

EASTERN AFRICA STATISTICAL TRAINING CENTRE



EASTC ADMISSION AND REGISTRATION GUIDELINES CERTIFICATE AND DIPLOMA PROGRAMMES

1. ABOUT EASTC

The Eastern Africa Statistical Training Centre (EASTC) is a **Government** Higher Learning institution under the Ministry of Finance. It is also a regional institution, which trains Official Statistics across the Eastern Africa Region currently serving 19 member countries.

EASTC is located at **Changanyikeni near University of Dar es Salaam.**

2. EASTC ONLINE LINKS

S/N	Items	Direct Links
1	EASTC Website	www.eastc.ac.tz
2	Students Information System (SIS)	http://sis.eastc.ac.tz/
3	Online Application to EASTC Programs	olap.eastc.ac.tz

ADMISSION AND REGISTRATION GUIDELINES FOR DIPLOMA AND CERTIFICATE (NTA LEVEL 4 AND 5) STUDENTS.

Opening and Registration Dates For Diploma And Certificate Academic Year 2024/2025

All students selected for Basic Technician Certificate and Diploma in Statistics should start reporting for registration on the **7th October 2024**.

Classes for Certificate and Diploma students officially begins on **15th October 2024**.

DIPLOMA AND CERTIFICATE SEMESTER ONE FEE STRUCTURE (SEM 1) 1st Week of Registration

Students should pay a Minimum of all **Administrative Costs and Health Insurance** while reporting for **Registration in the First Week** during First Semester and the breakdown is as shown in the table below;

s/n	Item	Certificate in Statistics (NTA 4)	Certificate in Information Technology (NTA 4)	Diploma in Statistics (NTA 5)	Diploma in Information Technology (NTA 5)
1	Administrative Costs (Library Fee, Examination Fee, Students ID, Registration, NACTE Fees, EASTC-SO Subscription)	185,000	185,000	185,000	185,000
	Total First Semester Fees.	185,000	185,000	185,000	185,000

7th Week of the Semester (Test Week)

Students should have paid a Minimum of **30 % of the Tuition Fees in the 7th Week of the Semester** before sitting for **Semester One Tests** and the breakdown is as shown in the table below;

s/n	Item	Certificate in Statistics (NTA 4)	Certificate in Information Technology	Diploma in Statistics (NTA 5)	Diploma in Information Technology
	30% OF Tuition Fees	225,000	255,000	255,000	285,000

14th Week of the Semester (Final Examinations Week)

Students should have paid a Minimum of **30 % of the Tuition Fees in the 14th Week of the Semester** before sitting for First Semester **Final Semester Examinations** and the breakdown is as shown in the table below;

s/n	Item	Certificate in Statistics (NTA 4)	Certificate in Information Technology	Diploma in Statistics (NTA 5)	Diploma in Information Technology
	30% OF Tuition Fees	225,000	255,000	255,000	285,000

SUMMARY OF DIPLOMA AND CERTIFICATE FIRST SEMESTER FEE STRUCTURE

s/n	Item	Certificate in Statistics	Certificate in Information Technology	Diploma in Statistics	Diploma in Information Technology
1	1 st Week of Registration (Administrative Costs)	185,000	185,000	185,000	185,000
3	7th Week (Test Week) of the Semester (30% of Tuition Fees)	225,000	255,000	255,000	285,000
4	14th Week (Final Examination Week) of the Semester (30% of Tuition Fees)	225,000	255,000	255,000	285,000
	TOTAL SEMESTER 1 FEES	635,000	695,000	695,000	755,000

DIPLOMA AND CERTIFICATE SEMESTER TWO FEE STRUCTURE (SEM 2) 1st Week of Registration

Students should pay a Minimum of Semester Two (2) Administrative Costs while reporting for registration during the first week of Second Semester and the breakdown is as shown in the table below;

s/n	Item	Certificate in Statistics (NTA 4)	Certificate in Information Technology	Diploma in Statistics (NTA 5)	Diploma in Information Technology (NTA 5)
	Administrative Costs (Practical Training and Computer Lab Fees)	80,000	80,000	80,000	80,000

7th Week of the Semester (Test Week)

