



# TANZANIA PORTS AUTHORITY

## BANDARI COLLEGE DAR ES SALAAM

Bandari College  
Mahunda Street, Tandika,  
P.O. Box 9184,  
**Dar Es Salaam**

E-mail : pbc@ports.go.tz  
Date : 21<sup>st</sup> Sept 2021

*In reply please quote:*

Reference Number: LA.4/681/01/5

**RE: ADMISSION & JOINING INSTRUCTIONS FOR AN ORDINARY DIPLOMA**  
**(NTA-LEVEL 5 &6)**

Welcome to the Bandari College Dar-es-Salaam (BC). You have been admitted to pursue  
an Ordinary Diploma in

.....  
You will be enrolled at Bandari College Dares Salaam for the academic year 2021/2022  
September Intake. The duration of the programme is two years. This is NTA Level 5 and  
6 programme, after successful completion you will be awarded an Ordinary Diploma

The College is fully registered by the National Council for Technical Education (NACTE)  
with registration number **REG/EOS/018**. All students are required to be registered by  
the council and comply with required statutory guidelines, rules and regulations as issued  
by NACTE.

### **1. PROGRAMME STRUCTURE**

NACTE accredited programme are linked to the National Technical Awards (NTA). BC is  
accredited to offer professional awards. Professional awards cover level 4, 5 and 6. Upon  
successful completion of NTA level 4 a graduate is conferred a Basic Technician Certificate  
and Successful completion of NTA level 6, a graduate is conferred an Ordinary Diploma.

### **2. TERMS AND CONDITIONS OF ADMISSION**

Before registration, you will be required to pay all the required fees. The applicable fees  
must be paid in full or in installment (as per table 1) through the Control number issued at  
the College Bursar's Office immediately after initial verification of the documents. Students  
Organization (**BACOSO**) fee is paid through the Bank Accounts indicated in this form. It  
should be noted that No cash will be accepted.

Table 1. The fees structure for Ordinary Diploma Programme (NTA Level 5 and 6)

S/N	ITEM	ORDINARY DIPLOMA PROGRAMME (NTA LEVEL 5 & 6)				PAYMENT DURATION
		NTA LEVEL 5		NTA LEVEL 6		
		Local	Foreigner	Local	Foreigner	
1 <sup>st</sup> Installment	Tuition Fees	300,000	\$180	300,000	\$180	During registration of first semester  (1 <sup>st</sup> and 2 <sup>nd</sup> week)
	Registration	10,000	10,000	-	-	
	NACTE Quality Assurance Fee	15,000	15,000	15,000	15,000	
	Academic Transcript	10,000	10,000	-	-	
	Examination Fees	50,000	50,000	-	-	
	Student's ID Card	5,000	5,000	5,000	5,000	
	*NHIF Contribution	50,400	50,400	50,400	50,400	
	BACOSO	20,000	20,000	-	-	
	<b>Total</b>	<b>460,400</b>	<b>\$180 + TZS 160,400</b>	<b>365,400</b>	<b>\$180 + TZS 65,400</b>	
2 <sup>nd</sup> Installment	Tuition Fees	200,000	\$120	200,000	\$120	Before 8 <sup>th</sup> week of the First Semester
3 <sup>rd</sup> Installment	Tuition Fees	300,000	\$180	300,000	\$180	During registration of Second semester  (1 <sup>st</sup> and 2 <sup>nd</sup> week)
4 <sup>th</sup> Installment	Tuition Fees	200,000	\$120	200,000	\$120	Before 8 <sup>th</sup> week of the Second Semester
<b>Total Amount (Per Annum)</b>		<b>1,160,400</b>	<b>\$600 + TZS 160,400</b>	<b>1,070,400</b>	<b>\$600+ TZS 70,400</b>	-

**NOTE:**

Bandari College Students' Organization (**BACOSO**) Contribution is direct payable to BACOSO Bank Account detailed below: -

BANK NAME: DCB COMMERCIAL BANK PLC

ACCOUNT NAME: SERIKALI YA WANAFUNZI CHUO CHA BANDARI

ACCOUNT NUMBER: 000520100000043

**RECOMMENDED DIRECT PARTICIPANT EXPENSES (PAYABLE DIRECTLY TO STUDENT):**

Table 2: Recommended direct payable expenses to student

S/N	ITEM	AMOUNT (TSHS)	DURATION
1	Book and Stationary Allowance	300,000/=	Per Annum
4	Minimum Meal Allowance	15,000/=	Per day
5	Field attachment	300,000/=	During field Attachment period NTA – Level 5 Only
7	Graduation Gown	20,000/=	Upon passing Examination NTA-Level 6

