



## **JOINING INSTRUCTIONS**

Name:.....

We are pleased to inform you that you have been selected to join the following program of study at the Academy.....

In order to commence your studies, you are required to report at the Academy on.....

Please note that you are required to register within..... days otherwise your admission shall be cancelled.

The overall requirements and procedures for enrollment are indicated in the table below

### **PROGRAMME AND REGISTRATION REQUIREMENTS**

Upon arrival at the Academy, you will be required to report to the Registrar for registration. The registration process will require you to provide the following documents

1. National ID (for local students)
2. Passport for (international students)
3. Original birth certificate
4. Relevant original certificates and transcripts

### **Please note**

You will be registered in the program you have been admitted to. The names you indicate in this form must match those in your education certificates. Submission of forged certificates/documents will be reported to the Police for prosecution

### **CANDIDATES WITH SPECIAL NEEDS**

If the Trainee has any special requirements/reasonable adjustments (eg: language/literacy, religious considerations, physical - such as hearing/visual/physical impairments), should inform the short course coordinator in advance.

### **FINANCIAL REQUIREMENTS**

1. Registration shall be completed upon payment of required fees
2. Fees, once paid, shall not be refunded or transferred to another party

### **MODE OF PAYMENT**

All fees must be paid directly to the Academy's bank account

Note: The bank deposit slips should indicate your full names and your course

### **STUDENT REGISTRATION**



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Plot no 2035, Block 155  
Dar es Salaam

Upon registration, you will be required to familiarize yourself with the Academy Regulations including Examination regulations, Students Disciplinary rules and the Academy dress code. These regulations will provide you with the guidelines on your academic and general life during the course.

I would like to welcome you at DMTA. You will find comfort and composure in your academic and social life at the Academy.

Sincerely,

**Principal**

Student's declaration

I....., do hereby declare that I have read and understood these joining instructions and promise to abide by the conditions specified therein. I also declare that all the documents/information I have submitted to the Academy are genuine and true to the best of my knowledge.

Signature:..... Date:.....