



BIST- BAGAMOYO AFRICAN INSTITUTE OF SCIENCE AND TECHNOLOGY

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JOINING INSTRUCTION FOR ACADEMIC YEAR 2025/2026

Bagamoyo Institute of Science and Technology (BIST) is a private college fully registered by NACTVET with registration number.....

The college offers the following courses at Certificate and Diploma levels;

Health and Allied Sciences

1. Clinical Medicine
2. Medical Laboratory Sciences
3. Pharmaceutical Sciences
4. Health Records and Information Technology

Sciences and Technology

5. Computer Science

Agriculture Sciences

6. Animal Health and Production
7. Agriculture Production

Social Sciences and Humanities

8. Secretarial Studies

Business Administration

9. Accounting
10. Banking and Finance
11. Accounts and Finance
12. Transport and Supply Chain Management
13. Business Administration

Tourism and Hospitality

14. Travel and Tourism Management
15. Food and Beverage Sales Services

I. GENERAL REQUIREMENTS FOR ALL PROGRAMES

On arrival at Bagamoyo Institute of Science and Technology (BIST), all students must submit the following documents;

- i. Admission letter to BIST
- ii. Dully filled Medical Examination Form
- iii. Original Certificates of Secondary School Education
- iv. Birth certificate/Affidavit
- v. Identity cards and Travel Passports for foreigners
- vi. Four recent colored passport size photos
- vii. Bank Pay-in-Slip for tuition fees and other charges
- viii. One Ream (A4) at the beginning of first and second semesters

II. REQUIREMENTS FOR HOSTEL STUDENTS

All boarding/hostel students must bring with them the following;

- i. One blanket
- ii. Four bed sheets
- iii. One pillow
- iv. Two pillow cases
- v. One mosquito net
- vi. One plastic bucket
- vii. Towels
- viii. Open shoes/sandals and canvas shoes for casual stay

NB:

- i. It is criminal offence to submit false or forged information/certificates/documents. Appropriate legal action will be taken against the offender.
- ii. All other outfits after classes MUST be of good manner.

III. ADMISSION TO DIFFERENT PROGRAMMES

S/N	PROGRAMME/CO RSE	ENTRY QUALIFICATIO S	BASIC REQUIREMENTS
1	CLINICAL MEDICINE	Certificate of Secondary School Education Examination (CSEE) with four passes (D and above) of non-religious subjects including page 2 of 8 Biology, Chemistry and	i. College uniforms (Two pairs and one clinical coat) available at a cost of 150,000/= ii. Student learning kit available at a cost of 150,000/= iii. Black leather shoes (Open shoes/sandals are not allowed in classes or in

		Physics/Engineering science.	practical areas) iv. Boxes of Clean Gloves for personal practical/clinical sessions.
2	MEDICAL LABORATORY SCIENCES	Certificate of Secondary School Education Examination (CSEE) with four passes (D and above) of non-religious subjects including Biology, Chemistry, Physics/Basic Mathematics and English language.	i. College uniforms (Two pairs and one clinical coat) available at a cost of 150,000/= ii. Boxes of Clean Gloves for personal practical sessions. iii. Black leather shoes (Open shoes/sandals are not allowed in classes or in practical areas)
3	PHARMACEUTICAL SCIENCES	Certificate of Secondary School Education Examination (CSEE) with four passes (D and above) of non-religious subjects including Biology, Chemistry.	i. College uniforms (Two pairs and one clinical coat) available at a cost of 150,000/= ii. Tanzania Pharmaceutical Hand Book (One copy), available at 50,000/= iii. Scientific calculator iv. Black leather shoes (Open shoes/sandals are not allowed in classes or in practical areas)
4	HEALTH RECORDS AND INFORMATION TECHNOLOGY	Certificate of Secondary School Education Examination (CSEE) with four passes (D and above) of non-religious subjects including Chemistry, Biology, Basic Mathematics and English Language.	i. College uniforms (Two pairs and one clinical coat) available at a cost of 150,000/= ii. Black leather shoes (Open shoes/sandals are not allowed in classes or in practical areas)

5	ANIMAL HEALTH AND PRODUCTION	Certificate of Secondary Education Examination (CSEE) with at least four passes in non-religious subjects including two passes in Biology, Chemistry, Physics, Mathematics, Geography and Agricultural Sciences OR National Vocational Award (NVA) III/Trade Test I in Animal Health and Production	i. College uniforms (Two pairs and one clinical coat) available at a cost of 150,000/= ii. Black leather shoes (Open shoes/sandals are not allowed in classes or in practical areas) iii. Student learning kit available at a cost of 150,000/=
6	AGRICULTURE PRODUCTION	Certificate of Secondary Education Examination (CSEE) with at least four passes in non-religious subjects including two passes in Biology, Chemistry, Physics, Mathematics, Geography and Agricultural Sciences OR National Vocational Award (NVA) III/Trade Test I in Animal Health and Production	i. College uniforms (Two pairs and one clinical coat) available at a cost of 150,000/= ii. Black leather shoes (Open shoes/sandals are not allowed in classes or in practical areas) iii. Student learning kit available at a cost of 150,000/=
7	ACCOUNTANCY	Certificate of Secondary School Education Examination (CSEE) with four passes (D and above) of non-religious subjects.	i. Scientific calculator ii. Black leather shoes (Open shoes/sandals are not allowed in classes. iii. Professional dressing code
8	BANKING AND FINANCE	Certificate of Secondary School Education Examination (CSEE) with four passes (D and above) of non-religious subjects.	i. Scientific calculator ii. Professional dressing code
9	ACCOUNTING AND FINANCE	Certificate of Secondary School Education Examination (CSEE) with four passes (D and above) of non-religious subjects.	i. Scientific calculator ii. Professional dressing code
10	TRANSPORT AND SUPPLY CHAIN MANAGEMENT	Certificate of Secondary School Education Examination (CSEE) with	i. Scientific calculator ii. Professional dressing code