**3. REGISTRATION REQUIREMENTS**

The reporting date to the College is **18<sup>th</sup> October 2021**. The registration period is **strictly** two weeks from the opening day where by the first week (**18<sup>th</sup> -22<sup>nd</sup> October 2021**) is scheduled for registration and the second week (**25<sup>th</sup> -29<sup>th</sup> October 2021**) for



orientation. Classes will begin on **01<sup>st</sup> November 2021**. Failure to comply will result to forfeiture of your chance. In order to qualify for the Registration, a student must fulfil the following requirements: -

- i) Pay the applicable tuition fees and other prescribed costs
- ii) Present all original Academic Certificate and birth certificate for verification process and submit a set of its copies (i.e form IV, VI, NTA Level 4, Birth Certificate or any applicable certificate.)
- iii) Bring two photographs (stamp Size)
- iv) Submit personally dully filled Medical Examination Report (Form D)
- v) Residence Permit (for foreigners).

**Note: All students (new and continuing) shall be required to register every semester to validate their studentship. The normal registration period is two weeks from the opening date of academic semester.**

#### **4. ACCOMMODATION**

The College does not offer Accommodation; students are advised to make their own arrangements for accommodation in advance prior to commencement of the academic year

#### **5. MEDICAL EXPENSES**

Students health contribution will be Tshs 50,400/= per year. This is compulsory to all students. Health insurance cards will be provided to each student. Those with Valid Health Insurance Card(s) already should submit Copies of the Card(s) during registration for Verification.

#### **6. RULES AND REGULATIONS**

Students admitted into the College are expected to abide to the rules and regulations governing the College. You will be dismissed from studies if:

- i) Engage yourself in any unlawful activities or student strikes.
- ii) Rape or sexually abuse fellow student;
- iii) Insult or commit perjury
- iv) Disrespect your instructors, through insult or physical abuse;
- v) Fail to observe examination regulations
- vi) Not attend 75% of classes without valid reasons
- vii) Steal College property
- viii) Do not adhere to NACTE rules and regulations.

Failure to observe or comply with other rules and regulations may lead to be deregistered by the college.

## **7. COMMUNICATION**

Students are required to regularly consult notice boards, Student Information Management System (SIMS), College website [www.bandari.ac.tz](http://www.bandari.ac.tz) and direct contact with Registrar's Office.

## **8. FOR PORT VISIT AND STUDY**

For the purpose of port visit as part of study selected students are required to buy the following:

- a. High Visibility Vest (Reflector) - (ALL STUDENTS)
- b. Safety Boot - (ENGINEERING STUDENTS ONLY)
- c. Safety Shoes - (ALL STUDENTS)
- d. Overall Coat - (ENGINEERING STUDENTS ONLY)
- e. Safety Helmets - (ALL STUDENTS)

## **9. DRESSING CODE**

Every student should use appropriate dress code and conduct to be observed by all students of the College when on the College's premises or when attending any official functions organized by College or in which the College is involved (See the attached samples).

## **10. IMPORTANT NOTICE:**

- i) One semester is equivalent to 17 weeks
- ii) Field attachment is an integral part of each training programme offered at the college. Sponsors/Parents are requested to support the students during this period by paying to the students' allowances to meet field expenses. The duration of the attachment is a period of not less than 4 weeks.
- iii) Fees once paid are not refundable.
- iv) The College reserves the right to change fees payable to itself as deemed fit or on a short notice
- v) Money for private use/incidental expenses should not be deposited into the college's bank account.
- vi) A student is required to wear the Identification Card throughout within College Campus. Loss of ID shall imply re-payment of processing fee to the College after submission of Police Loss report for ID re-printing. Students who will repeat (a year/module) or resume studies after postponement should also re-pay the ID fee.

Lastly, we expect you will commit yourself to your studies at Bandari College Dar es salaam, you are warmly welcome and thank you for choosing ***Bandari College of Port Management and Maritime Logistics.***



**Dr. Lufunyo Hussein**  
**PRINCIPAL**





# TANZANIA PORTS AUTHORITY

## BANDARI COLLEGE DAR ES SALAAM

Insert your  
Passport  
Photo size  
here

### ACCEPTANCE OF ADMISSION OFFER

To: The Principal  
Bandari College  
Mahunda Street, Tandika  
P.O.Box 9184,  
**Dar-es-salaam**  
Email: [pbcc@ports.go.tz](mailto:pbcc@ports.go.tz)

Dear Sir,

I \_\_\_\_\_ I acknowledge receipt  
of the 2021/2022 (September intake) Admission Letter that I have been successful being  
admitted to pursue an Ordinary Diploma in .....

