

MINISTRY OF CONSTITUTIONAL AND LEGAL AFFAIRS LAW SCHOOL OF TANZANIA

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Plot No. 2005/2/1 Off Sam
Nujoma Rd/Mpakani Rd
P.O. Box 9422
Dar Es Salaam
Tanzania

Date: 11th October 2024

Dear Prospective Student,

RE: ADMISSION INTO THE BASIC TECHNICIAN CERTIFICATE IN PARALEGAL PROGRAMME

Please refer to your application for admission into the Basic Technician Certificate in Paralegal studies for the Academic Year 2024/2025.

I am glad to inform you that after NACTVET verification of your application, you are hereby given an offer of admission into the aforesaid programme. This is a one academic year programme, commencing on **Monday, 21st October, 2024**.

For your guidance, please read carefully the following instructions:

1. Location

The Law School's Basic Technician Certificate in Paralegal studies will be conducted at the Law School of Tanzania premises located at plot No. 2005/2/1 off Sam Nujoma Road/Mpakani Road.

2. Arrival at the School

The orientation programme and registration will commence on Monday, 21st October, 2024. Students selected for this intake must report at the Law School of Tanzania from 9.00 a.m on that day. Selected applicants are required to register themselves and the deadline for registration is Tuesday 25th October, 2023. Students shall be responsible for their travelling and other expenses.

3. Registration

- You will be required to register yourself officially for the Basic Technician Certificate in Paralegal programme. Registration will take place at Administration Block, 1st Floor Room, Room No. 102. Further information will be given on arrival.
- For registration purposes, you must produce the following:
 - i. Copy of Certificate of Secondary Education;
 - ii. Copy of birth certificate or some other document (Passport and National Identity Card) indicating your nationality;
 - iii. Duly filled medical examination forms enclosed in the Joining Instructions;
 - iv. Two recently taken passport size photographs;
 - v. Proof of payment of programme fee, as indicated in this Admission Letter.

4. Accommodation

The Law School has no accommodation facilities. Students shall, therefore, be responsible for arranging their own accommodation.

5. Medical Services

Students are strongly advised to have health insurance to cover for their medical expenses during study duration.

6. Indirect Costs

Students shall bear all indirect costs related to his/her studies at the School including meals, books & stationary, transport etc

7. Medical Examinations

- Admission into the programme is conditional upon a satisfactory medical examination report being received by the School before or upon arrival of any new student. Students are therefore required to undergo medical examination by a registered medical practitioner. **Under no circumstances will the School accept medical examination report which is not made by a qualified medical practitioner.**
- You are therefore, required to present the enclosed Medical Examination form to a registered medical practitioner requesting for a medical examination.

8. Fees

The programme fee is Tsh 1,325,000/=.

9. Modalities for Payment of Fees

- Fees i.e., TZS. 1,325,000/= (payable in two equal instalments) must be remitted using a Control Number to be obtained at the accounts office, Administration Block, 4th Floor, Room Number 402.
- **Cash payments shall not be accepted under any circumstances.**

- The School shall levy a 2% surcharge or 50,000/= whichever is higher on any amount of money other than fees paid into the School's account meant for subsistence or incidental uses of students. Such private payments should be made to students directly.

10. Declaration Regarding Compliance with Regulations and By- Laws

All students accepting admission into the Basic Technician Certificate in Paralegal studies shall be required to sign "The Student Declaration Form" which is a binding undertaking by the student concerned that he/she shall abide by the regulations and by-laws of the School.

For further information, please contact, The Law School of Tanzania, P.O Box 9422, Dar Es Salaam, Telephone: +255-22-2927634 or email: <info@lst.ac.tz>

I look forward to meeting you soon.

Ipyana Mwaikambo
For: **PRINCIPAL**

PROGRAMME FEE

Tuition Fee	1,000,000.00
NACTVET Fee	20,000.00
Registration Fee	20,000.00
Examination Fee	70,000.00
Field Supervision Fee	80,000.00
Institutional Stationery and Photocopy Services	50,000.00
Identity Card	20,000.00
Statement of Results	5,000.00
Transcript	20,000.00
Graduation Fee	40,000.00
TOTAL	1,325,000.00