



UNITED REPUBLIC OF TANZANIA
MINISTRY OF WATER
WATER INSTITUTE



SEPTEMBER INTAKE 2025/2026

**INVITATION FOR APPLICATIONS FOR ADMISSION TO ACADEMIC PROGRAMS FOR
ACADEMIC YEAR 2025/2026 (SEPTEMBER INTAKE)**

Water Institute (WI) is a public Institution, which is fully registered, by the National Council for Technical and Vocational Education and Training (NACTVET) and its Programs are accredited by NACTVET. The Institute invites applications for its programs through direct entry admission or indirect entry admission to **ORDINARY DIPLOMA, BACHELOR DEGREE** and **MASTERS DEGREE** programs for the academic year 2025/2026. Please note that training are provided in our campuses, Dar es salaam and Singida; where in Singida we offer only Diploma programs while in Dar es salaam we offer Diploma, Bachelor and Masters.

ADMISSION REQUIREMENTS FOR THE ORDINARY DIPLOMA PROGRAMS:-

1. Ordinary Diploma in Water Supply Engineering

- a) Holder of Ordinary Certificate of Secondary Education (CSEE) with at least four (4) passes in non-religious subjects including three passes (with grade D or above) in any of the following subjects: Mathematics, Physics/ Engineering Science, Chemistry, Biology, Agriculture and Geography; or
- b) Holder of Ordinary Certificate of Secondary Education (CSEE) with at least two passes (with grade D or above) in any of the following subjects: Mathematics, Physics/ Engineering Science, Chemistry, Biology, Agriculture and Geography and holder of National Vocational Award (NVA) level 3 in a field related to plumbing, Civil Engineering or Water Resources Engineering.

2. Ordinary Diploma in Hydrology and Meteorology

- a) Holder of Ordinary Certificate of Secondary Education (CSEE) with at least four (4) passes in non-religious subjects including three passes (with grade D or above) in any of the following subjects: Mathematics, Physics/ Engineering Science, Chemistry, Biology, Agriculture, Food and Nutrition; and Geography; or
- b) Holder of Ordinary Certificate of Secondary Education (CSEE) with at least two passes (with grade D or above) in any of the following subjects: Mathematics, Physics/ Engineering Science,

Chemistry, Biology, Agriculture and Geography and holder of National Vocational Award (NVA) level 3 in a field related to Civil Engineering or Water Resources Engineering.

3. Ordinary Diploma in Hydrogeology and Water Well Drilling

a) Holder of Ordinary Certificate of Secondary Education (CSEE) with at least four passes in non-religious subjects including three passes (with grade D or above) in any of the following subjects: Mathematics, Physics/ Engineering Science, Chemistry, Biology, Agriculture and Geography; or

b) Holder of Ordinary Certificate of Secondary Education (CSEE) with at least two passes (with grade D or above) in any of the following subjects: Mathematics, Physics/ Engineering Science, Chemistry, Biology, Agriculture and Geography and holder of National Vocational Award (NVA) level 3 in a field related to Civil Engineering or Water Resources Engineering.

4. Ordinary Diploma in Water Quality and Laboratory Technology

a) Holder of Ordinary Certificate of Secondary Education (CSEE) with at least four passes in non-religious subjects including three passes (with grade D or above) in any of the following subjects: Mathematics, Physics/ Engineering Science, Chemistry, Biology, Agriculture and Geography; or

b) Holder of Ordinary Certificate of Secondary Education (CSEE) with at least two passes (with grade D or above) in any of the following subjects: Mathematics, Physics/ Engineering Science, Chemistry, Biology, Agriculture and Geography and holder of National Vocational Award (NVA) level 3 in a field related to Water Quality Technology.

