



**HERMARGS INSTITUTE**

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MOROGORO

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Web: [www.hermargs.ac.tz](http://www.hermargs.ac.tz)

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Our Ref: \_\_\_\_\_

Your Ref: \_\_\_\_\_

Date: 20<sup>th</sup> June 2020

To

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear \_\_\_\_\_

**RE: ADMISSION REQUIREMENTS FOR CERTIFICATE AND DIPLOMA PROGRAMMES IN PHARMACY IN 2020/2022 ACADEMIC YEAR AT HERMARGS INSTITUTE**

**A: IMPORTANT DATES**

- i. The beginning of semester I for October intake is 14<sup>th</sup> November 2020.
- ii. The reporting date: 10<sup>th</sup> – 11<sup>th</sup> November 2020
- iii. Orientation days: 12<sup>th</sup> – 13<sup>th</sup> November 2020
- iv. Teaching will begin on Monday 16<sup>th</sup> November 2020

**B: GENERAL REQUIREMENTS**

- i Offer letter for full Admission and Registration at HERMARGS Institute
- ii Duly filled Medical Examination form found in our Website: [www.hermargs.ac.tz](http://www.hermargs.ac.tz)
- iii Original Certificates of Secondary School Education
- iv Original Birth Certificate
- v Travel Passport for foreigners
- vi Three recent colored passport size photographs
- vii Bank Pay-in-Slip for Institutional fees and other charges

**Warning:** *It is a criminal offence to submit false information/certificates*

## **C: INSTITUTE UNIFORMS**

### **FEMALES**

- i Two white decent gowns; at least thirty centimeters(30 cm) below knees
- ii Flat black or white closed shoes (open shoes or sandals are not allowed during class hours)
- iii Two long sleeved white laboratory/Clinical coats

*Note: Jeans style is not allowed*

### **MALES**

- i Two white shirts (preferred short sleeved)
  - ii Two khaki colored trousers (preferably, cotton material)
- Note: Jeans style is not allowed*
- iii At least 2 pairs of black or white leather shoes (Open shoes/ sandal are not allowed during class hours)
  - iv Two long sleeved white laboratory/Clinical coats

## **D: REQUIREMENTS FOR HOSTEL**

- i 1 blanket
- ii 4 bed sheets
- iii 1 pillow + 2 pillow cases
- iv 1 mosquito net (square type for 3 ft wide X 6 ft long bed)
- v 1 - 2 plastic bucket(s) (at least 10 litres)
- vi Towels
- vii Open shoes/sandals and canvas shoes for casual stay
- viii Mattress: 4 - 6 inch thickness x 3 ft wide X 6 ft long (Property of the student that will go away with after graduation)
- ix Decent sportswear clothes and shoes
- x Genuine sanitary materials (Toilet and laundry soap, toothpaste, tooth brushes, sandals, toilet papers, etc)
- xi Umbrella and/or rain coat

#### **E: REQUIREMENTS FOR TEACHING**

- i Writing materials (at least 5 counter books per semester, 1 photocopier paper ream, pens, ruler, folders etc)
- ii Calculator
- iii USB Flash disk/jump stick and personal laptop (where possible and capacity allow)

#### **F: MODALITY FOR PAYMENTS OF INSTITUTIONAL FEES AND OTHER CHARGES**

- i Fees should be paid **in FULL** at the beginning of each academic year or **in NOT MORE THAN FOUR installments**.
- ii **Payment of Institutional fees and other charges should be done through CRDB BANK, Account Name: HERMARGS ACADEMY; Account No: 015 03 60 74 75 00 OR NMB BANK, Account Name: HERMARGS INSTITUTE; Account No: 249 10 00 11 87**
- iii Fees once paid are not refundable if the student withdraws or leaves the Institute without permission from the Principal or is disqualified in examination or dismissed for indiscipline.
- iv Payment by cheque, International Money Orders (IMO) is accepted.

#### **G: REQUIREMENTS FOR MEALS**

- i HERMARGS Institute offers decent canteen services at low priced, quality meals at student's cost. At least, 4,000 to 5,000 Tanzanian Shillings per day (variable depending on type meals) will be needed daily. **Such payments should be made to the student directly.**
- ii Total amount will depend on the duration the student will spend at HI for both Semesters.

**Note:** Students will spend a total of 8 months (about 240 days) for both Semesters.

#### **NB: AVAILABILITY OF SHOPS**

- i. Students away from Morogoro town do not need to purchase and travel with items such as mattresses since are available and can be purchased in shops in Morogoro town on arrival dates.
- ii. Basic requirements such as those for sanitation, stationery, refreshments etc can be purchased in the shop (**LUMULI SHOP**) found within HERMARGS Institute with same prices as those found in Morogoro town.