

SOKOINE UNIVERSITY OF AGRICULTURE



REGISTRATION PROCESS FOR CONTINUING STUDENTS FOR 2015-2016 ACADEMIC YEAR

1 INTRODUCTION

All continuing students should register into SUASIS before the expiry of 14 days from the beginning of semester as per admission and examination regulation number 5.10. Steps are as follows:

2 PROCESS

STEP 2.1: Pay Tuition and Other Fees Using University Fee Invoice Downloadable from your SUASIS Account

- (a) Before making any payment, login into your SUASIS account
- (b) Print university fees invoice or record the invoice number on a piece of paper so as to be able to pay at any CRDB bank branch or using SIM banking. Detailed Procedures are in Appendix 1.
- (c) If you do not have login information (username and password) for SUASIS see your head of department or admission officers for assistance.
- (d) Non-compliance will lead to registration withdrawal as per admission and examination regulation (2012) number 5.11.

STEP 2.2: University Accommodation (if needed)

All continuing students must apply for accommodation online through their SUASIS accounts if you have not been allocated a room in odd semester. Rooms are automatically allocated.

- (a) Login into your SUASIS account
- (b) Click “accommodation”
- (c) While making sure that the correct academic year is chosen in the selection box click “apply”
- (d) Pay attention to the message that the system shall be displaying for your action.

STEP 2.3: Obtain Accommodation Invoice From Your SUASIS account*

- (a) If you have applied for university accommodation, login into your SUASIS account
- (b) Click on “payments” then choose “accommodation invoice”.

* This step is necessary for semester 1, 3, 5, 7 and 9.

- (c) Print or note the invoice number ready for making payments as detailed in appendix 1.

Note E: Invoices can only be made after room allocation.

STEP 2.4: Obtain Boarding Information from SUASAB (accommodation) officers*

After paying accommodation fee boarding information, keys and mattress can be issued at this stage.

STEP 2.5: Register for Courses (Core and Electives) Online Using SUASIS account to make a minimum of 12 Credit per Semester

- (a) Be sure that you register for the elective courses that you shall be studying.
- (b) Registration of courses should be done online using your SUASIS account.
- (c) Use the prospectus which can be downloaded from www.suanet.ac.tz/docs/SUAPROSPECTUS2012-2013.pdf to choose elective courses of your interest.
- (d) Be sure that you have registered for enough courses (core^{\$} and electives) that make a minimum of 12 credits per semester.

Note A:

Remember to register for core and elective courses online two weeks before the end of every semester to retain your provisional registration and allow proper timetabling.

^{\$} SUASIS registers all core courses automatically for you. You need to register for electives only

**SOKOINE UNIVERSITY OF AGRICULTURE
OFFICE OF THE BURSAR
FEES PAYMENT PROCESS**

At the beginning of each semester, all students will be required to pay all fees for the appropriate semester. Students failing to pay or produce an acceptable document of commitment to pay the required fees from a sponsor will not be registered. To avoid long queue at the bank you are advised to use **CRDB SimBanking**.

A: PAYMENT THROUGH BANK

1: Print Invoice

- Students who have access to internet and have a user name and password can download their invoice from SUASIS through our website at www.suanet.ac.tz.
- Those without access to internet access can seek assistance from the Students' Accounts Office.

2: Make payment

- After getting your invoice go to the nearest **CRDB Branch** to deposit fee amount specified in your invoice.
During Payment use the following Bank Account:

Fee Type	Bank	Account Number
Undergraduate Tuition Fees and Other Fees	CRDB	01J1076769836
Medical Fee	CRDB	01J1076769825
Postgraduate Tuition Fee and Other Fees	CRDB	0150076769860
Accommodation For Postgraduate and Undergraduate Fee	CRDB	01J1076769835

3: Checking

- Check your SUASIS account to confirm entries.
- Report to the Admission desk for registration.

NOTE

Do not use CRDB Bank Agents (FAHARI HUDUMA) to make these payments. All payment must be made through CRDB Braches or through SimBanking.

- During payment remember to **CORRECTLY** write your **REGISTRATION NUMBER** on your Bank Deposit Slip before presenting the slip and cash to the bank teller.
- A valid Bank Slip must have Students' correct **NAME** and **REGISTRATION NUMBER**.
- Do not sign your slip if information printed on the slip is not correct.
- A Bank Slip with any alteration will not be accepted.

B: PAYMENT THROUGH CRDB SIMBANKING

Step One	Step Two	Step Three
• Dial *150*03#	• Dial *150*03#	• Check your SUASIS account to confirm entries • Report to the Admission desk for registration
• Enter Your simbanking Password/PIN	• Enter Your simbanking Password/PIN	
• Select No. 4 – Bill Payment	• Select No. 4 – Bill Payment	
• Select No. 8 – SUA FEE Payment	• Select No. 8 – SUA FEE Payment	
• Select No. 1 – SUA Fees Payment	• Select No. 2 – Make SUA Fees Payment	
• Select No. 1 – Check Fee Balance	• Select which account you want to transfer from(Normally this account should be your account or your sponsor account)	
• Enter Your Invoice No.	• Enter your Invoice number	
• you will receive an SMS confirming your Outstanding Fees	• Enter Amount you want to pay • Confirm payment	

NOTE

Remember to use the **CORRECT INVOICE NUMBER** when paying using CRDB Simbanking.

C: PAYMENT THROUGH CHEQUE, SWIFT PAYMENT AND ANY OTHER DIRECT TRANSFER MADE BY ISNTITUTIONS

For payments made by Cheque, Swift, and any other payment made directly by Institutions (Sponsors) into SUA Bank Accounts, Students **MUST PRESENT** an evidence of deposit or transfer to student accounts office and collect an official receipt for it. Failing to abide that will considered as the fees not received.