



**THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF COMMUNITY DEVELOPMENT,
GENDER, WOMEN AND SPECIAL GROUPS.
TENGERU INSTITUTE OF COMMUNITY
DEVELOPMENT - MONDULI CAMPUS**



03.07.2026

JOINING INSTRUCTIONS FOR ACADEMIC YEAR 2026/2027

1. INTRODUCTION

The Tengeru Institute of Community Development (TICD) was established in 1963 as the Community Development Training Institute (CDTI). It was re-established under Tengeru Institute of Community Development Establishment Order, 2013, as the Tengeru Institute of Community Development and becoming an autonomous public institution of higher learning.

TICD is a Government-owned institution that provides education, training, research, consultancy, and community outreach services. It is fully accredited with registration number REG/PWF/008 to offer certificate, diploma, bachelor's degree, postgraduate diploma, and master's degree programmes.

The Institute has **nine (9) campuses**: Tengeru Institute of Community Development – Arusha Campus (main campus) and eight (8) other campuses located across Tanzania, as shown below:

S/n	Campus	Location	Help and Support
1	Ticd- Main Campus	Meru, Arusha	0742350781, 0684508904 0715108390, 0719880299 0765014385, 0786522215
2	Ticd-Monduli Campus	Monduli, Arusha	0676345157
3	Ticd-Mabughai Campus	Lushoto, Tanga	0752210818
4	Ticd-Buhare Campus	Musoma, Mara	0745951463
5	Ticd-Misungwi Campus	Mwanza	0713197574
6	Ticd-Mlale Campus	Songea, Ruvuma	0767240214, 0713457522
7	Ticd-Uyole Campus	Mbeya	0765322106
8	Ticd-Rungemba Campus	Mafinga, Iringa	0769493600
9	Ticd-Ruaha Campus	Iringa	0717767549

Over the years, TICD has earned a strong reputation for producing graduates who contribute to national development through public service, local government, non-governmental organizations, and the private sector. The institute continues to support the development of skilled professionals and knowledge that promotes sustainable community development and responds to Tanzania's evolving socio-economic needs

2. REPORTING AND COMMENCEMENT OF STUDIES

- i. The Institute begins registration process on **October 12, 2026** and ends on Friday, **October 30, 2026** for Basic Technician Certificate (NTA Level 4), Technician Certificate (NTA Level 5), Ordinary Diploma (NTA Level 6) and Master Degree Programs (NTA Level 9)
- ii. The Institute opens on the **October 20, 2026** for all Bachelor degree Programs.
- iii. Class time tables will be availed during the orientation week.
- iv. All selected students should report and register in respective campus within **the first two weeks (14 days)** of commencement of Academic year. Please note that failure to report and register within the prescribed time will lead to cancellation of admission.

3. PAYMENT OF FEES & OTHER EXPENSES

- i. The applicable tuition fee installment and other expenses must be paid in full, in advance before registration. ***Please note that no student will be registered without paying tuition fee and other expenses.***
- ii. Fees may be paid in full once, or in **four installments** as shown in the attached fee structure
- iii. All Institute payments shall be done by using a **Control Number** issued by Institute's Accounts and Finance Department or generated electronically from the Students Information Management System (SIMS) accessible through the Institute's website.
- iv. Bank pay-in- slip or any other acceptable means of verification must be produced as evidence of payment during registration process.
- v. Fees and other expenses once paid are not refunded.
- vi. Fees and other expenses are subject to review each academic year.

4. STUDENTS' REGISTRATION REQUIREMENTS

Registration is held at the respective TICD- Monduli Campus. All registration processes can also be completed online.

4.1. The following documents must be produced during the registration process:

- i. Original certificates of Secondary Education Examination (CSEE), Advanced Certificate of Secondary Education (ACSEE), Diploma, or Degree certificate and transcripts for verification.
- ii. Evidence of payment of the required tuition fee and other expenses.
- iii. Certified copies of birth certificate and all academic certificates and transcripts.
- iv. Release Letter from employer (for in-service students).
- v. Residence Permit (for international students).
- vi. Duly completed and signed medical examination form.
- vii. Two recent Passport photos bearing your names and program of study at the back.
- viii. Health Insurance Card or Pay slip of TZS 50,400 to NHIF.
- ix. Upon fulfilling all registration requirements, the student will be issued with a registration number and an Identity Card by the Academics Support Services Unit Office.

