



HERMARGS INSTITUTE

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E-mail: hermargs.institute@gmail.com

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To:

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Dear.....,

RE: ADMISSION REQUIREMENTS FOR CERTIFICATE OR DIPLOMA PROGRAMMES IN PHARMACEUTICAL SCIENCES AND SOCIAL WORK IN 2024/2025 ACADEMIC YEAR AT HERMARGS INSTITUTE

A: IMPORTANT DATES

- i. The beginning of Semester I for September/October intake is 14th October, 2024
- ii. The reporting Date: 10th – 13th October, 2024
- iii. Orientation Days: 14th – 18th October, 2024
- iv. Teaching will begin on Monday 14th October, 2024

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
- iii. Certified copies for Certificates of Secondary School Education
- iv. Certified copies for 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

a. Social Work Students

- i. At least Two **Dark Blue** decent short sleeve gown with white round collar; at least 10 centimeters (10 cm) below knees (*Available at HERMARGS INSTITUTE*)
- ii. At least 2 pairs of flat black shoes (Open shoes/ sandal are not allowed during classhours)
- iii. White/Blue Sweater

b. Pharmaceutical Students

- i. Two **white decent gowns**; at least thirty centimeters (30 cm) below knees (*Available at HERMARGS INSTITUTE*)
- ii. At least 2 pairs of flat black shoes (Open shoes/ sandal are not allowed during class hours)
- iii. Two long sleeved white laboratory/Clinical coats (*Available at HERMARGS INSTITUTE*)
- iv. White Sweater

MALES

a. Social Work Students

- i. Two long sleeved white shirts
- ii. Two Dark blue colored trousers (preferably, cotton material) *Note: Jeans style is not allowed (Available at HERMARGS INSTITUTE)*
- iii. At least 2 pairs of black shoes (Open shoes or sandal are not allowed during class hours)
- iv. White\blue Sweater

b. Pharmaceutical Students

- i. Two short sleeved white shirts
- ii. Two Khaki colored trousers (preferably, cotton material) *Note: Jeans style is not allowed (Available at HERMARGS INSTITUTE)*
- iii. At least 2 pairs of black shoes (Open shoes/ sandal are not allowed during class hours)

- iv. Two long sleeved white laboratory/Clinical coats (*Available at HERMARGS INSTITUTE*)
- v. White Sweater

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) (*Available at HERMARGS INSTITUTE*)
- v. 1 – 2 plastic bucket(s) (at least 10 liters) (*Available at HERMARGS INSTITUTE*)
- 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 awaywith after graduation) (*Available at HERMARGS INSTITUTE*)
- ix. Decent sportswear clothes (preferably red, blue, yellow or back track suit) and shoes
- x. Genuine sanitary materials (Toilet and laundry soap, toothpaste, tooth brushes, sandals, toiletpapers, etc.) (*Available at HERMARGS INSTITUTE*)
- xi. Umbrella and/or rain coat
- xii. TZS 10,000/= per year as a contribution for cleaning materials

E: REQUIREMENTS FOR LEARNING

- i Writing materials (at least 5 counter books per semester, 3 photocopier paper reams (2 to be handled to the Institute during reporting, pens, ruler, folders etc.) *Available at LUMULI Shop at the Institute*
- ii **Calculator** (Genuine Scientific Calculator available at a cost of about TShs. 50,000/= is **Available at LUMULI Shop at the Institute**) for Pharmacy Students only
- iii USB Flash disk/jump stick and personal laptop (where possible and capacity allow) (*Available at HERMARGS INSTITUTE*)

F: MODALITY FOR PAYMENTS OF INSTITUTIONAL FEES AND OTHER CHARGES

Fees should be paid in FULL at the beginning of each academic year or in **NOT MORE THAN FOUR installments**.

- i. Payment of Institutional fees and other charges should be done through CRDB BANK, Account Name: HERMARGS ACADEMY; Account No: 0150 360 747 500 or NMB BANK, Account Name: **HERMARGS INSTITUTE**; Account No: **249 1000 1187**. You can also pay through any **Mobile Money** (Tigopesa, M-pesa, Airtel Money, Ezypesa, T-pesa or Halopesa) using **Tigo Account 8848284**, with account name **HERMARGS INSTITUTE**.
- ii. 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.
- iii. Payment by cheque, International Money Orders (IMO) is accepted.

G: REQUIREMENTS FOR MEALS

- i HERMARGS Institute offers **DIKODIKO 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 travels 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.