

## UNITED REPUBLIC OF TANZANIA



## MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY

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

**OFFICE OF THE DEPUTY VICE CHANCELLOR – ACADEMIC,  
RESEARCH & CONSULTANCY**

P. O. Box 474, Moshi, Tanzania, Tel: +255 272750806,  
Email: [dvca@mocu.ac.tz](mailto:dvca@mocu.ac.tz), Website: [www.mocu.ac.tz](http://www.mocu.ac.tz)

| DEGREE PROGRAMS JOINING INSTRUCTIONS FORM |                    |
|---|--------------------|
| Academic year                             | 2023/2024          |
| 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                              |                    |

Dear prospective student, Congratulations!

**RE: JOINING INSTRUCTIONS FOR THE 2023/2024 ACADEMIC YEAR**

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

| BAT | BAF | BME | BPSM | BBICT | BHRM | LL.B | BMFED | BCED | BCMA | BEC |
|-----|-----|-----|------|-------|------|------|-------|------|------|-----|
|     |     |     |      |       |      |      |       |      |      |     |

In order to commence your studies, you are required to report at the University on **23<sup>rd</sup> October, 2023** 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 registration 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 Students 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 (<i>this form</i>) dully filled and signed.</li> <li>2. Relevant original certificates and transcripts (if they apply in your case) <b>AT ALL SITTINGS.</b></li> <li>3. Award Verification Certificate from NACTE (if applicable).</li> <li>4. Results slips will be accepted for form <b>six leavers of 2023 ONLY.</b></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> </ol> |

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|--|
| 8. Dully filled Medical Examination Form (the form is attached).   |
| <b>Please note that:</b>   |
| <ol style="list-style-type: none"> <li>1. You will be registered in the program in which you have been admitted.</li> <li>2. The names you indicate in this form must match the names that appear in your secondary education certificate(s).</li> <li>3. If you submit a forged certificate/document, you will be committing a criminal offence and may be reported to the Police for prosecution.</li> </ol>   |
| <b>Financial requirements</b>  |
| <ol style="list-style-type: none"> <li>1. Financial requirements for this program are as indicated in the attached fee structure.</li> <li>2. Fees once paid shall not be refunded or transferred to another academic year or to another party.</li> <li>3. You shall not be registered without full payment of the required fees.</li> <li>4. If you are a HESLB loan beneficiary, you shall not be registered without full payment of the percentage they are required to pay.</li> </ol>      |
| <b>Mode of Payment</b>   |
| 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 0625706087 or 0653934419 or 0715698467. Also don't send your money to these phone numbers. Just request for a control number to facilitate your payments. |
| <b>Note:</b> The bank deposit slips should indicate your full names and your program of study.   |
| <b>Accommodation</b>   |
| 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)**

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**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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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)**  
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**FEE STRUCTURE FOR 2023/2024 ACADEMIC YEAR: TANZANIAN STUDENTS (in TSh.)**

| (1) DIRECT COST PAYABLE TO UNIVERSITY                                   | DEGREE PROGRAMMES    |                      |                      | MODE OF PAYMENT  |
|---|----------------------|----------------------|----------------------|--|
|   | 1 <sup>ST</sup> YEAR | 2 <sup>ND</sup> YEAR | 3 <sup>RD</sup> YEAR |  |
|   | TShs.                | TShs.                | TShs.                | TO BE ISSUED WHEN TIME FOR FEE PAYMENT IS DUE,<br>BUT MUST BE PAID THROUGH AN AUTHORIZED<br>CONTROL NUMBER TO BE BY THE UNIVERSITY |
| TUITION FEE   | 1,100,000            | 1,100,000            | 1,100,000            |  |
| <b>TOTAL</b>  | <b>1,100,000</b>     | <b>1,100,000</b>     | <b>1,100,000</b>     |  |
| <b>(2) STUDENTS' COSTS PAYABLE DIRECT TO THE UNIVERSITY BY STUDENTS</b> |                      |                      |                      |  |
| TCU QUALITY ASSURANCE FEE   | 20,000               | 20,000               | 20,000               |  |
| STUDENTS' ORGANIZATION  | 10,000               | 10,000               | 10,000               |  |
| STUDENT ID  | 10,000               | 0                    | 0                    |  |
| REGISTRATION  | 40,000               | 40,000               | 40,000               |  |
| FACILITY DEPRECIATION   | 30,000               | 0                    | 0                    |  |
| <b>TOTAL</b>  | <b>110,000</b>       | <b>70,000</b>        | <b>70,000</b>        |  |

- 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