5. Ordinary Diploma in Irrigation Engineering

a) Holder of Ordinary Certificate of Secondary Education (CSEE) with at least four passes in non-religious subjects including three passes (with grade D or above) in any of the following subjects: Mathematics, Physics/ Engineering Science, Chemistry, Biology, Agriculture and Geography; or

b) Holder of Ordinary Certificate of Secondary Education (CSEE) with at least two passes (with grade D or above) in any of the following subjects: Mathematics, Physics/ Engineering Science, Chemistry, Biology, Agriculture and Geography and holder of National Vocational Award (NVA) level 3 in a field related to Agricultural Science or Irrigation Engineering.

6. Ordinary Diploma in Sanitation Engineering

a) Holder of Ordinary Certificate of Secondary Education (CSEE) with at least four (4) passes in non-religious subjects including three passes (with grade D or above) in any of the following

subjects: Mathematics, Physics/ Engineering Science, Chemistry, Biology, Agriculture and Geography; or

b) Holder of Ordinary Certificate of Secondary Education (CSEE) with at least two (2) passes (with grade D or above) in any of the following subjects: Mathematics, Physics/ Engineering Science, Chemistry, Biology, Agriculture and Geography and holder of National Vocational Award (NVA) level 3 in a field related to Civil Engineering or Water Resources Engineering.

7. Ordinary Diploma in Operation and Maintenance of Water Systems Engineering

a) Holder of Ordinary Certificate of Secondary Education (CSEE) with at least four passes in non-religious subjects including three passes (with grade D or above) in any of the following subjects: Mathematics, Physics/ Engineering Science, Chemistry, Biology, Agriculture and Geography; or

b) Holder of Ordinary Certificate of Secondary Education (CSEE) with at least two (2) passes (with grade D or above) in any of the following subjects: Mathematics, Physics/ Engineering Science, Chemistry, Biology, Agriculture and Geography AND holder of National Vocational Award (NVA) level 3 in a related fields.

8. Ordinary Diploma in Community Development for Water and Sanitation

a) Holders of Certificate of Secondary Education Examination (CSEE) with at least four (4) passes (with grade D or above) in non-religious subjects; or

a) Holder of Ordinary Certificate of Secondary Education (CSEE) with at least two (2) passes (with grade D or above) in any non-religious subjects and holder of National Vocational Award (NVA) level 3 in related field.

9. Ordinary Diploma in Quantity Surveying for Water and Sanitation

a) Holder of Ordinary Certificate of Secondary Education (CSEE) with at least four passes in non-religious subjects including three passes (with grade D or above) in any of the following subjects: Mathematics, Physics/ Engineering Science, Chemistry, Biology, Agriculture and Geography; or

b) Holder of Ordinary Certificate of Secondary Education (CSEE) with at least two (2) passes (with grade D or above mathematics being compulsory) in any of the following subjects: Mathematics, Physics/ Engineering Science, Chemistry, Biology, Agriculture and Geography and holder of National Vocational Award (NVA) level 3 in related fields.

10. Ordinary Diploma in Geomatics for Water and Civil works Management

a) Holder of Ordinary Certificate of Secondary Education (CSEE) with at least four (4) passes in non-religious subjects including three passes (with grade D or above) in any of the following subjects: Mathematics, Physics/Engineering Science, Chemistry, Computer science and Geography; or

b) Holder of Ordinary Certificate of Secondary Education (CSEE) with at least two (2) passes (with grade D or above) in any of the following subjects: Mathematics, Physics/ Engineering

Science, Chemistry, Computer science, and Geography and holder of National Vocational Award (NVA) level 3 in surveying (Geomatics).

