

SOKOINE UNIVERSITY OF AGRICULTURE



**P.O. BOX 3000, CHUO KIKUU, MOROGORO, TANZANIA
TELEPHONE: +255232640010**

JOINING INSTRUCTIONS FOR UNDERGRADUATE AND NON-DEGREE STUDENTS FOR 2017/2018 ACADEMIC YEAR

1.0 LOCATION OF SOKOINE UNIVERSITY OF AGRICULTURE AND ARRIVAL INFORMATION

Sokoine University of Agriculture (SUA) is within Morogoro Municipality, 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 should report at the Main Campus (MC). Students are required to arrive between 08:00a.m and 18:00 p.m.

2.0 MEDICAL EXAMINATION

Admission into the University is conditional upon satisfactory medical examination report from a SUA Medical Practitioner. Special arrangements will be made for students to have a medical checkup at an affordable rate.

3.0 DATE OF ARRIVAL

Sokoine University of Agriculture is expected to open on 31/10/2017 for 1st years. Students will be received between 8.00 a.m. and 6.00pm.

The first week is for registration and orientation activities starting on 31/10/2017 and ending on 6/10/2017. All 1st year students are required to participate in the orientation week program. More information will be given on arrival.

3.1 **Registration of First Year Students**

The registration for first year students will end **TWO WEEKS** from the first date of arrival.

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 be aware that the University does not pay for your travel expenses, and therefore 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 first week. No foreign student will be registered without a Residence permit.

6.0 **IDENTIFICATION CARDS**

In order to be issued with a student identity card, each student will be required to upload a passport size photo through the personal SUASIS account. SUASIS can be accessed using the username and password issued at the time of application.

7.0 **ACCOMMODATION**

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

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

- (i) Students with physical disability/health concerns confirmed by our Resident Medical Officer
- (ii) Foreign students
- (iii) First year students
- (iv) Female students
- (v) Final year students
- (vi) Continuing students

(d) Payment will be made through CRDB bank after obtaining an accommodation invoice from student's SUASIS account.

- (e) Accommodation payment may be made on semester basis though invoicing is made as an annual sum as per accommodation agreement.
- (f) At the end of every academic year undergraduate and non-degree students are required to vacate rooms (remove their personal effects and return mattress and room keys) if they should not be charged for occupying the rooms during vacation time.
- (g) Students will be required to sign a legally binding agreement regarding payment of accommodation fees.
- (h) At the beginning of each year one is required to freshly apply for accommodation.
- (i) Due to the limited accommodation facilities available, students are advised to acquire off-campus accommodation and pay rent to their respective landlords. The University has no provisions for family quarters.

8.0 **CAFETERIA SERVICES**

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

9.0 **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.**

10.0 **RELEASES FROM EMPLOYERS**

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

11.0 A dossier available from the Office of the Dean of Students includes:-

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

**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	0111076769836
Medical Fee	CRDB	0150076769801
Postgraduate Tuition Fee and Other Fees	CRDB	0150076769860
Accommodation For Postgraduate and Undergraduate Fee	CRDB	0111076769835

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.

