



TUMAINI UNIVERSITY MAKUMIRA

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

DEPUTY VICE CHANCELLOR
ACADEMIC AFFAIRS' OFFICE

03rd October, 2018

Dear **RACHEL WILLIAM NGUTO,**

RE: ENROLMENT INTO THE DIPLOMA 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. Congratulation and welcome to TUMA!

There will be a **compulsory orientation** starting from Monday **15th October, 2018** for the 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 both original and copy of your academic Certificates and Transcripts. Please note that you will **not** be registered if you do not produce your **original** certificates/transcripts. Bring also **two (2)** Passport size recent photos. Note also that producing documents other than the authentic ones is an offence that demands the involvement of the court of law.

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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 300,000 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 fees structure in website for 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 Tzs 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

Again, welcome and God bless you!

Yours sincerely,

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