11. Ordinary Diploma in Plumbing Engineering

- a) Holder of Ordinary Certificate of Secondary Education (CSEE) with at least four (4) passes in non-religious subjects including three passes (with grade D or above) in any of the following subjects: Mathematics, Physics/Engineering Science, Chemistry, Biology, Agriculture and Geography; or
- b) Holder of Ordinary Certificate of Secondary Education (CSEE) with at least two (2) passes (with grade D or above) in any of the following subjects: Mathematics, Physics/ Engineering Science, Chemistry, Biology, Agriculture and Geography and holder of National Vocational Award (NVA) level 3 in related fields

12. Ordinary Diploma in Pump Mechanics Engineering

- a) Holder of Ordinary Certificate of Secondary Education (CSEE) with at least four (4) passes in non-religious subjects including three passes (with grade D or above) in any of the following subjects: Mathematics, Physics/Engineering Science, Chemistry, Biology, Agriculture and Geography; or
- b) Holder of Ordinary Certificate of Secondary Education (CSEE) with at least two (2) passes (with grade D or above) in any of the following subjects: Mathematics, Physics/ Engineering Science, Chemistry, Biology, Agriculture and Geography and holder of National Vocational Award (NVA) level 3 in related fields

ADMISSION REQUIREMENTS FOR THE BACHELOR DEGREE PROGRAMS:-

1. Bachelor Degree in Water Resources and Irrigation Engineering

- a) Ordinary diploma with GPA 3.0 or Full Technician Certificate (FTC) of at least C average in; Water supply engineering, Sanitation engineering, Hydrology and Meteorology, Hydrogeology and Water well drilling, Irrigation engineering, Land Use Planning, Agricultural Land Use Planning, Civil engineering, Operation and Maintenance of Water Systems Engineering, Water Quality and Laboratory Technology and Other water-related programs; or
- b) Advanced Certificate of Secondary Education with two principal passes in the following subjects: Physics, Advanced Mathematics, Chemistry and or Geography. If one of the passes is not in Advanced Mathematics, at least a Subsidiary pass in Basic Applied Mathematics at A – level or Basic Mathematics at O – level is required.

2. Bachelor Degree in Engineering Hydrology

- a) Ordinary diploma with GPA 3.0 or Full Technician Certificate (FTC) of at least C average in; Water supply engineering, Sanitation engineering, Hydrology and Meteorology, Hydrogeology and Water well drilling, Irrigation engineering, Land Use Planning, Agricultural Land Use Planning, Civil engineering, Operation and Maintenance of Water Systems Engineering and Other water-related programs; or
- b) Advanced Certificate of Secondary Education with two principal passes in the following subjects: Physics, Advanced Mathematics, Chemistry and or Geography. If one of the passes is not in Advanced Mathematics, at least a Subsidiary pass in Basic Applied Mathematics at A – level or Basic Mathematics at O – level is required.

3. Bachelor Degree in Hydrogeology and Drilling

- a) Ordinary diploma with GPA 3.0 or Full Technician Certificate (FTC) of C average in; Water supply engineering, Sanitation engineering, Hydrology and Meteorology, Hydrogeology and Water well drilling, Irrigation engineering, Civil engineering, Operation and Maintenance of Water Systems Engineering and Other water-related programs; or
- b) Advanced Certificate of Secondary Education with two principal passes in the following subjects: Physics, Advanced Mathematics, Chemistry, Biology and or Geography.

4. Bachelor Degree in Sanitation Engineering

- a) Ordinary diploma with GPA 3.0 or Full Technician Certificate (FTC) of at least C average in; Water supply engineering, Sanitation engineering, Hydrology and Meteorology, Hydrogeology and Water well drilling, Irrigation engineering, Operation and Maintenance of Water Systems Engineering, Water Quality and Laboratory Technology, Environmental Health Science, and other water-related programs; or
- b) Advanced Certificate of Secondary Education with two principal passes in the following subjects: Physics, Advanced Mathematics, Geography, Chemistry or Biology. If one of the passes is not in Advanced Mathematics, at least a Subsidiary pass in Basic Applied Mathematics at A – level or Basic Mathematics at O – level is required.

