



## TUMAINI UNIVERSITY MAKUMIRA

P.O. Box 55, Usa River  
Tanzania, East Africa

DEPUTY VICE CHANCELLOR  
ACADEMIC AFFAIRS' OFFICE

01<sup>st</sup> October, 2018

Dear NEEMA S MAINA,

### RE: ENROLMENT INTO THE BASIC TECHNICIAN CERTIFICATE IN BUSINESS ADMINISTRATION PROGRAMME AT TUMA FOR ACADEMIC YEAR 2018/2019

Please refer to the above heading.

We are glad to inform you that we have received your application form and that your qualifications meet the requirements for enrolment into our University. Congratulations and welcome to TUMA!

There will be a **compulsory orientation** starting from **15<sup>th</sup> October, 2018** for new students. Please report on time as failure to do so will lead to being excluded from the list of prospective students.

Tumaini University Makumira is near Usa River some 17 kms from Arusha town on the Arusha-Moshi road. If you are coming by public transport, drop off at a bus stop known as *Transformer* or *Lango kuu la Chuo, (Main gate)*. The University buildings are clearly visible from this point. Avoid late night arrivals as this might cause you some inconveniences.

**You must bring you both original and copy of your academic certificates.** Please note that you will **not** be registered if you do not produce your **original** certificates. Note also that producing copies other than the authentic ones is an offence that demands the involvement of the court of law.

Consult a doctor and fill out medical examination forms sent to you in case you did not do so when applying.

Payment of fees is a condition for registration. Only those who have paid a minimum of TZS 200,000 and TZS 50,400, for those who do not have a valid medical insurance, will be registered. Payment must be made through the University bank account (see TUMA website for fee structure details). Please begin immediately to communicate with your sponsors so that by the time **of your arrival** you will have sorted out all your financial matters.

Note also that **accommodation** on campus is **very limited**, and **it has been** provided on the basis of first come first served by payment of Tsh. 150,000 upon arrival. Please do the needful and feel free to contact us in case of need.

Your enrolment will be subject to signing a declaration to the effect that you will abide by the Students By-Laws and all conditions set by Tumaini University Makumira.

Foreign students are advised to process their residence permits before registration for studies. For students residence permit requirements please see [www.immigration.go.tz](http://www.immigration.go.tz)

Again, welcome and God bless you!

Yours sincerely,

Prof. I.R. Mbise  
Deputy Vice Chancellor Academic Affairs