

UNIVERSITY OF IRINGA



POSTGRADUATE DIPLOMA PROGRAMMES JOINING INSTRUCTIONS

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Dear

Congratulations on your admission to the **POSTGRADUATE DIPLOMA PROGRAMME** offered by our university for a duration of **ONE** years. We are delighted to welcome you to our esteemed institution. As you prepare to embark on your academic journey, we have prepared this joining instructions guide to assist you with a smooth transition into university life.

Please review the following important information to ensure a smooth transition and successful start of your journey at our university.

i. Introduction

We extend a warm welcome to all incoming students. The University of Iringa is renowned for its academic excellence and commitment to fostering a supportive learning environment. As you join our university community, you will have the privilege of engaging with our exceptional staff members who are committed to providing excellent customer care and supporting your journey towards success.

Our university is located in the southern Highlands parts of the Country, specifically at the scenic rock hills of Iringa Town, Tanzania, approximately 510 km from Dar es Salaam, 345 km from Mbeya and 260 km from Dodoma. Our university offers a wide range of programs at the certificate, diploma, degree, and postgraduate levels. At UoI, we warmly welcome students from all backgrounds and provide a supportive learning environment to nurture their personal, academic, intellectual, and moral growth. Join us at UoI and embark on a transformative educational journey.

ii. Documents Verification and Registration

Admission to the University is subject to satisfactory verification of academic qualifications submitted during the application process. During orientation week, original certificates, including the Form IV Certificate (Ordinary Level) or its equivalent and the Advanced Certificate of Secondary Education Examination (A.C.S.E.) Form VI or its equivalent, must be presented for validation and formal registration. It is important to note that forging or presenting fraudulent documents is a serious offense and may lead to legal prosecution. We uphold the highest standards of integrity and expect all students to adhere to principles of honesty and authenticity.

iii. Academic Policies and Regulations

We kindly request you to familiarize yourself with the rules and regulations of the university, which are clearly outlined in the University prospectus and Student's By-Laws. These important documents can be easily accessed on our university website. It is of utmost importance to strictly adhere to these guidelines throughout your academic journey.

iv. Academic Calendar/Almanac

Stay organized and make the most of your academic journey with our comprehensive Academic Calendar/Almanac. It provides essential information such as semester start and end dates, holidays, examination periods, and important events. Plan your time effectively and stay ahead with this invaluable resource that will be shared with you for seamless scheduling throughout your university experience.

v. Immigration Requirements for International Students

For international students, there are specific additional requirements that must be fulfilled.

Please ensure that you have completed the following prior to your arrival:

1. Obtain a valid student visa or study permit that covers the entire duration of your studies.
2. Comply with all immigration requirements, including ensuring the validity of your passport, preparing the necessary documentation, and following arrival procedures.

For detailed information on immigration requirements and the application process, please visit the Tanzania Immigration website at <https://eservices.immigration.go.tz/>.

At any time contact +255716183765 for Quick help and support.

vi. Important Dates and Deadlines

The registration period for all students will conclude **TWO WEEKS** from the initial date of arrival. Take note of the following important dates and deadlines:

- Commencement of orientation program: **9th October 2023**
- Registration & 1st Installment payment deadline: **3rd November 2023**
- Course registration deadline: **11th November 2023.**

vii. Hostel and Accommodation

For students requiring on-campus or off-campus housing, please make a prior booking through the warden's office before making payments. Phone numbers: **0767370684** or **0715370684**. The university provides comfortable accommodation options, and our housing services will assist you in finding suitable arrangements.

- The annual hostel fee for On-Campus is **Tzs 378,000/=**, while for Mzalendo Campus, it is **Tzs 460,000/=**. Hostel fees can be paid in two installments: **Tzs 189,000/=** per semester, or **Tzs 230,000/=** per semester.
- The payment should be made using a different control number provided upon confirmation of your hostel placement.

viii. Fees Structure

For convenient and accommodative financial circumstances of our students and their sponsors, our tuition fees are divided into four installments. This payment structure aims to ensure a smooth payment process and assist with proper budgeting. To facilitate secure and hassle-free transactions, it is mandatory that all payments be made using a designated **CONTROL NUMBER**, which will be communicated to you through your active **phone number** or **email address** provided during the application process. Kindly adhere to the specified payment **DUE DATES** to avoid any inconveniences, as no extensions will be granted beyond the provided due dates.