5. Bachelor Degree in Community Development for Water and Sanitation

- a) Ordinary diploma in Sociology, Anthropology, Social science, Community development, Development studies, Tourism, Record management, public administration and any diploma related to Community development as will be agreed upon by the Water Institute; or
- b) Advanced Certificate of Secondary Education (ACSE) with Principal pass in any two subjects excluding religious subjects.

6. Bachelor Degree in Plumbing and Service Engineering

- a) Ordinary diploma with GPA 3.0 or Full Technician Certificate (FTC) of at least C average in; Water supply engineering, Sanitation engineering, Hydrology and Meteorology, Hydrogeology and Water well drilling, Irrigation engineering, Land Use Planning, Agricultural Land Use Planning, Civil engineering, Operation and Maintenance of Water

Systems Engineering, Water Quality and Laboratory Technology and Other water-related programs; or

- b) Advanced Certificate of Secondary Education with two principal passes in the following subjects: Physics, Advanced Mathematics, Chemistry and or Geography. If one of the passes is not in Advanced Mathematics, at least a Subsidiary pass in Basic Applied Mathematics at A – level or Basic Mathematics at O – level is required.

7. Bachelor Degree in Water Quality and Laboratory Technology

- a) Ordinary Diploma (NTA Level 6) with minimum GPA of 3.0 or FTC with average of C pass mark: Water Quality and Laboratory Technology, General laboratory technology, Environment Health Science or Water Resources Engineering and other related field; or
- b) Holder of Advanced Certificate of Secondary Education (ACSE) with two principal passes from two of the following subjects: Mathematics, Physics, Biology, Geography and Chemistry. One of the two principal level passes must be in biology, chemistry or physics.

8. Bachelor Degree in Quantity Surveying for Water and Sanitation

- a) Ordinary diploma or Full Technician Certificate (FTC) in; Quantity surveying, Water supply and Sanitation engineering, Hydrology and Meteorology, Hydrogeology and Water well drilling, Irrigation engineering, Civil engineering, Water Quality Laboratory Technology, Mechanical engineering, Electrical engineering, Metrology and other related field; or
- b) Advanced Certificate of Secondary Education with two principal passes in the following subjects: Physics, Advanced Mathematics, Chemistry and or Geography. If one of the passes is not in Advanced Mathematics, at least a Subsidiary pass in Basic Applied Mathematics at A – level or Basic Mathematics at O – level is required.

9. Bachelor Degree in Water Supply Engineering

- a) Ordinary diploma with GPA 3.0 or Full Technician Certificate (FTC) of at least C average in; Water supply engineering, Sanitation engineering, Hydrology and Meteorology, Hydrogeology and Water well drilling, Irrigation engineering, Land Use Planning, Agricultural Land Use Planning, Civil engineering, Operation and Maintenance of Water Systems Engineering and Other water-related programs with; or
- b) Advanced Certificate of Secondary Education with two principal passes in the following subjects: Physics, Advanced Mathematics, Chemistry and or Geography. If one of the passes is not in Advanced Mathematics, at least a Subsidiary pass in Basic Applied Mathematics at A – level or Basic Mathematics at O – level is required.

ADMISSION REQUIREMENTS FOR THE MASTERS DEGREE PROGRAMS:-

1. Master of Water Supply and Sanitation Engineering (MWSSE)

Admission to the program will be open to candidates who have bachelor's degree qualifications or equivalent, who fulfill one of the following requirements:

- a) Holders of Bachelor's degree related to Civil Engineering, Water supply and Irrigation Engineering, Sanitation Engineering, Environment Engineering, Chemical Engineering or Equivalent with a GPA of at least 2.7 from a recognized higher learning institution; or
- b) Holders of Bachelor's degree related to Civil Engineering, Water and irrigation Engineering, Sanitation Engineering, Environment Engineering, Chemical Engineering or Equivalent with PASS from a recognized higher learning institution and with at least three years working experience; or
- c) Holders of Advanced Diploma related to Civil Engineering, Water and Irrigation Engineering, Sanitation Engineering, Environment Engineering, and Chemical Engineering, or Science with a PASS from a recognized higher learning institution and with a minimum of three years of working experience.

