

# SOKOINE UNIVERSITY OF AGRICULTURE



**P.O. BOX 3000 – CHUO KIKUU, MOROGORO, TANZANIA**  
**TELEPHONE: +255 2603511/4 (GENERAL) EXT. 4105, 4216, 2103, 2104**  
**2604245 (DEAN OF STUDENTS), 2604614 (SOLOMON MAHLANGU CAMPUS)**  
**OR +255 023 2603679 ADMISSIONS OFFICE**

---

## **JOINING INSTRUCTIONS FOR UNDERGRADUATE STUDENTS 2015/2016 ACADEMIC YEAR**

### **1.0 LOCATION OF SOKOINE UNIVERSITY OF AGRICULTURE AND ARRIVAL INFORMATION**

Sokoine University of Agriculture is in Morogoro Municipality and is about 200 km west of Dar es Salaam, 260 km from Dodoma and 320 km from Iringa.

Be informed that all students selected to join B.Sc. Environmental Science and Management, B.Sc. Education, Bachelor of Tourism Management (BTM), B.Sc. Agricultural Education (Agricultural Sciences and Biology), Bachelor of Rural Development (BRD), B.Sc. Agricultural Economics and Agribusiness, B.Sc. Applied Agricultural Extension, B.Sc. Range Management and B.Sc. Informatics are supposed to report at Solomon Mahlangu Campus (SMC) in Mazimbu, whereas the rest will be reporting at the Main Campus (MC). Students are required to arrive between 08:00 hours and 18:00 hours.

### **2.0 MEDICAL EXAMINATION**

Admission into the University is conditional upon a satisfactory medical examination report (Form C) undertaken by a Registered Medical Practitioner. Each student is therefore requested to present the enclosed Form C to a **Registered Medical Practitioner** and request for Medical Examination.

2.1 Any Medical Examination Fees e.g. Chest X – Ray is a student's responsibility.

### **3.0 DATE OF ARRIVAL**

Sokoine University of Agriculture is expected to open on 13/10/2014 for 1<sup>st</sup> years. Students will be received between 8.00 a.m. and 6.00pm.

The first week is for orientation activities starting on 02/11/2015 and ending on 07/11/2015. All 1<sup>st</sup> year students are required to participate in the orientation week programme. More information will be given on arrival.

### 3.1 **Registration of First Year Students**

The registration deadline for first year students will be **TWO WEEKS** from the first date of Orientation Week.

***All Payments will be made through CRDB bank either directly or using simbanking services. For details on the procedure refer to Appendix 1 at the end of this document.***

### 4.0 **TRAVEL ARRANGEMENTS**

Please note that the University does not pay for your travel expenses, and such expenses are not included in the regular Bursary payment.

### 5.0 **IMMIGRATION FORMALITIES FOR FOREIGN STUDENTS**

Foreign students are expected to clear all immigration formalities in their countries before they depart for Tanzania. Upon arrival at the University, they will be required to obtain a Residence Permit which costs USD 250 within the Orientation Week before they are allowed to attend classes. No foreign students shall be registered without a Residence permit.

### 5.1 **Identification Cards**

Students will be required to present one colored passport size photographs during registration for identification cards for which they will have to pay.

### 6.0 **RESIDENCE**

(a) There is limited accommodation in University hostels, University accommodation is therefore not guaranteed

(c) Students can be offered accommodation residence in order of the following priority:

- (i) Students with physical disability/ health stresses confirmed by Sokoine University of Agriculture (SUA) Resident Medical Officer (RMO)
- (ii) Foreign Students
- (iii) First year Students
- (iv) Female Students
- (v) Finalist Students
- (vi) Continuing Students

(d) Payments will be made through CRDB bank after completing the registration exercise and after obtaining an accommodation invoice from student's SUASIS account.

- (e) Accommodation payment may be made on semester basis though invoicing is made annually as per accommodation agreement.
- (f) At the end of every academic year undergraduate students shall be required to vacate (remove their personal effects) and return mattress and room keys, otherwise they will be charged for occupying the rooms during this time.
- (g) Students will be required to sign a legal binding agreement regarding payment of accommodation fees.
- (h) NOTE that at the beginning of each year one is required to apply afresh for accommodation.
- (i) However, due to the limited accommodation facilities available, students are advised to acquire off-campus accommodation and pay rent to their respective Land lords. The University has no provisions for married quarters for any student's family.

#### 6.1 **CAFETERIA SERVICES**

Food will be served in the identified Cafeterias. Students are not allowed to cook in the Halls of Residence.

#### 6.2 Dossier available from the Office of the Dean of Students

- (a) Orientation Week Programme
- (b) Personal Particulars Forms
- (c) Student by – Laws
- (d) Examination Regulations

#### 7.0 **ACADEMIC DOCUMENTS**

Confirmation of your admission to this University is subject to the satisfactory verification of the academic qualifications you submitted in your application forms. During the Orientation Week, your academic documents will be validated for the purpose of formal registration.

Students must bring with them ORIGINAL Certificates which qualified them for admission i.e. Form IV School Certificate (Ordinary Level) or Equivalent and/Advanced Certificate of Secondary Education Examination (A.C.S.E.) Form VI or equivalent and/or any other documents relevant to your matriculation. **A forged document may lead to prosecution.**

#### 7.1 **RELEASES FROM EMPLOYERS**

The Sokoine University of Agriculture will **NOT** register any employed student without a letter of release from their employer.

**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](http://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.

