



MOSHI CO-OPERATIVE UNIVERSITY (MoCU)
CHUO KIKUU CHA USHIRIKA MOSHI

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DIRECTORATE OF UNDERGRADUATE STUDIES

JOINING INSTRUCTIONS FORM FOR CERTIFICATE AND DIPLOMA PROGRAMS	
Academic year	2019/2010
Student's details	
Registered name	First name
	Middle name
	Surname
Postal Address	
E-mail Address	
Phone Number	

Dear prospective student, Congratulations!

RE: JOINING INSTRUCTIONS FOR THE 2019/2020 ACADEMIC YEAR

We are pleased to inform you that you have been selected to join the following program of study at this University.

CAF	CMA	CMF	CIT	CHRM	CED	CQT	CLIS	DCMA	DBICT	DMFM	DEMA	DLAS

In order to commence your studies, you are required to report at the University on **16th September 2019** for registration. Please note that you are supposed to register within one week from the mentioned date, otherwise your selection shall be cancelled. The overall requirements and procedures for enrollment are indicated in the table below. Please read them carefully.

Program and registration requirements
<p>Upon arrival at the University, you will be required to report to the 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"> 1. Original Joining Instructions Form dully filled and signed. 2. Relevant original certificates and transcripts at all sittings 3. Results slips will be accepted for form six leavers of 2019 and form four leavers of 2018 ONLY. 4. Six recently taken passport size photographs. 5. Relevant original bank pay-in-slips as proof that you have paid the University fees (fee structure is attached) 6. Passport (for international students). 7. Original birth certificate. 8. Dully filled Medical Examination Form (the form is attached).

<p>Please note that:</p> <ol style="list-style-type: none"> 1. You will be registered in the program in which you have been admitted. 2. The names you indicate in this form must match the names that appear in your secondary education certificate(s). 3. If you submit a forged certificate/document, you will be committing a criminal offence and may be reported to the Police for prosecution.
<p>Financial requirements</p> <ol style="list-style-type: none"> 1. Financial requirements for this program are as indicated in the attached fee structure. 2. Fees once paid shall not be refunded or transferred to another academic year or to another party. 3. You shall not be registered without payment of the required fees. 4. If you are a HESLB loan beneficiary, you shall not be registered without full payment of the percentage you are required to pay.
<p>Mode of Payment</p> <p>MoCU is a Government Institution. Therefore, all payments shall be made using a special CONTROL NUMBER that shall be provided to each student by the University. The Control Number is for personal use only. Don't use your friends' Control Number for your own payments. In order to get your own CONTROL NUMBER please call number 0782859735 or 0625445651. Also don't send your money to these phone numbers. Just request for a control number to facilitate your payments. If in doubt, kindly call any of the following numbers or pay a physical visit to our offices in Moshi or Shinyanga for assistance: 0754050058 or 0757489347 or 0784618890</p>
<p>Note: The bank deposit slips should indicate your full names and your program of study.</p>
<p>Student Regulations</p> <p>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.</p>
<p>Accommodation</p> <p>The University provides accommodation for students in campus on a first come first served basis.</p>

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:

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Website: www.mocu.ac.tz

STUDENT'S MEDICAL EXAMINATION FORM

NAME OF THE STUDENT (in full)

Nationality.....Age.....Sex.....Marital Status.....

PERSONAL HISTORY

Has examine suffered from any of the following? If yes indicate data and diagnosis. If not please write "NO" in appropriate space.

- a) Tuberculosis
b) Other respiratory diseases
c) Cardiac Disease
d) Gastro – Intestinal disease.....
e) Renal or Genitor Urinary disease
f) Syphilis or Gonorrhoea
g) Emotional disease or psychosis
h) Serious Injuries
i) Allergies
j) Any fits
k) Leprosy

PHYSICAL EXAMINATION

- 1. Height 2. Weight.....
3. Chest – Lungs
• Heart.....
• BP

4. Abdomen
 - Organs
 - Other Mass
 - Pregnancy
5. Skin disease
6. Eyes: Conjunctive Pupils
 Sight: Without glasses Right Left
 Sight: With glasses Right Left
7. ENT.....
8. LAB INVESTIGATIONS
 - a) ESR WBC B/S Stool Urine
 - b) S.T.I.
9. Any Physical challenges of the Prospective student plus the Doctors recommendations

DOCTOR'S RECOMMENDATIONS:

I have examined Mr./Mrs./Missand considered that he/she is FIT/NOT FIT to be enrolled as a student at MoCU.

Name of the Doctor.....

Title

Qualifications (Official Stamp)

Signature.....

Date:

MOSHI CO-OPERATIVE UNIVERSITY (MoCU)

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FEE STRUCTURE FOR 2019/2020 ACADEMIC YEAR: TANZANIAN STUDENTS (in TShs.)

(1) DIRECT COST PAYABLE TO UNIVERSITY	Account Name	Account Number	CIT	CMF/CAF/CMA/CLIS/CED/HRM	DIPLOMA PROGRAMMES		DEGREE PROGRAMMES			PGD
					1 ST YEAR	2 ND YEAR	1 ST YEAR	2 ND YEAR	3 RD YEAR	
			TShs.	TShs.	TShs.	TShs.	TShs.	TShs.	TShs.	TShs.
TUITION FEE	MoCU Student Account	OBTAIN A CONTROL NUMBER FROM THE UNIVERSITY	730,000	700,000	750,000	750,000	1,100,000	1,100,000	1,100,000	1,240,000
TOTAL			730,000	700,000	750,000	750,000	1,100,000	1,100,000	1,100,000	1,240,000
(2) STUDENTS' COSTS PAYABLE DIRECT TO THE UNIVERSITY BY STUDENTS										
MEDICAL CAPITATION	MoCU Health Fund Account	CRDB Bank, 0150040901600	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
FACILITY DEPRECIATION FEE	MoCU Student Account	CRDB Bank, 01J1040901600	30,000	30,000	30,000	-	30,000	-	-	30,000
STUDENTS' ORGANIZATION	MoCUSO	Exim Bank, 5777009998	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
TCU QUALITY ASSURANCE FEE	MoCU Health Fund Account	CRDB Bank, 0150040901600	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
REGISTRATION FEE	MoCU Student Account	CRDB Bank, 01J1040901600	20,000	20,000	20,000	20,000	30,000	20,000	20,000	20,000
TOTAL			180,000	180,000	180,000	150,000	190,000	150,000	150,000	180,000
<ul style="list-style-type: none"> • MEDICAL CAPITATION IS COMPULSORY FOR ALL STUDENTS and MUST BE PAID ON REGISTRATION AT MoCU .If you are already a member of National Health Insurance Fund, you will be required to pay 49,600/= only to the University to cover for other expenses which are not covered by the NHIF. • Tuition fee paid is for that particular academic year, and it is subject to review from time to time when need arises. • The University provides accommodation for students in campus on a first come first served basis. Students who will manage to get accommodated at the University will be required to pay Tanzania Shillings 240,000/= per annum. Arrangements shall be made for off-campus accommodation after students' arrival. 										

FEE STRUCTURE FOR CERTIFICATE IN COFFEE QUALITY AND TRADE (CQT)

S/N	ITEM	AMOUNT
1	Registration	20,000.00
2	Tuition	900,000.00
3	Medical Costs	100,000.00
4	Facility depreciation	30,000.00
5	Quality Assurance	20,000.00
6	Students Organization	10,000.00
7	Study tour (<i>Field visit</i>)	250,000.00
	Total Amount	1,330,000.00

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