I confirm my acceptance of the terms and condition stated in the above admission letter  
and promise to abide to the rules, procedures and regulations of the college and  
understand that upon breaching the rules I may be discontinued from the studies

Yours faithfully,

(Signature): \_\_\_\_\_

NAMES: (In Capital): \_\_\_\_\_

Admission number: \_\_\_\_\_

Date: \_\_\_\_\_

This form should be returned during registration.

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***All correspondence should be addressed to the Principal***



# TANZANIA PORTS AUTHORITY

## BANDARI COLLEGE DAR ES SALAAM

Insert your  
Passport  
Photo size  
here

REG. NO: \_\_\_\_\_

### STUDENTS REGISTRATION FORM 2021/2022 ACADEMIC YEAR-SEPTEMBER INTAKE

(To be completed by students joining Bandari College during registration: **\*USE CAPITAL LETTER\***)

1. STUDENT NAMES (3 NAMES) \_\_\_\_\_
2. ADMITTED PROGRAMME: \_\_\_\_\_
3. ADMISSION NUMBER: \_\_\_\_\_
4. DATE OF BIRTH: DAY \_\_\_\_\_ MONTH \_\_\_\_\_ YEAR \_\_\_\_\_
5. PLACE OF BIRTH: \_\_\_\_\_ 5. GENDER: \_\_\_\_\_
6. MARITAL STATUS: \_\_\_\_\_ 7. NATIONALITY: \_\_\_\_\_
8. PERMANENT HOME ADDRESS (POSTAL): \_\_\_\_\_
9. STUDENT'S PHONE NO: \_\_\_\_\_
10. E-MAIL (it is a must): \_\_\_\_\_
11. NIDA number: \_\_\_\_\_
12. PHYSICAL ADDRESS:  
Region: \_\_\_\_\_ District: \_\_\_\_\_  
Ward: \_\_\_\_\_ Street: \_\_\_\_\_ House No: \_\_\_\_\_
13. FINANCIAL SPONSOR:  
Organization name: \_\_\_\_\_  
Telephone no: \_\_\_\_\_ Email Address: \_\_\_\_\_
14. EMPLOYER (IF ANY): \_\_\_\_\_  
ADDRESS OF EMPLOYER: \_\_\_\_\_  
JOB TITLE: \_\_\_\_\_  
WORK STATION: \_\_\_\_\_
15. NEXT OF THE KIN (To be informed in case of any emergency):  
NAME: \_\_\_\_\_ AREA OF RESIDENCE: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

**TANZANIA PORTS AUTHORITY****BANDARI COLLEGE DAR ES SALAAM**

Mahunda Street, Tandika  
P.O.Box 9184,  
**Dar-es-salaam**  
Tel: (255)22-2850970  
Email: [bbc@ports.go.tz](mailto:bbc@ports.go.tz)  
Website: [www.bandari.ac.tz](http://www.bandari.ac.tz)

**MEDICAL EXAMINATION REPORT**

*(To be Completed with the Government Medical Officer)*

**PART ONE****PARTICULARS OF THE APPLICANT**

SURNAME \_\_\_\_\_ FIRST AND MIDDLE NAMES \_\_\_\_\_  
AGE \_\_\_\_\_ SEX \_\_\_\_\_ MARITAL STATUS \_\_\_\_\_  
PROGRAMME \_\_\_\_\_

**PART TWO****A: PERSONAL HISTORY**

Has the examinee suffered from any of the following?

- |  |  |
|--|--|
| 1. Tuberculosis                            | 15. Jaundice                                     |
| 2. Pneumonia                               | 16. Dysentery                                    |
| 3. Other respiratory disease               | 17. Varicose Veins                               |
| 4. Pleurisy                                | 18. Kidney or Urinary disease                    |
| 5. Asthma                                  | 19. Rapture                                      |
| 6. Allergic disorder                       | 22. Diabetes                                     |
| 7. Heart disease Gastric or duodenal ulcer | 21. Epilepsy                                     |
| 8. Recurrent indigestion                   | 22. Poliomyelitis or other neurological disorder |
| 9. Nervous breakdown                       | 23. Skin disease                                 |
| 10. Psychiatric disorder                   | 24. Malaria or other tropical disease            |
| 11. Eye disorder                           | 25. Cholera                                      |
| 12. Ear, Nose or Throat disorder           | 26. Operations                                   |
| 13. Gynecological disorder (female only)   | 27. Serious accidents                            |
| 14. Anemia 28. Any other serious disorder  | 29. Pregnancy (female only)                      |

