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**PRE-ORIENTATION INFORMATION TO PROSPECTIVE STUDENTS ADMITTED  
AT UDSM FOR THE 2017/2018 ACADEMIC YEAR**

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**1. WHEN WILL THE UNIVERSITY OPEN**

Prospective students selected to join the Mwalimu J.K. Nyerere Mlimani Campus, the College of Information and Communication Technologies and the School of Journalism and Mass Communication should report on Saturday 28<sup>th</sup> October, 2017 for verification of fee payment before the Orientation Week which starts on **30<sup>th</sup> October, 2017**. Applicants selected for admission into the Dar es Salaam University College of Education (DUCE) and the Mkwawa University College of Education (MUCE) should report directly at the Colleges' campuses.

On arrival, prospective students at the Mwalimu J.K. Nyerere Mlimani Campus will have to observe the following:

- There will be Guides at the campuses' entry points to assist them with directions.
- The Guides and other Officials will be on duty from 8.00 am to 6.00 pm. No service shall be rendered beyond 6.00 pm.
- Admission issues for prospective students admitted at the Mwalimu Nyerere Mlimani Campus will be handled in Nkrumah Hall from 8.00 am to 6.00 pm.
- On the arrival day, prospective students are advised to avoid carrying heavy luggage so as to minimize inconveniences that may occur as they will have to move from one location to another for registration purposes.
- Prospective students are required to bring the original Pay-in-Slips for verification of fee payment. Only those who have paid fees will access accommodation and other University services.

Prospective students arriving at DUCE and MUCE will be guided by officials at the campuses' entry points as they report.

**2. WHO SHOULD REPORT**

All prospective first year students selected to join the University for the academic year 2017/2018. Students who are around Dar es Salaam may wish to collect their admission letters at least three weeks before the opening date. Those who are away will get their admission letters on arrival.

**3. PAYMENT COMPLIANCE**

Before reporting to the University, the prospective HESLB and Private sponsored students must pay their share of tuition fees and actual fees respectively. Other payments for both are as indicated below. Only those who paid the fees will be processed for admission.

**Tuition fee for Undergraduate degree programmes for 2017/2018 academic year**

| <b>Cluster</b> | <b>Tuition fees for Tanzanian Nationals (Tshs.)</b> | <b>Tuition fees for full time year for Non-Tanzanian Nationals (USD)</b> | <b>Hosting Academic Unit</b> | <b>Degree/Programme</b>  |
|----------------|---|--|------------------------------|--|
| 1              | 1,000,000   | 2,100  | CoHU                         | B.A. in Heritage Management, Music, Language Studies, Literature, Education, History and Archaeology, History and Political Science, Archeology and Geography, Theatre Arts, Film and Television Studies, Art and Design, History, Archaeology, Philosophy and Ethics  |
|                |   |  | SoED                         | B.Ed. in Adult Education, Arts, Commerce, Early Childhood Education, Psychology, Physical Education and Sport  |
|                |   |  | IKS, IDS                     | B.A.in Kiswahili, B. A. Development Studies  |
|                | 1,300,000   | 2,700  | CoSS                         | B.A. in Archaeology, Geography and Environmental Studies, Economics, Anthropology, Sociology, Political Science and Public Administration<br>B. A. Library and Information Studies, Statistics, Bachelor of Social work, Psychology,Economics,Economics and Statistics |
|                |   |  | SJMC                         | B.A. in Journalism, Mass Communication, Public Relations and Advertising   |
|                |   |  | UDBS                         | B. Commerce (except Accounting )   |
|                |   |  | CoET                         | All programmes   |
|                |   |  | CoNAS                        | All programmes   |
|                |   |  | CoICT                        | B.Sc. in Electronic Science & Communications; B.Sc. with Computer Science  |
|                |   |  | UDSoL                        | B.A. in Law Enforcement  |
|                |   |  | CoAF                         | All programmes   |
|                |   |  | 3                            | 1,500,000  |
|                |   |  | UDSoL                        | LL.B   |
|                |   |  | CoICT                        | B.Sc. in Computer Science, B.Sc. in Computer Engineering and Information Technology and Telecommunication Engineering.   |

In addition to the tuition fee each student (regardless of sponsorship) MUST pay the following approved Direct University Costs:

**Direct University Costs (Payable to the University)**

| Cost Item               | Tanzanians (T.Shs) | Non-Tanzanians (USD) |
|-------------------------|--------------------|----------------------|
| ID fee                  | 5,000              | 5                    |
| Registration (once)     | 5,000              | 100                  |
| Examination Fee         | 12,000             | 120                  |
| Medical Capitation Fees | 50,400             | 125                  |
| Student Union Fee       | 5,000              | 15                   |
| TCU Commission          | 20,000             | 10                   |
| <b>Total</b>            | <b>97,400</b>      | <b>375</b>           |

**Direct Students' Costs (Payable Directly to Students)**

| Cost Item                          | Cost (TShs.)     |
|------------------------------------|------------------|
| Books & Stationery Allowance*      | 200,000          |
| Meal and Accommodation Allowance * | 1,785,000        |
| <b>Total</b>                       | <b>1,985,000</b> |

\*Advisory only, more may be required; paid annually.

