



CHUO KIKUU CHA USHIRIKA MOSHI

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DIRECTORATE OF UNDERGRADUATE STUDIES

DEGREE PROGRAMS JOINING INSTRUCTIONS FORM 2020/2021	
Academic year	2020/2021
Our Ref. No.	MoCU/SC/6/5 Vol. X
Student's details	
Registered names	First Name
	Middle Name
	Surname(if any)
Postal Address	
E-mail address	
Phone number	

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:

BAT	BA-AF	BA-CMA	BA-PSM	BSS. BICT	BA-HRM	LLB	BA-MFED	BA-CED	BA-ME	BA-BEC

In order to commence your studies, you are required to report at the University on **23rd November, 2020** for registration. Please note that you are supposed to register within one week from the mentioned date after paying the required fees, otherwise your admission 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 Dean of Student 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 (<i>this form</i>) dully filled and signed. 2. Relevant original certificates and transcripts (if they apply in your case) AT ALL SITTINGS. 3. Award Verification Certificate from NACTE (For diploma holders only). 4. Results slips will be accepted for form six leavers of 2020 and form four leavers of 2019 ONLY. 5. Six recently taken passport size photographs. 6. Relevant original bank pay-in-slips as proof that you have paid the University fees (fee structure is attached) 7. Passport (for international students). 8. Original birth certificate. 9. Dully filled Medical Examination Form (the form is attached).

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 full payment of the required fees.
4. If you are a HESLB loan beneficiary, you shall not be registered without full payment of the percentage they are required to pay.

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 **0769762274 or 0625445651 or 0716283062. Please, 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 0713540651 or 0673864209**

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

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 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 municipality 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 information /documents I have submitted to the University are genuine and or true to the best of my knowledge.

Signature: Date: Place:

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OFFICE OF THE DEPUTY VICE
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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)
CHUO KIKUU CHA USHIRIKA MOSHI

FEE STRUCTURE FOR 2020/2021 ACADEMIC YEAR: TANZANIAN STUDENTS (in TSh.)

(1) DIRECT COST PAYABLE TO UNIVERSITY	DEGREE PROGRAMMES			MODE OF PAYMENT	
	1 ST YEAR	2 ND YEAR	3 RD YEAR		
TUITION FEE	TShs.	TShs.	TShs.	TO BE ISSUED WHEN TIME FOR FEE PAYMENT IS DUE, BUT MUST BE PAID THROUGH AN AUTHORIZED CONTROL NUMBER TO BE BY THE UNIVERSITY	
	1,100,000	1,100,000	1,100,000		
TOTAL	1,100,000	1,100,000	1,100,000		
(2) STUDENTS' COSTS PAYABLE DIRECT TO THE UNIVERSITY BY STUDENTS					
TCU QUALITY ASSURANCE FEE	20,000	20,000	20,000		
STUDENTS' ORGANIZATION	10,000	10,000	10,000		
TRANSCRIPT FEE	0	0	30,000		
OTHER UNIVERSITY FEES (Registration, Student ID and Facility Depreciation)	110,000	110,000	110,000		
TOTAL	140,000	140,000	170,000		
<ul style="list-style-type: none"> • Students with no National Health Insurance Fund (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 has limited accommodation facilities in Campus. Students who will manage to get accommodation 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. • For evening programmes fee structure can be obtained upon request from the University 					