

# MOSHI CO-OPERATIVE UNIVERSITY (MoCU)

## CHUO KIKUU CHA USHIRIKA MOSHI

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### POSTGRADUATE PROGRAMS JOINING INSTRUCTIONS FORM

|                          |                |  |
|--------------------------|----------------|--|
| Date                     | September 2016 |  |
| Academic year            | 2016/17        |  |
| Our Ref. No.             | MoCU/DRPS/3/68 |  |
| <b>Student's details</b> |                |  |
| Registered name          | First name     |  |
|                          | Middle name    |  |
|                          | Surname        |  |
| Postal Address           |                |  |
| E-mail address           |                |  |
| Phone number             |                |  |

Dear prospective student,

#### JOINING INSTRUCTIONS FOR THE 2016/17 ACADEMIC YEAR

Congratulations! We are pleased to inform you that your application for the.....program has been successful. Masters programs are expected to commence on **1<sup>st</sup> November, 2016** and registration shall start on **Monday 3<sup>rd</sup> October, 2016 to 31<sup>st</sup> October, 2016**. Postgraduate Diploma Programs are expected to commence on **1<sup>st</sup> November 2016** and registration shall start on **17<sup>th</sup> October, 2016 to 31<sup>st</sup> October, 2016**. The overall requirements and procedures for enrollment are indicated in the table below. Please read them carefully.

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| <p><b>Program and registration requirements</b></p> <p>Upon arrival at the University, you will be required to report to the Postgraduate Admissions Office for registration. In case you arrive late at night, please report to the Student Accommodation Office for temporary accommodation.</p> <p>For registration purposes, you will be required to present the following:</p> <ol style="list-style-type: none"> <li>1. Relevant original certificates and transcripts at all sittings</li> <li>2. Six recently taken passport size photographs.</li> <li>3. Relevant original bank pay-in-slips as proof that you have paid the University fees.</li> <li>4. Original Joining Instructions Form dully filled and signed.</li> <li>5. Passport (for international students).</li> <li>6. Original birth certificate.</li> <li>7. Dully filled Medical Examination Form (the form is attached).</li> <li>8. Foreign students will be required to process for a students' permit.</li> </ol> <p><b>Please note that:</b></p> <ol style="list-style-type: none"> <li>1. You will be registered in the program in which you have been admitted.</li> <li>2. The name you indicate in this form must match the names that appear in your secondary education certificate(s); except if it was legally changed.</li> <li>3. If you submit a forged certificate/document, you will be committing a criminal offence and may be reported to the Police for prosecution.</li> </ol> |
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| <b>Financial requirements</b>   |   |                          |                                 |
|---|---|--------------------------|---------------------------------|
| 1. Financial requirements for this program are as indicated in the attached fee structure.<br>2. Fees once paid shall not be refunded or transferred to another academic year or to another party.<br>3. You shall not be registered without full payment of the required fees.<br>4. If you are a HESLB loan beneficiary, you shall not be registered without full payment of the percentage they are required to pay. |   |                          |                                 |
| <b>Account details</b>  |   |                          |                                 |
| 1   | Type of payment   | Account name             | Bank and account number         |
| 2   | Tuition fees, Facility Depreciation and Registration fees | MoCU Student Account     | CRDB Bank, <b>01J1040901600</b> |
| 3   | Medical capitation and TCU Quality Assurance Fee          | MoCU Health Fund Account | CRDB Bank, <b>0150040901600</b> |
| 4   | Students' organization fee                                | MoCUSO                   | Exim Bank, <b>5777009998</b>    |
| <b>International students</b>   |   |                          |                                 |
|   | Tuition fees  | MoCU Current Account No. | CRBB Bank, <b>02J1038874400</b> |
| <b>Note:</b> The bank deposit slips should indicate your full name and your program.  |   |                          |                                 |
| <b>Student Regulations</b>  |   |                          |                                 |
| You will be required to familiarize yourself with relevant University Regulations (including University Examination Regulations, Student Disciplinary Rules, and University Dress Code) upon registration. The Regulations will provide you with guidelines on your academic and general life during your stay at the University.   |   |                          |                                 |
| <b>Accommodation</b>  |   |                          |                                 |
| The University has limited accommodation for students; it does not therefore guarantee on-campus accommodation. The University may assist you to secure off-campus accommodation.   |   |                          |                                 |

Once again we would like to welcome you to Moshi Co-operative University. The University is located in Moshi Municipality, a clean town with a warm weather. You will find comfort and composure in your academic and social life at the University and Moshi generally.

We look forward to welcoming you to Moshi Co-operative University.

Sincerely,

**For: DEPUTY VICE CHANCELLOR (ACADEMIC)**

#### **Student's declaration**

I,....., do hereby declare that I have read and understood these Joining Instructions and promise to abide by the conditions specified therein. I also declare that all the documents/information I have submitted to the University are genuine and or true to the best of my knowledge.

**Signature:** .....

**Date:** .....

**Place:** .....