

# MINISTRY OF CONSTITUTIONAL AND LEGAL AFFAIRS

## LAW SCHOOL OF TANZANIA

Telegrams: "LEGAL"  
Telephone: +255-22-2927634  
Fax: +255-22-2927635  
Email: [principal@lst.ac.tz](mailto:principal@lst.ac.tz)  
Website: [www.lst.ac.tz](http://www.lst.ac.tz)



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

### INVITATION FOR APPLICATIONS FOR ADMISSION INTO THE BASIC CERTIFICATE IN PARALEGAL WORK (NTA 4) AND ORDINARY DIPLOMA IN LAW - PARALEGAL STUDIES (NTA 5-6)

The Law School of Tanzania is inviting applications from qualified candidates wishing to pursue the Basic Certificate in Paralegal Work (NTA 4) and Ordinary Diploma in Law - Paralegal Studies (NTA 5 - 6). The graduates among others will be eligible to be registered as Legal Aid Services Provider (Paralegal) under the Ministry of Constitutional and Legal Affairs or pursue further educational programs.

#### ENTRY REQUIREMENTS:

##### 1.0 BASIC CERTIFICATE IN PARALEGAL WORK (NTA 4)

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.

##### 2.0 ORDINARY DIPLOMA IN LAW - PARALEGAL STUDIES (NTA 5 - 6)

a) Holder of Advanced Certificate of Secondary Education Examination (ACSEE) with at least one principal pass and one subsidiary and having at least four passes in form four results, excluding religious subjects.

OR

b) Holder of a Basic Certificate in Paralegal Work (NTA Level 4) from the Law School of Tanzania or Basic Certificate in Law (NTA Level 4), Police Science, Policing and Security Management, Correctional Science, Law Enforcement from any recognized institution.

OR

c) Any other equivalent qualifications recognised by the relevant authority.

**Note:** All Foreign Secondary School Certificates must have their equivalence from the National Examinations Council of Tanzania.

#### APPLICATION PROCESS

1.0 Application to join the program should be done online using the following link:  
<https://saris.lst.ac.tz/Registrations>

2.0 The applicant is required to pay application fee amounting '5000' using **Control Number, generated in the Application system**

### 3.0 How to Pay Application Fee

Payments can be done through the **Bank Deposit** or **Mobile Phone** using the following Mobile Networks: -

#### Payment through Mobile Networks

	<b>Tigo pesa</b>	<b>M- Pesa</b>	<b>Airtel Money</b>	<b>T- Pesa</b>
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 14<sup>th</sup> July, 2024.

ISSUED on 27<sup>th</sup> May, 2024:

Principal  
Law School of Tanzania  
P. O. Box 9422  
DAR ES SALAAM, TANZANIA  
Website: [www.lst.ac.tz](http://www.lst.ac.tz)  
Email: [principal@lst.ac.tz](mailto:principal@lst.ac.tz)  
Mobile phone: 0742 910529