2. Masters of Water Resources and Utility Management (MWRUM)

Admission to the program will be open to candidates who have bachelor's degree qualifications or equivalent, who fulfill one of the following requirements:

- a) Holders of Bachelor's degree in the fields of Engineering, or Sciences with a GPA of at least 2.7 from a recognized higher learning institution; or
- b) Holders of Bachelor's degree in the fields of Engineering or Sciences with PASS from a recognized higher learning institution and with at least three years of working experience; or
- c) Holders of Advanced Diploma in the fields of Engineering or Sciences, with a PASS from a recognized higher learning institution and with a minimum of three years working experience.

3. Master Degree in Water Quality and Laboratory Management (MWQLM)

Admission to the program will be open to candidates who have bachelor's degree qualifications or equivalent, who fulfill one of the following requirements:

- a) Be Holders of Bachelor degree in the fields of Chemistry, Biology, Environmental Science/Engineering, Laboratory Management, Water quality or Sciences with a GPA of at least 2.7 from a recognized higher learning institution; or
- b) Holders of Bachelor degree in the fields of Engineering or Sciences with PASS from a recognized higher learning institution and with three years working experience; or

- c) Holders of Advanced Diploma in the fields of Engineering or Sciences, with a PASS from a recognized higher learning institution and with at least three years working experience.

4. Master Degree in Sanitation Management (MSM)

Admission to the program will be open to candidates who have bachelor's degree qualifications or equivalent, who fulfill one of the following requirements:

- a) At least a Lower Second-Class degree (GPA of 2.7) or its equivalent from a recognized institution of higher learning; or
- b) Holders of Bachelor degree in relevant field or Equivalent with PASS from a recognized higher learning institution and with three years working experience; or
- c) Holders of Advanced Diploma in relevant field or Equivalent, with a PASS from a recognized higher learning institution and at least three years working experience.

HOW TO APPLY:-

Apply through online **application system** found at <http://www.waterinstitute.ac.tz>.

Click “**APPLY ONLINE**” and complete all required fields and attach all relevant required documents. For this academic year, there is no fee for application.

For More information, visit WI website: <http://www.waterinstitute.ac.tz>. **OR** visit Water Institute at Ubungo Campus and Singida Campus for more assistance.

For any enquiry about admission please contact us through the following address:-

Rector,
Water Institute,
P.O. Box 35059,

Dar es Salaam.

Email to: rector@waterinstitute.ac.tz

Tel no: **+255 22 241 0040**

Admission Office Mobile Numbers:

Ubungo Campus: **255673679352, 255767727687 or 255733701944.**

Singida Campus: **255755900905.**

Table 1: Fee and other costs paid by Ordinary diploma students

| S/N | Description | Tanzanian Student (TZS) | | Foreign Student (USD) | |
|------------------------|-------------------------------------|-------------------------|-----------------------------------|-----------------------|-----------------------------------|
| | | FIRST SEMESTER | | | |
| | | 1 st Year | 2 nd & 3 rd | 1 st Year | 2 nd & 3 rd |
| 1 | Registration Fee | 10,000 | - | 15 | - |
| 2 | Tuition Fee | 600,000 | 600,000 | 1,235 | 1,235 |
| 3 | NACTE Fees | 15,000 | 15,000 | 15 | 15 |
| 4 | Medical Capitation | 10,000 | 10,000 | 20 | 20 |
| 5 | Library Membership Fee | 10,000 | 10,000 | 10 | 10 |
| 6 | Examination fee | 25,000 | 25,000 | 120 | 120 |
| 7 | Caution money | 40,000 | - | 30 | - |
| 8 | Student's identity Card | 15,000 | - | 10 | - |
| 9 | Prospectus | 5,000 | - | 10 | - |
| | Sub-Total | 730,000 | 660,000 | 1,465 | 1,400 |
| SECOND SEMESTER | | | | | |
| 10 | Tuition Fee | 400,000 | 400,000 | - | - |
| 11 | Medical Capitation (Non-Refundable) | 10,000 | 10,000 | - | - |
| 12 | Certiification | 50,000 | - | 100 | - |
| 13 | Examination Fee | 25,000 | 25,000 | - | - |
| | Sub-Total | 485,000 | 435,000 | - | - |
| | Grand-Total | 1,215,000 | 1,095,000 | 1,565 | 1,400 |

