



# Haydom Lutheran Hospital

ELCT Mbulu Diocese

## VISA

Visitors to Haydom who are not Tanzanian Nationals will need one or more of the following permits in order to enter Tanzania, and remain at Haydom. Per August 2013 the following rates and application routine applies:

### For visiting just as a guest:

#### Tourist Visa

The price is \$50 (\$100 for US citizens) for a single entry Visa. It is valid for three months and it may be renewable. Having a tourist visa means you cannot do any kind of work in Tanzania during your stay in the country, not even volunteer work.

The most easy is to get a visa prior to your journey (take at least 10 days) via the website: <https://eservices.immigration.go.tz/visa/>

You have to download a copy of the page of your passport with your picture, a copy of your flight ticket and a passport photo. You can pay with creditcard.

You can also get your visa at the airport or border of entry. You have to pay your \$50 cash. Remember to take dollar-notes from 2013 or newer, as older dollar notes are generally not accepted in Tanzania. Please note that getting the visa in advance can save you a long waiting line at the airport.

It's also possible to apply for visa in advance from the Tanzanian High Commission or Embassy in your home country. However, it is necessary to check visa requirements with your travel agent, as in some cases an application has to be made to a Tanzanian High Commission or Embassy BEFORE TRAVELLING, and nationals of some countries must apply well in advance. Every July the government evaluates the prices for the different permits, if you are traveling around this time, you should be aware of that the price may change.

### For students who want to do their elective at Haydom:

All students doing their student practice at Haydom need a Student Visa. With a Student Visa you can stay up to three months. The most easy is to get a visa prior to your journey (take at least 10 days) via the website: <https://eservices.immigration.go.tz/visa/>

On this website you have to download a letter from your university and also an invitation letter. Ask the hospital for this letter so you have it ready when you fill in the forms.

The letter of your university must detail the destination (Haydom Lutheran hospital), course/field and duration of the programme to be attended.

Beside the mentioned letters you have to download a copy of the page of your passport with your picture, a copy of your flight ticket and a passport photo. You can pay with creditcard.

You can also buy the Student Visa at the airport. Also here you need an invitation letter from the hospital and a letter from your university. **Note that you have to pay cash with US\$ notes not older than 2013.**

The fee for a student visa is US\$50. The fee for a visa for more than 3 months is US\$250, but when you come for research activities the fee is US\$550 (this one is for a period of maximum 2 years). The mentioned prices are from February 2020 but they might change. Look at the e-visa website for the latest information.

When you arrive in Haydom you should give us your passport so we can make a copy of it for the Immigration. You should also handover the signed volunteer agreement (if you not sent the signed one by email already).

## **For volunteers and doctors who intent to work or volunteer at Haydom:**

All visitors working as volunteers at Haydom need a Business Visa. Professionals doing clinical work also need to register with the Tanganyika Medical Council for a medical license.

### **When you stay up to 3 months**

The most easy is to get a visa prior to your journey (take at least 10 days) via the website:

<https://eservices.immigration.go.tz/visa/>

On this website you have to download also an invitation letter. Ask the hospital for this letter so you have it ready when you fill in the forms. Beside the invitation letter you have to download a copy of the page of your passport with your picture, a copy of your flight ticket and a passport photo. You can pay with creditcard.

You can also buy the Business Visa at the airport, for the same price \$250. Also here you need an invitation letter from the hospital. **Note that you have to pay cash with US\$ notes not older than 2013.**

When you arrive in Haydom you should give us your passport so we can make a copy of it for the Immigration. You should also handover the signed volunteer agreement (if you not sent the signed one by email already).

Medical doctors also need to register for medical license with the Tanganyika Medical Council to do clinical work, we advice you to do this well before your arrival. The price for the license is US\$ 300, plus a fee of US\$ 100 for the hospital. In that case the total fee of US\$ 400 has to be paid to the hospital in advance. See below the bank details.

### **When you stay longer than three months**

As a volunteer you need to apply for the Class D Working permit (valid 5 years) and Class C Resident permit (two years valid), but doctors first need a doctors license. This is a time-consuming process.

The money involved is:

- US\$ 500 for the Working Permit
- US\$ 600 (US\$ 500 government fee plus US\$ 100 for the Hospital to arrange the visa) for the Resident Permit
- the money for a doctors license (only if you are a doctor, dentist or midwife); see below

The process for the Working Permit and Resident Permit is a digital application system which has to be processed by the hospital.

1. Collect the required documents and send to us digital:
  - a. **Curriculum Vitae (CV)** Please note that if you mention a qualification in your CV, then you will have to produce a certificate to support it.
  - b. **A passport photo**
  - c. **Passport copies** of ALL pages, including blank pages; at least the copy of the page with your name and picture must be certified; please make one pdf file containing all pages but it should not exceed 500Kb so you have to compress your pdf file
  - d. A registration at a Tanzanian organization like the Medical Council of Tanzania (see **Doctors License**)
  - e. a certified copy of you qualifying diplomas
  - f. an official translation of your diploma
  
2. Send us a signed copy of the volunteer agreement. We will send this form to you by email upon your request. Also use expats@haydom.co.tz.
  
