



ST JOHN'S UNIVERSITY OF TANZANIA NON-DEGREE PROGRAMMES

Tel: 026-2390044
Fax: 026-2393313

E-mail: admin@sjut.ac.tz , website: www.sjut.ac.tz

P.O. Box 47
Dodoma, Tanzania
Date: 31 March, 2017

Registration Number:
Name:

RE: ADMISSION LETTER AND JOINING INSTRUCTIONS FOR CERTIFICATE/DIPLOMA PROGRAMMES FOR ACADEMIC YEAR 2017/2018

I am pleased to inform you that you have been selected to join a Certificate / Diploma Programme at this University for the Academic Year 2017/2018.

You are required to report at St. John's University by 02/05/2017. Note that there will be one week for Orientation before starting classes with no time lag for late reporting.

On reporting at the University, please bring with you the following items:-

1. Original certificates of your academic qualifications (not a result slip).
2. Original Birth Certificate.
3. Tuition fees, either in full or 1st Semester instalment, plus ALL other charges as detailed in the attached (read attached fee structure for further details). **Failure to pay fees at registration shall result in forfeiting your admission.**
4. Deposit tuition fees and compulsory charges into **SJUT-TUITION ACCOUNT maintained at CRDB Bank A/C Number 01J1082426400 or SJUT-TUITION ACCOUNT maintained at NMB Bank A/C Number 5056600340**. When depositing tuition fees other and charges to either CRDB Bank or NMB Bank as detailed above, ensure that the deposit slip bears your **SJUT Registration Number** (given above); **Surname, First Name; and Course of Study**. **The University management shall not accept any deposit slip which does not bear a registration number.**
5. A duly filled medical examination form from a registered hospital.
6. Deadline for registration is 12/05/2017. The registration process shall not be complete without paying required tuition fee and charges. Therefore make sure that you pay the required fees and charges.
7. The Accommodation form, fee structures, other charges and medical examination forms are attached

May our LORD JESUS protect and bless you as you join and undertake studies at SJUT.

Prof. Casmir M. Rubagumya
DEPUTY VICE CHANCELLOR ACADEMICS

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In order to register a student must pay 100% of the compulsory charges and 50% of the annual tuition fees. All fees are non refundable.

8. The breakdown of **compulsory charges** is as shown below (in TZS).

a. Identity Card	10,000/=
b. Development Fund	100,000/=
c. Registration Fee	20,000/=
d. Examination Fee	40,000/=
e. Students Organisation Fee	20,000/=
f. Medical Fee	10,000/=
g. TCU Quality Assurance Fee	20,000/=
TOTAL	<u>TZS 220,000/=</u>

9. The details of tuition fee per programme are as follows.

Faculty or Institute or College Code	Programme Code	Full Name of the Programme	Annual Tuition Fee in TZS
FACULTY OF HUMANITIES AND EDUCATION			
FAHE		Faculty of Humanities and Education	
FAHE		Diploma in Project Planning and Management	1,000,000/=
FAHE		Certificate in Project Planning and Management	800,000/=
FACULTY OF NATURAL AND APPLIED SCIENCES			
FaNAS		Faculty of Natural and Applied Sciences	
FaNAS		Ordinary Diploma in General Agriculture	1,200,000/=
FaNAS		Ordinary Diploma in Science and Laboratory Technology	1,200,000/=
FaNAS		Technician Certificate in Science and Laboratory Technology	1,000,000/=
FaNAS		Technician Certificate in General Agriculture	900,000/=
SCHOOL OF PHARMACY			
SOPH		Ordinary Diploma in Pharmaceutical Science	1,650,000/=
SOPH		Technician Certificate in Pharmaceutical Science	1,400,000/=
SOPH		Basic Technician Certificate in Pharmaceutical Science	1,400,000/=
SCHOOL OF NURSING			
SONU		Ordinary Diploma in Medical Laboratory Technology	1,200,000/=
SONU		Ordinary Diploma in Nursing	1,400,000/=
SONU		Technician Certificate in Medical Laboratory Technology	1,000,000/=
SONU		Technician Certificate in Nursing	1,200,000/=
INSTITUTE OF DEVELOPMENT STUDIES (IDS)			
IDS		Diploma in Community Development (DCD)	1,000,000/=
IDS		Certificate in Community Development(CCD)	800,000/=
FACULTY OF COMMERCE AND BUSINESS STUDIES			Annual Tuition Fee
FOCB		Faculty of Commerce and Business Studies	
FOCB		Diploma in Business Administration (DBA)- Accounting	1,000,000/=
FOCB		Diploma in Business Administration (DBA)- Procurement and Supply	1,000,000/=
FOCB		Diploma in Business Administration (DBA)-Human Resources and Management	1,000,000/=
FOCB		Diploma in Business Administration (DBA)- Marketing	1,000,000/=
FOCB		Diploma in Banking Finance	1,000,000/=
FOCB		Diploma in Healthy Services and Management	1,000,000/=