HOSTELS: Hostels are available for first year Diploma students by payment of TZS. 300,000 for accommodation.

Table 2: Fee and other costs paid by Bachelor's degree students

| S/N | Description | Tanzanian Student (TZS) | | Foreign Student (USD) | |
|-----|-------------------------------------|-------------------------|--|-----------------------|--|
| | | FIRST SEMESTER | | | |
| | | 1 st Year | 2 nd , 3 rd & 4 th Year | 1 st Year | 2 nd , 3 rd & 4 th Year |
| 1 | Registration Fee | 20,000 | - | 25 | - |
| 2 | Tuition Fee | 810,000 | 810,000 | 1,570 | 1,570 |
| 3 | Quality Assurance Fee | 20,000 | 20,000 | 20 | 20 |
| 4 | Medical Capitation (non-refundable) | 10,000 | 10,000 | 20 | 20 |
| 5 | Library Membership Fee | 10,000 | 10,000 | 10 | 10 |

| | | | | | |
|------------------------|--------------------------------------|------------------|------------------|--------------|--------------|
| 6 | Examination fee | 60,000 | 60,000 | 120 | 120 |
| 7 | Caution Money | 40,000 | - | 40 | - |
| 8 | Student's Identity Card | 15,000 | - | 10 | - |
| 9 | Prospectus | 5,000 | - | 10 | - |
| | Sub-Total | 990,000 | 910,000 | 1,925 | 1,740 |
| SECOND SEMESTER | | | | | |
| 10 | Tuition Fee | 540,000 | 540,000 | - | - |
| 11 | Medical Capitation (Non- Refundable) | 10,000 | 10,000 | - | - |
| 12 | Certification | 50,000 | - | 100 | - |
| 13 | Examination Fee | 60,000 | 60,000 | - | - |
| | Sub-Total | 660,000 | 610,000 | - | - |
| | Grand-Total | 1,650,000 | 1,520,000 | 2,025 | 1,740 |

Table 3: Fees and costs paid by Master's degree students

| S/N | Description | Tanzanian and East African Student (TZS) | | Foreign Student (USD) | |
|--|---|--|----------------------|--------------------------------|----------------------|
| | | FIRST SEMESTER | | | |
| | | 1 st Year | 2 nd Year | 1 st Year | 2 nd Year |
| 1 | Registration Fee | 30,000 | - | 15 | - |
| 2 | Tuition Fee | 1,500,000 | 1,500,000 | 1,500 | 750 |
| 3 | Quality Assurance Fee | 20,000 | 20,000 | 10 | 10 |
| 4 | Library Membership Fee | 30,000 | - | 15 | - |
| 5 | Examination fee | 100,000 | - | 100 | - |
| 6 | Caution Money | 50,000 | - | 25 | - |
| 7 | Student's Identity Card | 15,000 | 15,000 | 10 | 10 |
| 8 | Certificate/Academic Transcript | - | 100,000 | - | 100 |
| 9 | Student Organization (WISO) | 20,000 | 20,000 | 10 | 10 |
| | Sub-Total | 1,765,000 | 1,655,000 | 1,685 | 880 |
| SECOND SEMESTER | | | | | |
| 10 | Tuition Fee | 1,500,000 | - | - | - |
| 11 | Examination Fee | 100,000 | - | - | - |
| | Sub-Total | 1,600,000 | - | - | - |
| | Total | 3,365,000 | 1,655,000 | - | - |
| | Grand-Total | 5,020,000 | | 2,565 | |
| Direct Costs Payable to Student | | | | | |
| | | Tanzanians/EAC/SADC students in (TZS) | | Non-EAC/SADC students in (USD) | |
| 1 | Stipend (Accommodation, meal, and pocket money) | 4,758,000.00 | 2,379,000.00 | 3660.00 | 1,830.00 |
| 2 | Thesis/Dissert. Production | - | 400,000.00 | - | 200.00 |
| 3 | Books | 500,000.00 | - | 250.00 | - |