**B: PHYSICAL EXAMINATION**

1. Height metres \_\_\_\_\_ Centimetres \_\_\_\_\_  
2. Weight (kilograms) \_\_\_\_\_  
3. Skin disease \_\_\_\_\_

4. Eyes Conjunctives Pupils



Sight: Without glasses

Right \_\_\_\_\_

Left \_\_\_\_\_

With glasses

Right \_\_\_\_\_

Left \_\_\_\_\_

5. Please state condition of ears

(if any discharge) \_\_\_\_\_

Mouth and throat \_\_\_\_\_

6. Respiratory system:

Any abnormality? \_\_\_\_\_

7. Cardiovascular system:

Blood pressure: Systolic \_\_\_\_\_

Diastolic \_\_\_\_\_

Heart: any murmur?

Arteries and veins \_\_\_\_\_

8. Abdomen:

Masses \_\_\_\_\_

Liver \_\_\_\_\_

Spleen \_\_\_\_\_

Kidneys \_\_\_\_\_

Any operation scar? \_\_\_\_\_

9. Genitalia:

Hernia \_\_\_\_\_

Hydrocel \_\_\_\_\_

10. Any clinical evidence of hyperacidity or gastric duodenal ulcer?

\_\_\_\_\_

### C: LABORATORY TEST

1. Urine: Albumin \_\_\_\_\_

Sugar \_\_\_\_\_

Leucocytes \_\_\_\_\_

Bilharzia \_\_\_\_\_

Stools: Special Emphasis on Hookworm or Bilharzia \_\_\_\_\_

2. Blood examination: Haemoglobin: \_\_\_\_\_

White cell count – Total \_\_\_\_\_

Different Count:

(a) Neutrophils: \_\_\_\_\_

(b) Eosinophils: \_\_\_\_\_

(c) Basophils: \_\_\_\_\_

(d) Lymphocytes: \_\_\_\_\_

(e) Monocytes \_\_\_\_\_

(f) Erythrocyte Sedimentation Rate (ESR) mm/hr \_\_\_\_\_



**D: X-RAY EXAMINATION**

X ray Report \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Name of the examiner \_\_\_\_\_  
Title of examinaer \_\_\_\_\_  
Signature of examinaer \_\_\_\_\_  
Date of examination \_\_\_\_\_

**CONCLUSION**

I have examined the above named and consider that he/she is physically fit or not fit for an intensive programme of studies. (delete whichever is not relevant).

Name of the Medical Officer: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Official Stamp or Seal

**PLEASE RETURN THIS FORM IN SEALED ENVELOPE TO:**

The Principal  
Bandari College  
Mahunda Street, Tandika  
P.o Box 9184,  
**Dar-es-salaam**  
**TANZANIA**

Fax: (255)22-2113938  
Tel: (255)22-2850970  
Email: [pbcc@ports.go.tz](mailto:pbcc@ports.go.tz)

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## BANDARI COLLEGE

### BAADHI YA MAVAZI YANAYOFAA KWA WANAFUNZI WAWAPO KATIKA MAZINGIRA YA CHUO



Gauni chini ya Magoti



Full Suit



Tenit



Kitenge



Suruali Isiyobana  
Blouse Ifunike Makalio



Suruali na Shati



Hijabu na Baibui



Shati la cholai



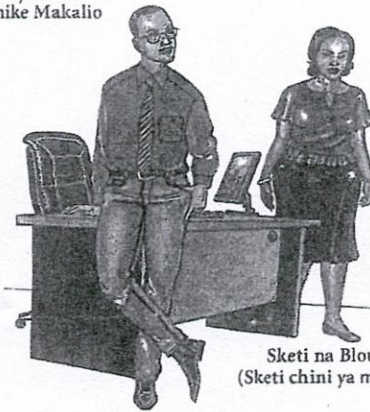
Suti ya kike  
(Sketi chini ya magoti)



Shati la kitenge  
na batiki



Kaunda Suit



Sketi na Blouse  
(Sketi chini ya magoti)



Suit

Jeans na Shati ichomekewe

### BAADHI YA MAVAZI YASIYOFAA KWA WANAFUNZI WAWAPO KATIKA MAZINGIRA YA CHUO



Blouse zinazoacha kifua wazi



Body Tight pia  
Kujichora Tattoo



Mlegezo



Sketi fupi (Mini skirts)



Mpasuo



Niqab (Ninja)



Mgongo wazi na nguo  
za ndani kuonekana



Kusuka nywele na  
hereni kwa wanaume



Vest aina zote



Kifua wazi na  
tumbo nie



Nguo zinazoonyesha ndani