In addition, students are required to have sufficient funds to cater for Special College/School/Institute requirements. Such requirements may be in the form of boots, overalls, compass sets, drawing boards, track suits, gloves, masks, etc. as well as funds for industrial/practical training or teaching practice depending on the programme. Applicants are urged to consult the latest University prospectus for specific requirements by their colleges/schools or consult the units that they intend to apply for more details, including indicative cost implication.

Key:

CoSS: College of Social Sciences  
 CoHU: College of Humanities  
 CoET: College of Engineering and Technology  
 CoNAS: College of Natural and Applied Sciences  
 CoICT: College of Information and Communication Technologies  
 CoAF: College of Agricultural Science and Fisheries Technology  
 UDSOL: University of Dar es Salaam School of Law  
 SoED: School of Education  
 SoHS: School of Health Sciences  
 SJMC: School of Journalism and Mass Communication  
 UDBS: University of Dar es Salaam Business School  
 DUCE: Dar es Salaam University College of Education  
 MUCE: Mkwawa University College of Education  
 IKS: Institute of Kiswahili Studies  
 IDS: Institute of Development Studies

Payment should be made as follows:

Students at the Mwalimu J. K. Nyerere Main Campus should pay through the NBC Bank Account Number **040103001709** (UDSM Branch) or CRDB Bank Account Number **01J1088967000** (UDSM Branch) or NMB Account Number **20801100017** (UDSM Branch).

Students at DUCE should pay through NBC Account Number **071101000196** (Chang'ombe Branch).

Students at MUCE should pay through CRDB Account Number **01J1071134810** (Mkwawa Branch).

For those using international telegraphic transfer, the Swift Code is NLCBTZTX for NBC Bank and CORUTZTZ for CRDB Bank.

Students are required to submit the original pay-in-slip to the University as proof of payment compliance. They are however advised to keep a copy of the same.

**4. WHERE TO REGISTER**

- Students at the Mwalimu J.K. Nyerere Mlimani Campus shall register at their respective Colleges/Schools/Institute.
- Students at DUCE shall register at the DUCE campus;
- Students at MUCE shall register at the MUCE campus; and
- Students at SJMC shall register at the SJMC campus.
- Students at CoICT shall register at the CoICT campus

**On registering students MUST write names that appear on their certificates in full without initials.**

**5. ITEMS TO BE CHECKED DURING REGISTRATION**

All Students should ensure the following during registration:

- (i) The Photograph that appears on the student's Registration Forms should match the face of the person presenting the Registration Forms.
- (ii) The Registration Number indicated in the Registration Forms should be the same as that appearing in the Student's Admission Letter.
- (iii) The College/School/Institute and Degree Programme appearing on the Student's Registration forms should be the same as that appearing in the Student's Admission Letter.
- (iv) The Names appearing on the Registration Forms should match the ones appearing in the O-level and A-Level/Diploma Certificates as well as the Admission Letter. **No additional names will be accepted.**
- (v) Ugandan students should bring certificates issued by the Uganda National Examination Board (UNEB) and not testimonials from their Secondary School Headmasters/Headmistresses.

**6. TAKING PHOTOGRAPHS**

Prospective students shall have their photos taken at the Identity Card Unit, Mwalimu J. K. Nyerere Main campus when they come to collect admission letters.

**7. STUDENT IDENTITY CARDS**

Upon completion of registration formalities the student will formally be recognized as a student of the University of Dar es Salaam and be issued with a Student Identity card.

**8. REGISTRATION PROGRAMME**

Registration of courses in various academic units will be conducted as per the Orientation Week Programme that will be issued by the office of the Director of Undergraduate Studies on arrival.

**9. ACCOMMODATION**

Spaces in the halls of residence are very limited and, as a result campus accommodation is not guaranteed except to foreign and students with special needs.

**10. CONTINGENCIES**

It is advisable for students who are sponsored by HESLB to have sufficient funds from their own sources to cater for initial costs when they arrive. The advice is based on the experience that it has been taking a little bit of time for HESLB to sort out some of the issues before funds are released to students.