| | | | | | |
|--------------------|---------------------------------|--|----------------------|---------------------------------------|-----------------|
| 4 | Stationery | 500,000.00 | 500,000.00 | 250.00 | 250.00 |
| 5 | Health Insurance Cover | 100,000.00 | 100,000.00 | 100.00 | 100.00 |
| 6 | Research Fund | - | 5,000,000.00 | | 2,500.00 |
| Total | | 5,858,000.00 | 8,379,000.00 | 4,260.00 | 4,880.00 |
| TOTAL | | | 14,237,000.00 | | 9,140.00 |
| OTHER COSTS | | | | | |
| | | Tanzanians/EAC/SADC students in (TZS) | | Non-EAC/SADC students in (USD) | |
| 1 | Graduation Gown hiring | 50,000.00 | | 50.00 | |
| 2 | Extra Copy Transcript | 30,000.00 | | 30.00 | |
| 3 | Replacement of Lost Certificate | 100,000.00 | | 100.00 | |
| 4 | Provisional Results | 10,000.00 | | 10.00 | |
| 5 | Extension Fee (per month) | 100,000.00 | | 100.00 | |
| TOTAL | | 290,000.00 | | 290.00 | |

PROCEDURES FOR ONLINE APPLICATION

1. Go to water institute home page www.waterinstitute.ac.tz.
2. In the home page, select **Apply online**.
3. The page with heading **SIMS ONLINE APPLICATION SYSTEM - SEPTEMBER INTAKE 2025/2026** will open.
4. Select **Admission requirements** for the aim of understanding the programs available and the entry qualifications required for each program.
5. After reviewing the admission requirements, if you meet the requirements then **click start here** to proceed to the next step.
6. Enter your entry criteria, either Form IV index number (From NECTA or Equivalent) or National Vocational Award Level 3 (NVA3) index number from VETA.
7. Enter the form IV index number or NVA3 index number (for the NVA3, you will be required to attach NVA3 certificates).
8. Click proceed, in the Personal Basic Information, the following is required to be filled;-

| | | |
|------------------|--|--|
| First Name : | | |
| Middle Name : | | |
| Last Name : | | |
| Gender : | | |
| Birth Date : | | |
| Nationality : | | |
| Disability : | | |
| Mobile No. : | | |
| Email : | | |
| Postal Address : | | |

9. Click proceed, In the Next of Kin Information, the following is required to be filled;-

NEXT OF KIN 1

| | |
|------------------|--|
| Name : | |
| Relationship : | |
| Mobile No. : | |
| Email : | |
| Postal Address : | |

NEXT OF KIN 2

| | |
|------------------|--|
| Name : | |
| Relationship : | |
| Mobile No. : | |
| Email : | |
| Postal Address : | |

10. Click proceed, (**Note: The Institute waived the payment for application this year**).
11. The next step is selection of program.
12. You will be required to select 3 choices; these 3 choices can be the same programs or different programs depending on your choice. In each choice, first you will be required to select the department that the program belong to, then you will select the program of your choice.
13. After that, you will be required to click “submit the application”. After submitting your application, you will be notified that your application has been successfully submitted. And there, your Application process is complete.