bachelor degree programmes offered at the Institute of Rural Development Planning with similar costs

1. Bachelor Degree in Regional Development Planning
2. Bachelor Degree in Environmental Planning and Management
3. Bachelor Degree in Population and Development Management
4. Bachelor Degree in Development Finance and Investment Planning
5. Bachelor Degree in Economics
6. Bachelor Degree in Urban Development and Environmental Management
7. Bachelor Degree in Human Resource Management
8. Bachelor Degree in Community Development
9. Bachelor Degree in Business Administration
10. Bachelor Degree in Project Planning and Management
11. Bachelor Degree in Accounting and Finance
12. Bachelor Degree in Land Valuation and Management
13. Bachelor Degree in Information and Communication Technology
14. Bachelor Degree in Statistics
15. Master Degree in Urban Planning and Management

² Bachelor Degree in Urban and Regional Planning/ Urban Development and Environmental Planning – four years bachelor's degree programmes with different costs as compared to three years programmes

5. Other Payments Required

- a. National Health Insurance(NHIF) TZS 50,400/= or valid National Health Insurance Card
- b. Application Fee TZS 10,000/=
- c. **Health Examination Fee:** Each student will be required to pay TZS 5,000/= for health examinations. The examinations will be conducted at the **Institute's Dispensary**
- d. Hostel Fee: TZS 350,000/= per year for those who need accommodation.

6. Accommodation and Meals

Limited accommodation is available on campus and will be allocated on a first-come, first-served basis. Students who do not secure accommodation within the campus will be assisted to find alternatives off-campus. Meals will be available in the Institute's cafeteria at affordable prices.

7. Health Requirements

Every student is required to undergo a medical examination before registration. A medical examination form will be provided and must be completed by a recognized medical practitioner. All students must also have valid health insurance under the National Health Insurance Fund (NHIF). Those without NHIF coverage will be assisted during registration to enroll in the scheme. Health insurance is mandatory for the entire academic year.

8. Learning Resources and Personal Requirements

To effectively participate in academic programs, students are strongly advised to come with the following items:

- ✓ A **personal laptop computer** for research, assignments and online learning.
- ✓ USB flash drive or external hard disk for data storage.
- ✓ Scientific calculator (for programs requiring calculations).
- ✓ Stationery including exercise books, pens, rulers, and related study materials.
- ✓ Personal effects such as beddings, mosquito net, toiletries, and other essentials for daily life.

IRDP provides **library services, internet access, and computer laboratories**; however, **personal laptops and study tools** will enhance independent learning and research.

9. Sports and Games

The Institute encourages students to actively participate in various sports and recreational activities. Facilities are available for football, basketball, volleyball, athletics, indoor games and other physical activities. Participation in sports is essential for maintaining health, discipline and teamwork among students.

10. Religious Observance

IRDP respects the right of every student to freedom of worship. Students are encouraged to practice their faith freely. The Institute facilitates and provides venues for different religious groups to conduct prayers and related activities. All students are reminded to exercise tolerance and respect for other faiths and beliefs.

11. Discipline and Regulations

All students are expected to observe the Institute's rules, regulations, and code of conduct. This includes maintaining discipline, dressing decently, attending classes regularly, and refraining from any form of misconduct. Possession of illicit drugs, weapons, or engaging in activities contrary to Institute policies is strictly prohibited.

Furthermore, students are required to observe class timetables, IRDP Almanac, Examination Regulations, and Student Bylaws. Adherence to these will ensure smooth conduct and a successful academic life throughout their study at IRDP.

12. Important Contacts

For inquiries and further assistance, please contact:

The Director,
Directorate of Academic Support Services
Institute of Rural Development Planning (IRDP)
P.O. Box 138, Dodoma, Tanzania
Tel: +255 746 777001/02/06 (Dodoma)
Tel +255 742 001113 (Mwanza)
Email: admission@irdp.ac.tz | Website: www.irdp.ac.tz

Office Hours: Monday to Friday, 8:00 a.m. – 4:00 p.m.

13. Final Note

The Institute warmly welcomes you to IRDP. We are confident that your time here will be fruitful and rewarding. We wish you a successful academic journey in the 2025/2026 academic year.