Students should have paid a Minimum of **20 % of the Tuition Fees in the 7th Week of the Semester** before sitting for **Semester Two Tests** and the breakdown is as shown in the table below;

s/n	Item	Certificate in Statistics (NTA 4)	Certificate in Information Technology	Diploma in Statistics (NTA 5)	Diploma in Information Technology
	20% OF Tuition Fees	150,000	170,000	170,000	190,000

14th Week of the Semester (Final Examinations Week)

Students should have paid a Minimum of **20 % of the Tuition Fees in the 14th Week of the Semester** before sitting for Second Semester **Final Semester Examinations** and the breakdown is as shown in the table below;

s/n	Item	Certificate in Statistics (NTA 4)	Certificate in Information Technology	Diploma in Statistics (NTA 5)	Diploma in Information Technology
	20% OF Tuition Fees	150,000	170,000	170,000	190,000

SUMMARY OF DIPLOMA AND CERTIFICATE SECOND SEMESTER FEE STRUCTURE

s/n	Item	Certificate in Statistics	Certificate in Information Technology	Diploma in Statistics	Diploma in Information Technology
1	1 st Week of Registration (Administrative Costs)	80,000	80,000	80,000	80,000
2	7 th Week (Test Week) of the Semester (30% of Tuition Fees)	150,000	170,000	170,000	190,000
3	14 th Week (Final Examination Week) of the Semester (30% of Tuition Fees)	150,000	170,000	170,000	190,000
	TOTAL SEMESTER 2 FEES	380,000	420,000	420,000	460,000

A. Hostel/Accommodation

Hostels are available for all students wishing to reside inside EASTC Campus and are paid in **Full per academic year**.

Students wishing to reside at EASTC Hostels should have first paid the annual **Administrative costs of 185,000 before** application and payment of Hostels is done.

After payment of the **185,000** administrative Costs, students should report to the **EASTC Admission office** for obtaining of Registration Number and other registration and admission processes.

Students possessing **Registration Numbers** and have completed payment of **administrative costs**, may login into their individual Students Information System accounts (SIS) through the link sis.eastc.ac.tz to proceed with application for Hostels.

Students who have applied for **Hostels/Accommodation** should promptly meet **EASTC Warden for control number and payment modalities**.

Please note that No student will be able to apply for Hostels without payment of the administrative costs.

Accommodation Costs Per Year

S/N	HOSTEL TYPE	AMOUNT PER YEAR
1	Hostel A& B (4 per room)	440,000
2	Hostel 2 (4 per room)	540,000
3	Hostel A and B (2 per room)	740,000

1. REGISTRATION PROCESS

The following conditions are necessary/ have to be fulfilled for a student to be considered eligible for registration once reporting for first year

A) Filling/Completion of Registration Forms

- a) The registration forms that are annexed with Medical Examination Report (Containing 7 pages in total). The Medical Examination Report needs to be filled in a recognized Health facility by a recognized Medical practitioner and must have a signature and stamp once the examination exercise is complete.
- b) The Registration Forms need to be strictly submitted to the Admissions Office within the First Two weeks of registration before commencement of studies. The forms are subsequently submitted to the Registry's office for the purpose of Opening of Individual Students' Files for reference and record purposes.
- c) Filled up Registration Forms need to be attached with the supporting academic documents that support/attests your eligibility for that particular programme, Birth Certificate, Evidence of valid NHIF Insurance for those who hold NHIF Insurance, Two passport size photographs taken recently and other documents that the admission office would request from time to time when the office deems it necessary to provide for facilitation of registration.
- d) For those joining Certificate, it is expected that the registration forms are compulsorily annexed with the following
 - Copy of Form 4 Result Slip for those who completed form 4 in year 2021.- Compulsory Equivalence for those with foreign Certificates.
 - Copy of Form 4 Certificate for those who completed form 4 the year 2020 backwards. -Compulsory
 - Copy of National Vocational Award (NVA 3) certificate for those joining Certificate from NVA.
 - Copy of Birth Certificate - Compulsory
 - Two passport size photographs – Compulsory

- Evidence of Health Insurance for those with NHIF insurance (Bring a Copy of your NHIF Card).