		four passes (D and above) of non-religious subjects.	
11	BUSINESS ADMINISTRATIO N	Certificate of Secondary School Education Examination (CSEE) with four passes (D and above) of non-religious subjects.	i. Scientific calculator ii. Professional dressing code
12	COMPUTER SCIENCE	Certificate of Secondary School Education Examination (CSEE) with four passes (D and above) of non-religious subjects.	i. Scientific calculator ii. Laptop iii. Professional dressing code
13	SECRETARIAL STUDIES	Certificate of Secondary School Education Examination (CSEE) with four passes (D and above) of non-religious subjects.	Professional dressing code
14	TRAVEL AND TOURISM MANAGEMENT	Certificate of Secondary School Education Examination (CSEE) with four passes (D and above) of non-religious subjects.	Professional dressing code
15	FOOD AND BEVERAGE SALES SERVICES	Certificate of Secondary School Education Examination (CSEE) with four passes (D and above) of non-religious subjects.	Professional dressing code

IV. TUITION FEES FOR 2025/2026

A. Tuition fee Per annum	
COURSE	For Tshs
Clinical Medicine	TShs 1,600,000/=
Medical Laboratory Sciences	
Pharmaceutical Sciences	
Health Records and Information Technology	
Animal Health and Production	TShs 1,400,000/=
Agriculture Production	TShs 1,300,000/=
Accounting	TShs 1,300,000/=
Banking and Finance	
Accounting and Finance	
Transport and Supply Chain Management	
Computer Sciences	TShs 1,200,000/=
Secretarial Studies	TShs 800,000/=
Business Administration	TShs 1,000,000/=
Travel and Tourism Management	TShs 1,400,000/=
Food and Beverages Services Sales	TShs 1,200,000/=

OTHER CHARGES/PAYMENTS FOR 2025/2026

B: Other Charges/Payments		
FOR (CMT, MLT, PST, HRIT AHP, AgP)		FOR (Acc, AcF, TSCM, BA, CS, SS, FBS, TTM, BAF)
DESCRIPTION	(TSHS)	(TSHS)
Application form	30,000	30,000
Registration fee per semester	10,000	10,000
National Examination Fees	280,000	-
NACTVET Quality Assurance and Verification Fee	35,000	35,000
Hostel per Year	300,000	300,000
Medical Examination Form	10,000	10,000
Medical fee per Year	60,000	60,000
Practicum & Field Attachment Fee	160,000	100,000
Examination fee per year	100,000	100,000
Caution money (paid once)	100,000	100,000
Identity Card (paid once)	10,000	10,000
Students Union (BISTSO) Fee per Year	20,000	20,000
Student Uniform (CMT, MLT, HRIT, AHP & AgP)	150,000	-
Total cost to College	1,265,000	775,000.00

V. MODE OF PAYMENTS

All payments shall be paid through the following **BIST** Accounts;

TUITION FEES

Account Name: BIST Tuition Fees

Account Number: 015C000W76H00

Bank Name: CRDB

OTHER PAYMENTS

Account Name: BIST Miscellaneous Account

Account Number: 015C000WBAT00

Bank Name: CRDB

NOTE:

- i. Bring original bank pay - in slips upon arriving to the college.
- ii. The fees are payable in full or in two installments at the beginning of each academic year /semester.
- iii. Upon return of this form, bring the application fee (30,000/=) pay-in slip
- iv. The following should be attached with the duly filled application form;
 - Photocopy of Birth Certificate
 - a. Photocopy of Certificate Secondary School Education Examination
 - b. Three colored passport size photograph

VI. REQUIREMENTS FOR PAYMENTS OF SCHOOL FEES AND OTHER CHARGES

- i. Tuition fees: Payment should be paid **in full** at the beginning of each academic year or **in Two installments made at the beginning of each semester**
- ii. Hostel charges should be paid **in two installments** at the beginning of each semester.
- iii. Fees once paid will not be refunded if a student withdraws from/or leaves the College without prior permission from the Principal or is disqualified due to academic grounds or disciplinary issues.
- iv. Refund policy: **Fifty Percent (50%)** of Tuition Fees may be refunded if a student notifies the Principal to withdraw from the college within the first four weeks from the beginning of the academic year.
- v. Payment by Cheque, International Money Orders (IMO) etc is accepted prior to clearance by the bank.
- vi. There is no any payment through mobile money services. The College has no agents for fees or any other charges collection.
- vii. The bank original pay-in-slip should be submitted to the college accountant or cashier for receipt/acknowledgement.

NOTE: We strongly advise parents/guardians to pay through bank accounts and give their students a pay in slip

. PARENTS/GUARDIAN DECLARATION

I.....**(Parent/Guardian/Sponsor)** agree to comply with all College rules and regulations and I hereby promise to fully collaborate with the College Management in assisting a student to abide to the College's rules and regulations.

SIGNATURE..... DATE: / /

PRINCIPAL

**BAGAMOYO INSTITUTE
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