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FOCB		Diploma in Business Administration with Information and Communication Technology	1,000,000/=
FOCB		Diploma in Law (DL)	1,200,000/=
FOCB		Certificate in Business Administration (CBA) in Procurement and Supply	800,000/=
FOCB		Certificate in Business Administration (CBA) in Human Resources and Management	800,000/=
FOCB		Certificate in Business Administration (CBA) in Marketing	800,000/=
FOCB		Certificate in Banking Finance	800,000/=
FOCB		Certificate in Healthy Services and Management	800,000/=
FOCB		Certificate in Business Administration with Information and Communication Technology	800,000/=
FOCB		Certificate in Law (CL)	1,000,000/=

REQUIREMENT FOR SPECIAL FACULTY

FOR LABORATORY TECHNOLOGY STUDENTS SHOULD COME WITH

1. Laboratory Coat (White)
2. Safety Goggles (Glasses)
3. Gloves
4. Nose Mask
5. Closed Shoes

FOR GENERAL AGRICULTURE STUDENTS SHOULD COME WITH

1. Overall Coat (Blue)
2. Farmer Boots
3. Face Mask
4. Hoe (Jembe)
5. Axe (Shoka)
6. Rake
7. Machete (Panga)

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ST JOHN'S UNIVERSITY MEDICAL EXAMINATION FORM

TO THE
MEDICAL OFFICER

NAME _____

AGE _____

P.O BOX _____

SEX _____

INVESTIGATION REQUIRED

BLOOD

H/B _____

WBC TOTAL

B/S _____

BP _____ ECG _____

NEUTROPHILS _____ %

EOSINOPHILS _____ %

HEART RATE _____ /Minutes

BASOPHILS _____ %

EYES R/E _____ L/E _____

LYMPHOCYTES _____ %

MONOCYTES _____ %

EARS R/E _____ L/E _____

VDRL _____ UPT _____

CXR _____

WIDAL TEST _____ SALMONELA TYPHIO _____ SALMONELA TYPHIIH _____

BLOOD (i) FBS _____ mm 01/1 or _____ mg/dl

(ii) RBS _____ mm 01/1 or _____ mg/dl

URINE ANALYSIS _____ (i) MACROSCOPIC _____ STOOL EXAMINATION _____

(ii) MICROSCOPIC- PROTEIN _____

(i) MACROSCOPIC _____

BILIRUBIN _____

(ii) MICROSCOPIC

GLUCOSE _____

OVA _____

OVA _____

PROTOZOA _____

RBC _____

OTHERS _____

BLOOD GROUP & CROSS MATCH _____

LAB TECH: NAME:

SIGNATURE:

I here certify that MR/MRS/MISS/DR./PROF: _____

Is fit/ unfit for employment/ engagement/joining Studies

MEDICAL OFFICER SIGNATURE _____ DATE _____

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STUDENTS ACCOMODATION ACADEMIC YEAR 2017-1