For those joining Diploma (NTA 5) it is expected that the registration forms be compulsorily annexed with the following

- Copy of Form 4 Certificate Equivalence for those with foreign Certificates – Compulsory
- Copy of ACSEE (Form 6) Certificate – For those joining Diploma from form 6 and are Form 6 holders who completed in year 2020 backwards.
- Copy of ACSEE (Form6) Results Slip- For those Joining Diploma from form 6 and are Form 6 holders who completed in Year 2021
- Copy of Basic Technician Certificate (NTA 4) Certificate and Transcript– For those joining Diploma from NTA 4 and completed NTA 4 2020 backwards.
- Basic Technician Certificate (NTA 4) Provisional results – For those joining Diploma from Basic Technician Certificate (NTA 4) that was completed in 2022.
- Copy of Birth Certificate
- Two Passport Size Photographs and
- Evidence of Health Insurance for those with NHIF insurance (Bring a Copy of your NHIF Card).

B) Payment of requisite Fees

All students should pay up the requisite Tuition Fees and administrative costs pertaining to any semester for one to be considered eligible for registration in respective programmes.

Students opting to stay On Campus Accommodation (EASTC Hostels) should also ensure that they have exhausted all the payments pertaining to Administrative costs and Hostels and will not be eligible to be registered until all EASTC Hostel payment is conducted.

C) Registration into the Students' Information System (SIS)

Students can access their individual SIS accounts by login in to the link <https://sis.eastc.ac.tz/>

Using their **Registration number** as **Username** and **Password**.

The Semester Registration platform is available inside the SIS accounts once requisite payment has been done.

