



**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	2020/2021			
Our Ref. No.	MoCU/SC/6/5 Vol. X			
<b>Student's details</b>				
Registered names	First Name			
	Middle Name			
	Surname(if any)			
Postal Address				
E-mail Address				
Phone Number				
Place of Study- Tick	<b>SHINYANGA</b>		<b>MOSHI</b>	

Dear prospective student, Congratulations!

**RE: JOINING INSTRUCTIONS FOR THE 2020/2021 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	CL	DCMA	DBICT	DMFM	DEMA	DLAS	DHRM

In order to commence your studies, you are required to report at the University on **23<sup>rd</sup> November 2020** for registration. Please note that you are supposed to register within one week from the mentioned date, otherwise your admission shall be cancelled. The overall requirements and procedures for enrollment are indicated in the table below. Please read them carefully.

<b>Program and registration requirements</b>
<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"> <li>1. Original Joining Instructions Form dully filled and signed.</li> <li>2. Relevant original certificates and transcripts at all sittings</li> <li>3. Acceptable Result slips for form six leavers are of 2020 and form four of 2019 ONLY.</li> <li>4. Six recently taken passport size photographs.</li> <li>5. Relevant original bank pay-in-slips as proof that you have paid the University fees (fee structure is attached)</li> <li>6. Passport (for international students).</li> <li>7. Original birth certificate.</li> <li>8. Dully filled Medical Examination Form (the form is attached).</li> </ol>

***Please note that:***

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.

**Financial requirements**

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

**Mode of Payment**

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 or 0716283062. 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 make a physical visit to our offices at Moshi or Shinyanga for assistance: **0713471279 or 0757489347 or 0673864209**

**Note:** The bank deposit slips should indicate your full names and your program of study.

**Student Regulations**

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.

**Accommodation**

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 and Shinyanga Municipalities. You will find comfort and composure in your academic and social life at the University.

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./Miss .....and 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) CHUO KIKUU CHA USHIRIKA MOSHI

### FEE STRUCTURE FOR CERTIFICATE AND DIPLOMA PROGRAMMES FOR 2020/2021 ACADEMIC YEAR: TANZANIAN STUDENTS (in TSH)

(1) DIRECT COST PAYABLE TO THE UNIVERSITY		CERTIFICATE IN INFORMATION TECHNOLOGY	CERTIFICATE IN COFFEE QUALITY AND TRADE	ALL OTHER CERTIFICATE PROGRAMMES	DIPLOMA PROGRAMMES	
					1 <sup>ST</sup> YEAR	2 <sup>ND</sup> YEAR
TUITION FEE	<b>Mode of Payment:</b> TO BE ISSUED WHEN TIME FOR FEE PAYMENT IS DUE, BUT MUST BE PAID THROUGH AN AUTHORIZED CONTROL NUMBER	730,000	900,000	700,000	750,000	750,000
<b>TOTAL</b>		<b>730,000</b>	<b>900,000</b>	<b>700,000</b>	<b>750,000</b>	<b>750,000</b>
<b>(2) STUDENTS' COSTS PAYABLE DIRECT TO THE UNIVERSITY BY STUDENTS</b>						
TCU QUALITY ASSURANCE FEE	<b>Mode of Payment:</b> TO BE ISSUED WHEN TIME FOR FEE PAYMENT IS DUE, BUT MUST BE PAID THROUGH AN AUTHORIZ CONTROL NUMBER	20,000	20,000	20,000	20,000	20,000
STUDENTS' ORGANIZATION		10,000	10,000	10,000	10,000	10,000
FIELD STUDY TOUR		-	250,000	-	-	-
OTHER UNIVERSITY FEES (registration, Student ID and facility Depreciation)		100,000	100,000	100,000	100,000	60,000
<b>TOTAL</b>		<b>130,000</b>	<b>380,000</b>	<b>130,000</b>	<b>130,000</b>	<b>90,000</b>

- Students with no NHIF Card will be required to pay Tanzania shillings **50,400 to NHIF** upon arrival to the University for facilitation of production of **NHIF Card**.
- 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 accommodation at the University shall be required to pay Tanzania Shillings 240,000/= per annum. Arrangements shall be made for off-campus accommodation after students' arrival, if needed