3. Pay the fee to the hospital

Account Name : Haydom Lutheran Hospital,  
 Account No : 0250495423200  
 Currency : USD  
 SWIFT : CORUTZTZ.  
 Bank : CRDB BANK PLC  
 P O BOX 268, DAR ES SALAAM, TANZANIA

4. Buy a tourist visa (\$50 or \$100 for US citizens) at the border or in advance through the e-visa system
5. Handover your passport upon arrival at the hospital to our information officer

# DOCTORS, DENTISTS AND MIDWIFES

## THE MEDICAL COUNCIL OF TANGANYIKA REGISTRATION PROCESS

If you are doing clinical work in the hospital you need to get the medical license from The Medical Council of Tanganyika (MCT) in Dodoma, in order to get the working permit. If you want we will provide you with this form and help you process the application. If you are not working in the clinical area, you don't have to fill out the license.

Remember to start the process as soon as possible as the registration for medical license can take some time as you have to do with three different organisations.

The first thing to do is to have your diplomas approved by the Tanzania Commission for Universities, the TCU. Visit [https://www.tcu.go.tz/sites/default/files/Procedures FAAS.pdf](https://www.tcu.go.tz/sites/default/files/Procedures_FAAS.pdf) You can upload your documents, the diplomas should be accompanied by a certification of a lawyer. This process is digital but you have to pick up the document of the approval yourself with your original diplomas. We can also send somebody to Dar es Salaam with your original diplomas but this will cost you USD 250.

The next step is the registration at the MCT, for which you also can upload all your documents via their website. See <http://www.mct.go.tz/index.php/limited-registrations-foreigners>

You have to enclose digital:

- a certified copy of your qualifying medical diploma/degree
- a certified copy of your medical diploma marks
- a certified copy of your dissertation or thesis
- a passport photo
- a certified copy of evidence of medical/dental registration in your home country
- an original letter of good standing with the own medical council

Suitable documents would be from UK General Medical Council, Norwegian Medical Association, Norwegian Health and Social Security Directorate, for Holland the BIG registration etc.

*What do we mean by certified copies?* These are photocopies of your documents, which have been presented to a solicitor or lawyer or certified registrar together with the original certificate, document or diploma. The lawyer/registrar then puts his stamp on, and signs the photocopy, declaring that this is a true copy of the original.

*If your certificate is not in English:*

Applicants must take note that any certificates and documents provided should be in English or accompanied by a certified correct English translation. Remember to take the originals of the mentioned documents with you to Haydom.

On the website of MCT you can follow your application. As soon as it is “accepted”, and the status is “not printed” you have to call them (0713685768) that they can print the license and tell them if you are going to pick it up yourself in Dodoma, or have somebody go there with a letter from you that you allow that person to pick it up, or have it sent by EMS, phone 0759625749.

The costs involved are:

- TZS 150,000 (around USD 70) for verification of diplomas by TCU (this must be paid in advance at a local bankbranch in Tanzania, contact us to help you with this)
- travel expenses for picking up the document of TCU in Dar es Salaam
- MCT registration USD 300 for a 3-months license or USD 500 for a 1-yr license (this must be paid at a bank in Babati; contact us if you need assistance)
- travel expenses for picking up the MCT license in Dodoma
- expenses for lawyer getting certification of your diplomas etc. in your home country (could be around USD 30 per document)

After you have your medical license the Working Permit and Residence Permit can be arranged. This will also take USD 500 for the working permit plus USD 550 for the residence permit.

# RESEARCH

## For visitors who intent to do research at Haydom:

If you are going to do research in Haydom and you have got permission from COSTECH you need to have the Research Working Permit. This one costs \$550. Please contact us for more details.

To help you apply for the correct permit we need to know your plan for work and length of stay well in advance: applying for these permits is a timeconsuming process. The different permits require different documents, please read information carefully: for students, doctors, dentists and nurses, other volunteers and a Research permit.

Haydom Lutheran Hospital has an extensive research portfolio and welcome researchers to the hospital. At the hospital there is also an office under the National Institute for Medical Research (NIMR) under the Ministry of Health and Social Welfare in Tanzania. All research planned to be undertaken at the hospital needs to be presented to the hospital through the Managing Medical Director. A full research protocol is needed, including all questionnaires and survey tools, to be presented first to the local research committee for approval. It will then be sent to NIMR for further approval. Upon NIMR clearance all foreign researchers need to apply to the Tanzanian Commission for Science and Technology (COSTECH) for final research clearance.

This is necessary in order to receive a residence permit in Tanzania. In general a research clearance is needed for all research activities involving patients, community respondents and clinical / laboratory methods not in routine use at the hospital. In addition it is important to know how the research will be disseminated. The aim of the hospital is to provide research facilitation that is relevant to the challenges of our local community, the hospital and the research priorities of Tanzania in order to be as policy relevant as possible. There is a \$300 fee to both NIMR and COSTECH as well as an \$80 handling fee to the hospital per candidate. Beside that the Working Permit costs \$550. Please follow the links to COSTECH and NIMR for further information.

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