1. All students applying for accommodation will be accommodated in on-campus as well as off-campus hostels on a FIRST COME, FIRST SERVED basis. Students who can't get accommodation on the campus will be assisted to get a place in off-campus hostels.
2. Students wishing to stay on-campus will fill in an application form which they must download from the University Website.
 - a. After filling the form the applicant should send it by EMS post to reach us before 28/04/2016.
 - b. The list of applicants who have been given accommodation will be posted on the university notice boards for all students who have reported to see.
3. For students who do not get rooms on-campus, the Dean of Students will allocate them in some of the off-campus hostels with which the university has a memorandum of understanding.

In order to get accommodation services whether on-campus or off-campus the student must report at the gate of the University between 8.00 AM and 5.00 PM. Beyond 5.00 PM students should look for a lodging in town and stay there overnight (one night) so as to report at 8:00 AM the next day.

Cost for on-campus accommodation is shown here below, with one half due for 1st Semester and the balance due for 2nd Semester. While payment may be divided by semester, accommodation is contracted for the FULL Academic Year. Students must pay the balance for the year before they may register for 2nd Semester, whether they shall continue to reside on-campus or not.

S/N	First Semester		Second Semester		Total	
	1st Year	Continuing	1st Year	Continuing	1st Year	Continuing
01	202,000	192,000	192,000	192,000	394,500	384,000

1. Deposit tuition fees and compulsory charges into **SJUT INCOME ACCOUNT NO. 01J1082864000** maintained at **CRDB Bank**.
2. The University shall issue official receipts **seven days after the date** of the deposit, in order to receive bank verification. The University shall not be responsible for any registration delays due to a late deposit. The University encourages you to deposit fees into a local branch of the banks listed above before coming to Dodoma, in order to avoid extremely long queues.
3. Visit the University website, <http://www.sjut.ac.tz>; read carefully the University prospectus and check periodically for any announcements prior to reporting



**The Dean of Students
St. John's University of Tanzania
P.o.Box 47
Dodoma**

**APPLICATIONS FORM OF NEW STUDENTS FOR CAMPUS ACCOMMODATION
AT ST. JOHN'S UNIVERSITY OF TANZANIA: ACADEMIC YEAR 2017-1**

MY PERSONAL PARTICULARS

Name: _____ Reg: No _____ Sex: _____ Age: _____
Marital status: _____ Religious Order :(Pastor/Priest/Nun/Brother)
Course of study _____ Year of study _____
Home Address: _____ Phone: _____

I wish to apply for on-campus residence for the Academic year 2017/2018. The reason(s) for applying for campus accommodation is/are: (please number them) _____

I understand that if I get a place I shall have to do the following:

1. Pay in full for a semester/academic year for the accommodation into **SJUT INCOME ACCOUNT NO. 01J1082864000** maintained at **CRDB Bank** at least 7 days before the date of commencement of the new semester/academic year, the receipt (pay-in-slip) of which I shall present to the Warden/Janitor before occupation of the room. I shall hand in to the Warden my original bank pay-in-slip as evidence of payment, for verification.
2. Once allocated the room, I shall sign a full one year contract of stay in the room and shall pay accommodation fees on a semester/yearly basis, and that I shall not sub-let or share the room with any unauthorized person.
3. Make sure that the only people staying in the room are those who appear in the University list of students who are supposed to stay in my room. I shall also report to the Dean of Students/Warden anybody staying in the room without being allocated in to it.
4. My room-mates and I shall maintain a list of our room occupants as required for easy checking in case of need
5. Also I shall observe all regulations governing campus residence and I shall obey the leadership of the Hall of Residence in which I shall be staying.
6. I shall accept responsibility for the offence of not reporting any person staying in my room without being legally allocated.
7. I shall be liable for payment of full accommodation fees if I shall vacate the room illegally.

Sincerely yours,
Signature.....