

MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES (MUHAS)



DIRECTORATE OF UNDERGRADUATE EDUCATION

JOINING INSTRUCTIONS 2019/2020 ACADEMIC YEAR

1. ORIENTATION WEEK

Applicants selected into admission to join Muhimbili University of Health and Allied Sciences (MUHAS) should report for registration and orientation week which begins on Monday, 28th October, 2019. Prospective candidates are encouraged to attend and carefully follow the orientation week program which will be distributed to all students upon arrival and the same can be obtained from the Dean of Student's office.

2. REGISTRATION

All selected students are required and expected to register within two weeks from the first day of orientation week which starts on 28th October, 2019. Please note, registration is subject to payment of the requisite university fees (Full amount or at least half of the total University cost) or provision of documentary evidence of having a reliable sponsor. Deadline for registration is strictly **on 8th November, 2019**, any candidate who will report after 8th November, 2019 will **NOT** be accepted and likewise a prospective admitted student will cease to be a bonafide student of our University if he/she fails to register within the given period of time.

2.1 REGISTRATION PROCESS

- ✓ Create account through Students Information Management System which can be reached through www.muhas.ac.tz
- ✓ Generate an invoice and pay the requisite University fees for the respective program as stated in the invoice and fee structure for respective degree program. Payment of fees will be done by using the Electronic Government Payment Gateway (eGPG) upon getting a control number. Students will be guided on how to get control number and accomplish the process during the orientation week.
- ✓ Submit original birth certificate and academic certificates i.e. Form IV (CSEE), Form VI (ACSEE) and diploma certificates and transcripts (for equivalent candidates) for verification.

- ✓ Submit two sets of Certified copies of birth certificate and academic certificates, equivalencies and transcripts
- ✓ Upload passport size photograph and all certificates into the Students Information Management System (SIMS).

Upon acquiring the control number, students will proceed with payment of the required fees through the following bank account:

NOTE: Fees paid will **NOT** be refunded, except under exceptional circumstances as determined by the University Management.

2.2 REQUIRED DOCUMENTS AT THE TIME OF REGISTRATION

- ✓ Original and a copy of Admission letter
- ✓ Dully signed registration form which is available at www.muhas.ac.tz
- ✓ Bank pay in slip dully verified by the accounts section
- ✓ Original birth certificate issued under the births and deaths registration ordinance
- ✓ Original Certificate of Secondary Education Examination (CSEE), Advanced Certificate of Secondary Education Examination (ACSEE) or Diploma Certificate and Transcript. Please NOTE the names appearing on the registration form should match with the ones appearing in the O- Level (CSEE) and A – Level (ACSEE) / Diploma Certificates as well as the Admission Letter. **No additional names will be accepted**
- ✓ Four (4) up to date black and white passport size photos and four (4) coloured passport size photos bearing your name and program of study at the back.
- ✓ Two sets of certified copies of birth and all academic certificates, relevant equivalencies and transcripts.
- ✓ Filled Medical Examination Report Form
- ✓ Your bank account number, name and branch
- ✓ NHIF Students registration form which can be reached through the University website. Copies will be provided for free at MUHAS during registration
- ✓ Employer release letter (for those who are e employed)

It should be noted that it is an offence to submit false information for the purpose of registration or admission. Any case of impersonation and falsification of documents discovered either at the stage of registration or afterwards will lead to automatic cancellation of your admission and report will be submitted to competent authorities for appropriate legal actions.

3. MEDICAL EXAMINATION

Prospective candidates are required to undergo medical examination by a registered medical practitioner. Admission at Muhimbili University of Health and Allied Sciences will depend upon receiving satisfactory Medical Report which is here in enclosed and can be reached through www.muhas.ac.tz.

Each student is required or rather strongly advised to be registered with the National Health Insurance Fund to cover medical costs while at the University.

4. EMPLOYER RELEASE LETTER

For those who are employed, it is mandatory to come with employer release letter.

5. ACCOMODATION

Spaces in the halls of residence are very limited and as a result campus accommodation is NOT guaranteed except for female students from upcountry, foreign and students with special needs. Adhering to accommodation agreement/contract is a MUST

6. RESIDENCE PERMIT

All foreign students are required to apply for residence permit from their nearest Tanzanian Embassy before they depart for Tanzania

7. CHANGE OF NAMES

No change of names will be allowed during the course of study. Students will be allowed to use only those names which appear in their Secondary School and Diploma certificates submitted during application and registration.

8. DEFERREMENT OF STUDIES

Students who have been selected but cannot join the University for any reason cannot defer the admission to the next year. Such students need to apply afresh and compete with applicants in the coming year.

9. CHANGE OF PROGRAM/ COURSE

Except in exceptional circumstances, no student will be allowed to change the study degree program later than the Friday of the second week after the beginning of the first semester. In addition, transferring from one academic program to another will be allowed only where the student has the required admission criteria for the academic program for which the transfer is sought and vacancy exists in that program.

10. POSTPONMENT OF STUDIES

Postponement of studies is not allowed except under special circumstances e.g. Sickness, serious social problems or severe sponsorship problem.

11. DRESS CODE

During your studies at MUHAS, you are required to observe appropriate dress code as provided by students by laws on dress codes for students. Posters of allowed and NOT allowed cloths /wear are available at the main entrance gates at the main campus.

12. CONTACT

In case of any problem (s) or questions, please contact the office of the Dean of Students. All important admission documents such as fee structure, registration form, medical examination forms are available and can be downloaded through the University Website www.muhas.ac.tz

13. CONTINGENCIES

It is advisable for sponsored students to have sufficient funds from their own sources to cater for initial costs when they arrive at the University. The advice is based on the experience that it has been taking a little bit of time for sponsoring agencies/institutions to sort out some issues before funds are disbursed into student's personal accounts.

“The Directorate of Undergraduate Education welcomes dear selected applicant at MUHAS to get quality education and fulfill your dreams”