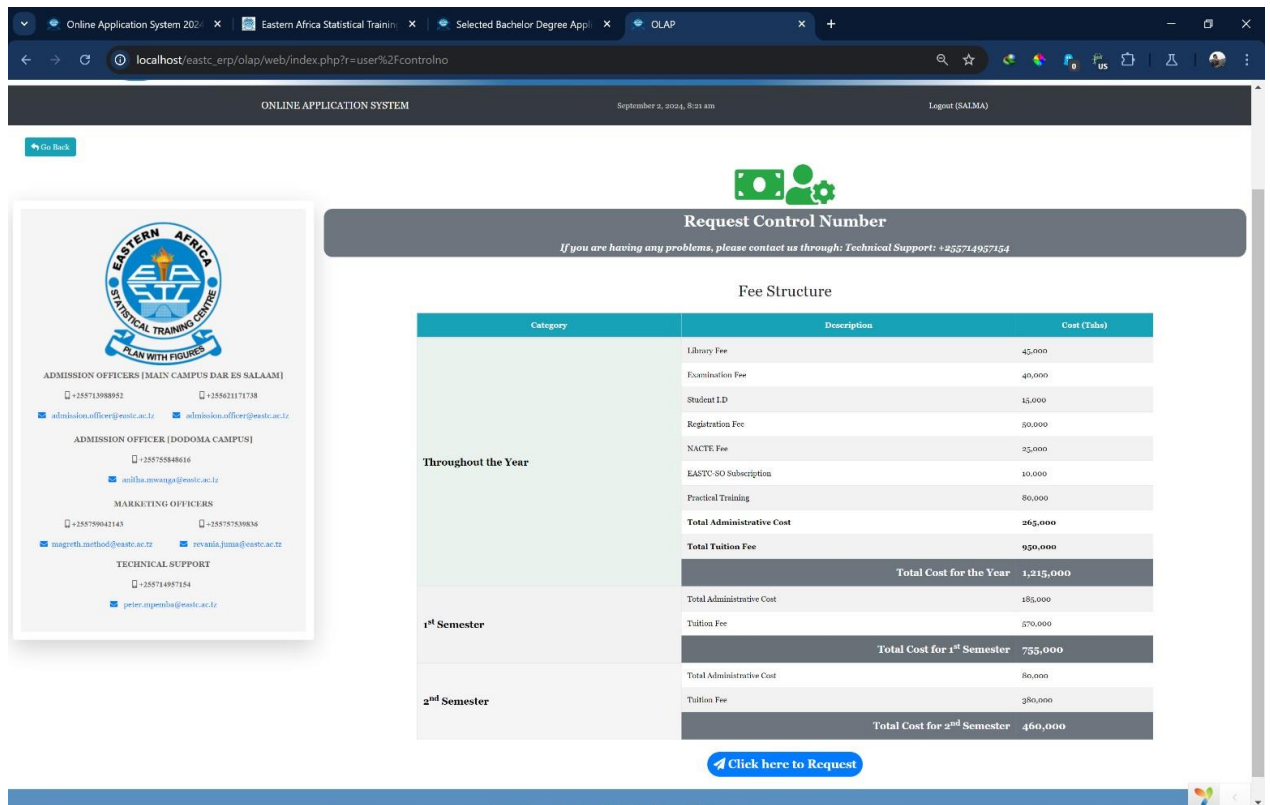
2. PAYMENT PROCEDURES

PAYMENT PROCEDURES a) Payment Modalities for New Students (FIRST YEARS) Payment modalities for new students reporting at EASTC is conducted by doing the following

- i. Login into individual students' Online Application Account "olap.eastc.ac.tz". Using form 4 index number as username and password that was used during application process.
- ii. Click "Request Control Number"



- iii. Schedule of payment will appear as shown below;



ONLINE APPLICATION SYSTEM

September 2, 2024, 8:21 am

Logout (SALMA)

Go Back

Request Control Number

If you are having any problems, please contact us through: Technical Support: +255714957154

Fee Structure

Category	Description	Cost (Taka)
Throughout the Year	Library Fee	45,000
	Examination Fee	40,000
	Student ID	15,000
	Registration Fee	60,000
	NACTE Fee	25,000
	EASTC SO Subscription	10,000
	Practical Training	80,000
	Total Administrative Cost	265,000
	Total Tuition Fee	950,000
	Total Cost for the Year	1,215,000
1 st Semester	Total Administrative Cost	185,000
	Tuition Fee	570,000
Total Cost for 1st Semester		755,000
2 nd Semester	Total Administrative Cost	80,000
	Tuition Fee	380,000
Total Cost for 2nd Semester		460,000

[Click here to Request](#)

iv. Click “Request”



	Total Tuition Fee	950,000
	Total Cost for the Year	1,215,000
1 st Semester	Total Administrative Cost	185,000
	Tuition Fee	570,000
	Total Cost for 1 st Semester	755,000
2 nd Semester	Total Administrative Cost	80,000
	Tuition Fee	380,000
	Total Cost for 2 nd Semester	460,000

[Click here to Request](#)

v. An invoice of payment with control number will appear

Eastern Africa Statistical Training Centre



Invoice

Basic Technician Certificate In Information Technology

Date: September 10, 2024, 4:20 pm **Bill Number:**1927104737

Full Name: VICTOR MTANDULA	Email: maaussa@gmail.com	Phone Number: 0714957154
-----------------------------------	---------------------------------	---------------------------------

Control Number: **997200039535** **Expired on:** 2025-09-15 : 12:42:45

Make Payment through:

- CRDB Bank/Agent
- NBC Bank/Agent
- TIGO PESA
- M-PESA
- AIRTEL MONEY



3. WITHDRAWAL FROM STUDIES

Postponement

Postponement shall mean temporary withdrawal from studies for a Semester or entire academic year where the period will count into the student's registration period. Students may wish to postpone their studies on the following accepted grounds;

- Health reasons
- Financial reasons
- Family matters
- Or other compelling reasons that ought to be approved by the Dean of Students.

Eligibility for Postponement

The student should have been admitted and registered for a particular academic year.

The student should have studied and completed a minimum of a Semester.

Procedures for Postponement

- a. The student should write an official letter to EASTC Rector, requesting for postponement of Semester or academic year while citing the compelling reasons for the request been sought. The letter should contain the following;
 - Full student's name
 - Name of programme been studied
 - Year of Studies
 - Respective academic year been postponed
 - Reasons for postponement
 - Registration number ● Email Address
 - Students' Phone number
- b. The student should attach supporting documents or otherwise with the letter that contains the evidence of reasons that leads to postponement. No postponement request shall be handled without evidence in form of documents.
- c. The Registrar's office will scrutinize the validity of the students request upon receiving it, and weigh it up against the supporting documents that contain the evidence, and thereby approve or nullify the request based on the grounds provided.
- d. The student should strictly wait until the response to the request is served to him/her in the form of an official letter before withdrawing from studies.