4.2. AUTHENTICITY OF DOCUMENTS

The burden of proof for the authenticity of documents submitted during applications process lies on applicant. TICD –Monduli Campus reserves the right at any time before or during the progress of your program to revoke the admission and/or registration status if should it be found that the applicant used false documents or does not meet the required admission standards. In case of revocation of students' admission/registration the said student will be ineligible for any refund of the paid to the Institute.

5. STUDENTS' ACCOMODATION

- i. The Institute has well-established hostels to accommodate both male and female students.
- ii. Hostel accommodation is available on a first-come, first-served basis, and students are strongly advised to pay accommodation fees promptly to secure their spaces.
- iii. While first-year students are given priority in hostel allocation, **students with disabilities** may also be accorded special consideration regardless of their year of study.
- iv. Accommodation fees must be paid in advance before the commencement of the semester as part of the registration requirements.

6. STUDENTS' HEALTH & INSURANCE

- i. Every student is mandatorily required to have a health insurance cover or obtain a National Health Insurance Fund (NHIF) card at **50,400/= per year** during registration.
- ii. Students with existing NHIF cards must submit a copy during the registration process for approval.
- iii. Students are required to maintain health insurance cover throughout their period of study.

7. HELP AND SUPPORT

For any inquiries, assistance, or support regarding admissions, registration, accommodation, or any other matter, prospective and current students are advised to contact the campus using the provided contact numbers during working hours.

8. GENERAL

Admission into a learning Institution is an important step towards the determination of your future life and aspirations. I believe that you will find this a memorable achievement, which you would like to pursue to success. In that spirit, I am confident that you will use all the time and resources at your disposal very effectively to make things happen, which will eventually shape your own image and that of your Country.

9. CONTACT:

Tengeru Institute of Community Development (TICD) – Monduli Campus

P.O BOX: 45,

MONDULI- ARUSHA

E-mail: monduli@ticd.ac.tz

Karibu sana Tengeru Institute of Community Development Mondili Campus

TENGERU INSTITUTE OF COMMUNITY DEVELOPMENT – MONDULI CAMPUS
FEE STRUCTURE FOR ACADEMIC YEAR 2026/2027
DIRECT INSTITUTE COSTS

ITEMS	Tuition fee	Registration	Identity Card	NACTE Quality Assurance	Internet Facilities	Examination Fee	Students Organization Fee	Apprenticeship/Field Practice	Depreciation	Library services	Sports and Games	Transcript	Graduation	Total
CERTIFICATE (NTA 4)	600,000.00	30,000.00	10,000.00	20,000.00	10,000.00	50,000.00	20,000.00	30,000.00	15,000.00	10,000.00	10,000.00	20,000.00	40,000.00	865,000.00
DIPLOMA NTA 5 & 6	730,000.00	30,000.00	10,000.00	20,000.00	15,000.00	50,000.00	20,000.00	30,000.00	15,000.00	10,000.00	10,000.00	20,000.00	40,000.00	1,000,000.00

PAYMENT INSTALLMENT	1st Installment (Reporting day of 1st sem.)	2nd Installment (8th week of 1st sem.)	3rd Installment (Reporting day of 2nd sem.)	4th Installment (8th week of 2nd sem.)	Health **Insurance*	TOTAL
CERTIFICATE (NTA 4)	415,000.00	150,000.00	150,000.00	150,000.00	50,400.00	915,000
DIPLOMA (NTA 5 & 6)	452,500.00	182,500.00	182,500.00	182,500.00	50,400.00	1,054,400
ACCOMODATION (4, 5 & 6)	50,0000	50,000	50,000	50,000		200,000

NB: Health **Insurance Compulsory for those who do not Have Health Insurance**

1. All direct Institute cost can be paid in Semester or Annual basis, the described Installments above are just minimum amount to be paid
2. All Institute payables must be made by using **Control Number** provided by the Institute's Accountant or created following given procedures on the Institute's website.
3. **Each Student is required to bring one ream paper when reporting for the first semester**