

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

Telegram: "Mifugo"  
Phone: 2861910  
Fax: 2861908  
Email: litahq@yahoo.com  
Website: <http://www.lita.go.tz>  
Reply please quote:



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

Ref. No: .....

Date .....

Dear Candidate,

**RE: STUDENT'S JOINING INSTRUCTIONS FOR BOARDING/DAY STUDENTS  
FOR THE ACADEMIC YEAR 2019 / 2020**

1. I am glad to inform you that you have been selected by the Livestock Training Agency - LITA to Study at ..... Campus **NTA LEVEL 4 & 5** course of study leading to **TECHNICIAN CERTIFICATE IN ANIMAL HEALTH AND PRODUCTION**
2. **Please take note of the following:**

**Date of Arrival:**

Campus will open on **29/09/2019** You are therefore required to report at the Campus which you have been selected to join one or two days before orientation week begin. The latest date to report is **06/10/2019**; *orientation week will take place from 30/09 to 05/10/2019.*

**Travel arrangements:**

You are responsible for your own travel expenses to and from the Campus.

**3. Location of the Campuses**

**Campuses are located at different Zones in the country**

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 Higher land 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

1St year NTA Level 4		2nd year NTA Level 5		3rdyear NTA Level 6	
SEM I	SEM II	SEM I	SEM II	SEM I	SEM II
457,750	412,250	497,500	487,500	497,500	487,500

You have to pay tuition fee for the respective semester through the **LIVESTOCK TRAINING AGENCY**. This payment must be done by requesting electronic control number from the respective campus. The Original Bank pay in slip should be presented by the student on arrival. Moreover, no cash payments will be accepted

NB: Accommodations is *limited for male students* at campus hostels in most campuses, therefore each student is allowed to pay accommodation fee after securing the accommodation upon arrival to the Institute. The accommodation fee is **Tsh. 61,250/=** per semester and **122,500/= for one academic year**. The accommodation payment is done through **LIVESTOCK TRAINING AGENCY**. The payment is done by first requesting electronic control number from the campus Accountant. (Control Number can be requested through respective campus mobile phone numbers in **Appendix 1 below**)

ii. Meal allowance

The suggested 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:** Student costs for medical, meal, transport, stationery and pocket money must be paid to individual student Bank Account.

iii. Student shall pay certificate and transcript fee 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 subjected to 10% deduction.**

**5. MEDICAL EXPENSES**

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

**NB: The said amount 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 the responsibility of 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 not allowed in hostels. Ironing will be done 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. **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	0757982122	0620238450	0753453395
Mpwapwa	0658439198	0716256780	0716482533
Morogoro	0764858931	0786203825	0754670644
Madaba	0762066759	0625225697	0764573807
Buhuri	0717916352	0757954229	0754799293
Mabuki	0713493932	0712581367	0712946724
Temeke	0713208165/0713599371	0627885747	0716995351
Kikulula	0764227584	0752655060	0789426464

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REQUEST FOR MEDICAL EXAMINATION

**PART A**

TO: THE MEDICAL OFFICER

From .....Campus

.....  
.....

RE: MEDICAL EXAMINATION FOR ... ..

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

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.