➤ *Payments Schedules*

a) Postgraduate Diploma – One Year Programme

ITEM	Semester I		Semester II		Total
	Registration	2 nd Inst.	Registration	2 nd Inst.	
TUITION FEE	555,000	370,000	555,000	370,000	1,850,000
DIRECT COST	113,000	62,000	93,000	62,000	330,000
TOTAL	668,000	432,000	648,000	432,000	2,180,000
DUE DATE	Nov.11th	Dec.23rd	Mar.31st	June.03rd	

b) Masters – Evening First Year

ITEM	Semester I		Semester II		Total
	Registration	2 nd Inst.	Registration	2 nd Inst.	
TUITION FEE	600,000	400,000	600,000	400,000	2,000,000
DIRECT COST	86,000	44,000	66,000	44,000	330,000
TOTAL	668,000	432,000	648,000	432,000	2,180,000
DUE DATE	Nov.11th	Dec.23rd	Mar.31st	June.03rd	

c) Masters – Evening Second Two

ITEM	Semester I		Semester II		Total
	Registration	2 nd Inst.	Registration	2 nd Inst.	
TUITION FEE	210,000	140,000	210,000	140,000	700,000
DIRECT COST	95,000	50,000	75,000	50,000	270,000
NHIF	50,400	0	0	0	50,400
TOTAL	355,400	190,000	285,000	190,000	1,020,400
DUE DATE	Nov.11th	Dec.23rd	Mar.31st	June.03rd	

d) Masters – Full Time – One Year Programme

ITEM	Semester I		Semester II		Total
	Registration	2 nd Inst.	Registration	2 nd Inst.	
TUITION FEE	1,200,000	800,000	1,200,000	800,000	4,000,000
DIRECT COST	113,000	62,000	93,000	62,000	330,000
TOTAL	1,313,000	862,000	1,293,000	862,000	4,330,000
DUE DATE	Nov.11th	Dec.23rd	Mar.31st	June.03rd	

ix. Student Activity Fee

Student Activity fee of Tshs.**18,000/=** should be paid through **CONTROL NUMBER** that will be communicated through your active phone number, e-mail address provided during your applications and from Students' Organization Office.

x. Health Insurance

➤ *National Health Insurance Fund (NHIF)*

The university strictly follows government regulations regarding health insurance coverage for all students, ensuring their well-being. It is mandatory for every student to have health insurance. Students without a health insurance card can utilize the National Health Insurance Fund (NHIF) as the applicable coverage option, while the use of TIKA Cards for health insurance purposes is not accepted. For those without an NHIF card, a payment of **50,400/-** will be required, and NHIF cards will be issued to them at the university.

➤ *Medical examination form*

All Students are required to complete the medical examination form, which is a mandatory requirement for registration. Download the form from the website and complete the form by visiting a medical officer.

xi. Life Expenses in Iringa

Planning your studies at the University of Iringa involves taking into account expenses beyond tuition fees. It is crucial to budget effectively for personal and study-related costs. To provide assistance in your financial planning, we have estimated the annual expenses and calculated the per-day cost based on two semesters, each comprising 252 days.

Expenses	Estimated Cost per Day (Tzs)
Meals/Accommodation	10,000/=
Books/Stationery/Supplies	1,000/=
Personal Care Items	10,000/=
Field/Research Allowance (Postgraduate Programs) – Final Year	20,000/=

Please note that these estimates do not include tuition fees and serve as a guideline to help you manage additional expenses effectively.

xii. Cafeteria Services

At the University of Iringa, we prioritize student well-being. Our campus features private food vendors offering nutritious meals, and purified water ATM machines provide clean drinking water. These services support a healthy lifestyle for our students, ensuring their nourishment and hydration throughout their time at the university.

xiii. Official Contact Information On Student's Matters

OFFICE	PHONE	EMAIL(s)
Admission and Registration matters	+255743802615/+255677048774/ +255745841055/ +255716183765	admissions@uoi.ac.tz
Finance	+255766513812/+255653652439	finance@uoi.ac.tz
Hostel and Accommodation	+255767370684/+255715370684	dos@uoi.ac.tz

Please don't hesitate to reach out to the respective Offices using the provided contact information. They will be glad to assist you with any inquiries or support you may need during your time at the University of Iringa.

WE HOPE THIS INFORMATION HELPS YOU PLAN EFFECTIVELY. IF YOU HAVE ANY FURTHER QUESTIONS, PLEASE DON'T HESITATE TO CONTACT OUR OFFICES. WE LOOK FORWARD TO WELCOMING YOU TO OUR INSTITUTION.

Issued by: -

The office of Deputy Vice Chancellor for Academic, Research and Consultancy

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