MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES

OFFICE OF THE DEPUTY VICE CHANCELLOR - ACADEMIC, RESEACH AND CONSULTANCY

REGISTRATION/JOINING INSTRUCTIONS
2016/2017 ACADEMIC YEAR

1. CORRESPONDENCE

All correspondences to the University should be routed through your Dean of School. Also, you should quote your year of study, course and registration number as shown on your Identity Card.

2. ORIENTATION WEEK AND REGISTRATION

All fresher's are required to report at this University for the orientation and registration week, which begins on **24th October, 2016.** University Registration will last for two weeks from the first day of the Orientation Week. Registration of first year students will be closed formally on **4th November, 2016**

The University will register only students who have paid the following to the University and receipts will be required for registration:-

A. DEGREE

(i) Caution Money **(Compulsory)**.....10,000/=
(ii) Identity Card.....10,000/=
(iii) Registration fees ..... 5,000/=
(iv) Medical capitation fee to NHIF.....50,400/=
(v) Examination Fee.....12,000/=
(vi) Students Union Fee..... 5,000/=
(vii) Quality assurance Fee .....20,000/=

BANKING INFORMATION DEGREE (MUHAS)

Payment should be made to the following account:

BENEFICIARY: **Muhimbili University of Health and Allied Sciences**
BANKER: **National Microfinance Bank Muhimbili Branch**
ACCOUNT NUMBER: **20901100002**

B. DIPLOMA

(viii) Caution Money **(Compulsory)**.....10,000/=
(ix) Identity Card.....15,000/=
(x) Registration fees ..... 20,000/=
(xi) Medical capitation fee to NHIF.....50,400/=
(xii) Examination Fee..... 100,000/=(120,000/= for Private)
(xiii) Students Union Fee..... 5,000/=
(xiv) Quality assurance Fee ..... 20,000/=

BANKING INFORMATION FOR DIPLOMA (IAHS)

Payment should be made to the following account:

BENEFICIARY: **DIRECTOR – INSTITUTE OF ALLIED HEALTH SCIENCES**
BANKER: **National Microfinance Bank Muhimbili Branch**
ACCOUNT NUMBER: **20901100016**

NB. All first year students will have to join or show evidence that they are members of the National Health Insurance Fund or other similar funds at the time of registration.

Tuition fees must be paid by all **MUHAS** and **IAHS** first year students by **24th October, 2016.** This applies to all categories of students irrespective of the sponsorship source. Refund will be made to those who will subsequently be given loans by the Higher Education Students Loans Board. Details on the direct costs and tuition fee for the respective programmes of study are given in the MUHAS prospectus which is posted on the University website: **www.muhas.ac.tz.**

3. REGISTRATION FOR CONTINUING STUDENTS

All continuing students are required to pay tuition fees and direct costs for the 2016/2017 academic year by **31st November, 2016**. This applies to students who have no Higher Education Students Loans Board (HESLB) allocation for 2016/2017. Refund will be made to those who will subsequently be given loans by HESLB. Students who will fail to comply with this notice will not be allowed to register for 2016/2017 academic year. Details on the direct costs and tuition fee for the respective programmes of study are given in the MUHAS prospectus which is posted on the University website: **www.muhas.ac.tz.** It is also emphasized that the University will register students who have paid Medical Capitation fee or show evidence that they are members of the National Health Insurance Fund or other similar funds at the time of registration. For HESLB beneficiaries, signing of any pending HESLB pay sheets is obligatory for re-registration to be allowed.

4. RESIDENCE

Accommodation at the Campus is available on application at the cost indicated in the table below. However, due to limited rooms in the halls of residence, priority is given to foreign students, physically disabled, and female students from up-country. Accommodation on Campus therefore may not be available if you do not fall within these categories. All accommodation queries should be directed to the Manager, Students' Service Bureau (SSB). Adhering to the accommodation agreement/contract is a must. Cooking is strictly prohibited in the Halls of Residence.

	MUHIMBILI HOSTEL	CHOLE ROAD HOSTEL
Tanzanian students	Tshs500-(UG) per day	Tshs400-(UG) per day
Other East African Students except those exchange programs	US $ 1 (UG) per day	US $ 1 (UG) per day
Hostel facility deposit	Tshs 20,000	Tshs 20,000
Foreign students	US $ 3(UG) per day	US $ 3(UG) per day

UG: Undergraduate Students

NOTE: Any Tanzanian undergraduate MUHAS student wishing to stay in the Hall/hostel of residence during vacation shall pay according to the agreed rate prevailing at that period including all students who will be doing their practical training of Field training or supplementary examination. Foreign students shall pay also according to the agreed rate prevailing at that period.

5. TUITION FEES AND OTHER EXPENSES

The University will register only students who have produced evidence that they will be adequately financed during their course of study and have paid part of the fees at least for the first Semester. All Tanzanian candidates who cannot meet the cost of their education at the University are advised to seek **loan** from the **Higher Education Students' Loans Board (HESLB)** and **open personal bank account** in Dar es Salaam.

6. DEFERREMENT OF STUDIES

Students who have been selected but cannot join the University for any Reason cannot defer the admission to the next year. Such students need to apply afresh for the coming year. Students are advised to register first and then request for postponement.

7. CHANGE OF COURSE

No student will be permitted to change the degree he/she has been selected to pursue without the approval of the Senate. The procedures for changing a course will be on condition that:

(i) There is a vacancy;
(ii) The student has met the criteria and cut-off points used to select students to the course;
(iii) The request is submitted not later than the Friday of the second week after the beginning of the first semester;
(iv) The application letter is addressed to the Deputy Vice Chancellor- Academic, Research and Consultancy through the hosting and the receiving School.

8. CHANGE OF NAME

No change of names will be allowed during the course of study. Students will be allowed to use only those names which appear in their certificates. Names used during registration period will also appear in academic transcript and certificate at the end of studies and students will be liable to pay cost in re-printing certificates at the prevailing costs if they do not provide the correct information.

9. POSTPONEMENT OF STUDIES

Postponement of studies is not allowed except under special circumstances, e.g. sickness, serious social problem or severe sponsorship problem.

10. IDENTITY CARD

Once you receive your admission letter and after payment of items indicated on 2 above, you should proceed to the Medical Illustration Unit at this University where you will be issued with the Student Identity Card. You will be registered first with the University Administration before you can register at the relevant School/Institute.

11. ORIENTATION WEEK PROGRAMME

Obtain a copy of the programme from the Dean of Students.

12. CONTACT

In case of any problems/questions, please contact the Admissions Office, Microbiology/Immunology Building, ground floor.

13. POCKET MONEY

Candidates are advised to have enough pocket money at the beginning of the course for subsistence since the meals and accommodation loans from the HESLB may sometimes be delayed.

NOTE: For more/additional Information contact Mr. E.W. Mghamba through +255766417203 during official working hours (08.00 – 17.00HRS, EAT)

WE WISH YOU AN ENJOYABLE STAY AT THIS UNIVERSITY

OFFICE OF THE DEPUTY VICE CHANCELLOR-ACADEMIC, RESEARCH AND CONSULTANCY