

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)

P. O. Box 474, Moshi, Tanzania, Tel: +255 272750806,  
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**DIRECTORATE OF UNDERGRADUATE STUDIES**

JOINING INSTRUCTIONS FORM FOR CERTIFICATE AND DIPLOMA PROGRAMS				
Academic year	2024/2025			
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 2024/2025 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	CL	CQT	CLIS	DCMA	DBICT	DMFM	DEMA	DLAS	DHRM

In order to commence your studies, you are required to report at the University (Moshi or KICoB-Shinyanga as the case may be) on **21<sup>st</sup> October 2024** 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.

Program and registration requirements
<p>Upon arrival at the University, you will be required to report to the Admissions Office for registration. If 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 duly 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 2023 and form four of 2024 ONLY.</li> </ol>

4. Relevant original bank pay-in-slips as proof that you have paid the University fees (fee structure is attached)
5. Passport (for international students).
6. Original birth certificate.
7. Dully filled the Medical Examination Form (the form is attached).

***Please note that:***

1. You will be registered in the program you have been admitted to.
2. The names you indicate in this form must match those in your secondary education certificate(s).
3. If you submit a forged certificate/document, you will be committing a criminal offense 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 **0716283062, 0786796423, 0715698467 or 0714547826**. **Also, don't send your money to these phone numbers.** Just request a control number to facilitate your payments.

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

**Student Regulations**

Upon registration, you will be required to familiarize yourself with relevant University Regulations (including University Examination Regulations, Student Disciplinary Rules, and University Dress Code). 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 in securing off-campus accommodation.

Once again, we would like to welcome you to Moshi Co-operative University. The University is located in the Moshi and Shinyanga Municipalities. You will find comfort and composure in your academic and social life at the University. **KINDLY BRING THIS FORM DURING REGISTRATION ON 21<sup>st</sup>/10/2024.** We look forward to welcoming you to Moshi Co-operative University.

Sincerely,

**For: DEPUTY VICE CHANCELLOR (ACADEMIC)**

**Student's declaration**

I,..... (your full name), 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: .....



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F005



## 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 the appropriate space.

- a) Tuberculosis .....
- b) Other respiratory diseases .....
- c) Cardiac Disease .....
- d) Gastro – Intestinal disease.....
- e) Renal or Genitor Urinary disease .....
- f) Syphilis or Gonorrhea .....
- 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: .....

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**FEE STRUCTURE FOR CERTIFICATE AND DIPLOMA PROGRAMMES FOR 2024/2025 ACADEMIC YEAR: TANZANIAN STUDENTS (in TZS)**

(1) DIRECT COST PAYABLE TO THE UNIVERSITY	CERTIFICATE IN INFORMATION TECHNOLOGY	CERTIFICATE IN COFFEE QUALITY AND TRADE	ALL OTHER CERTIFICATE PROGRAMMES	DIPLOMA PROGRAMMES		MODE OF PAYMENT	
				1 <sup>ST</sup> YEAR	2 <sup>ND</sup> YEAR		
TUITION FEE	730,000	900,000	700,000	750,000	750,000	TO BE ISSUED WHEN TIME FOR FEE PAYMENT IS DUE, BUT MUST BE PAID THROUGH AN AUTHORIZED CONTROL NUMBER TO BE ISSUED BY THE UNIVERSITY	
<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' COST PAYABLE DIRECT TO THE UNIVERSITY BY STUDENTS</b>							
TCU QUALITY ASSURANCE FEE	20,000	20,000	20,000	20,000	20,000		
FIELD STUDY TOUR	0	250,000	0	0	0		
STUDENTS' ORGANIZATION	10,000	10,000	10,000	10,000	10,000		
STUDENT ID	10,000	10,000	10,000	10,000	0		
REGISTRATION	40,000	40,000	40,000	40,000	40,000		
FACILITY DEPRECIATION	30,000	30,000	30,000	30,000	0		
<b>TOTAL</b>	<b>110,000</b>	<b>360,000</b>	<b>110,000</b>	<b>110,000</b>	<b>70,000</b>		
<ul style="list-style-type: none"> <li>• <b>Students with no National Health Insurance Fund (NHIF) Card</b> will be required to pay Tanzania shillings <b>50,400 to NHIF</b> upon arrival to the University for facilitation of production of NHIF Card.</li> <li>• Tuition fee paid is for that particular academic year, and it is subject to review from time to time when need arises.</li> <li>• The University has limited accommodation facilities in Campus. Students who will manage to get accommodation at the University will be required to pay Tanzania <b>Shillings 240,000/=</b> per annum. Arrangements shall be made for off-campus accommodation after students' arrival.</li> <li>• For evening programmes fee structure can be obtained upon request from the University</li> </ul>							

