

MINISTRY OF CONSTITUTIONAL AND LEGAL AFFAIRS LAW SCHOOL OF TANZANIA

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P.O. Box 9422
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INVITATION FOR APPLICATIONS FOR ADMISSION INTO THE BASIC TECHNICIAN CERTIFICATE COURSE IN PARALEGAL WORK (NTA LEVEL 04)

The Law School of Tanzania is inviting applications from qualified candidates wishing to pursue the Basic Technician Certificate Course in Paralegal Work. (NTA Level 4)

Entry Requirements:

- 1.0 An applicant must have a pass in at least **four (4)** non-religious subjects including English language at Certificate of Secondary Education examination (CSEE) or its equivalent.
- 1.1 All Foreign Secondary School Certificates must have their equivalence from the National Examinations Council of Tanzania.

Application Process

- 1.0 Application to join the programme should be done online using the following link: <https://saris.lst.ac.tz/Registrations>
- 2.0 The applicant is required to pay application fee using **Control Number**. In order to obtain the control number follow these steps:
 - 2.1 Go to payment portal accessible through <https://www.lst.ac.tz>
 - 2.2 Then select Payments at the menu
 - 2.3 Fill the Payment Registration Form
 - 2.4 On payment type select Receipt from Application Fee
 - 2.5 On the amount type "5000"
 - 2.6 Click Submit button
 - 2.7 On the next page your control number will appear.
 - 2.8 Lastly, click the control number to download the billing invoice printout in pdf.
- 3.0 How to Pay Your Bill
Payments can be done through the **Bank Deposit** or **Mobile Phone** using the following Mobile Networks: -

Payment Through Mobile Networks

	Tigopesa	M-Pesa	AirtelMoney	T-Pesa
1.	Enter *150*01#	Enter *150*00#	Enter *150*60#	Enter *150*71#
2.	Select 4 (Pay bills)	Select 4 (Pay bills)	Select 5 (Pay bills)	Select 4 (Pay bills)
3.	Select 5 (Government Payments)	Select 5 (Government Payments)	Select 5 (Government Payments)	Select 5 (Government Payments)
4.	Enter reference number (Control Number)	Enter reference number (Control Number)	Select 1 (Enter reference number /Control Number)	Enter reference number (Control Number)
5.	Enter the amount to be paid	Enter the amount to be paid	Enter reference number (Control Number)	Enter the amount to be paid
6.	Enter your pin number to confirm	Enter your pin number to confirm	Enter the amount to be paid	Enter your pin number to confirm
7.		Confirm by choosing 1	Enter your pin number to confirm	

4.0 The deadline for application is on 30th July 2022

ISSUED on 24th May 2022 by:

Principal
Law School of Tanzania
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