

UNIVERSITY OF DAR ES SALAAM
OFFICE OF THE DEPUTY VICE CHANCELLOR
ACADEMIC
DIRECTORATE OF UNDERGRADUATE STUDIES
P.O. BOX 35091 • DAR ES SALAAM • TANZANIA

Telephone: 255-022-2410500 Ext. 2057
Direct Line: 255-022-2410513
Telefax: 255-022-2410078



Telegraphic Address: UNIVERSITY OF DAR ES SALAAM
E-Mail: dus@admin.udsm.ac.tz
Website Address: www.udsm.ac.tz

**PRE-ORIENTATION INFORMATION TO PROSPECTIVE STUDENTS ADMITTED
AT UDSM FOR THE 2018/2019 ACADEMIC YEAR**

1. WHEN WILL THE UNIVERSITY OPEN

Prospective students selected to join the Mwalimu J.K. Nyerere Mlimani Campus, the College of Information and Communication Technologies and the School of Journalism and Mass Communication should report on Saturday **27th October, 2018** for verification of fee payment before the Orientation Week which starts on **29th October, 2018**. Applicants selected for admission into the Dar es Salaam University College of Education (DUCE) and the Mkwawa University College of Education (MUCE) should report directly at the Colleges' campuses.

On arrival, prospective students at the Mwalimu J.K. Nyerere Mlimani Campus will have to observe the following:

- There will be Guides at the campuses' entry points to assist them with directions.
- The Guides and other Officials will be on duty from 8.00 am to 6.00 pm. No service shall be rendered beyond 6.00 pm.
- Admission issues for prospective students admitted at the Mwalimu Nyerere Mlimani Campus will be handled in Nkrumah Hall from 8.00 am to 6.00 pm.
- On the arrival day, prospective students are advised to avoid carrying heavy luggage so as to minimize inconveniences that may occur as they will have to move from one location to another for registration purposes.
- Prospective students are required to bring the original Pay-in-Slips for verification of fee payment. Only those who have paid fees will access accommodation and other University services.

Prospective students arriving at DUCE and MUCE will be guided by officials at the campuses' entry points as they report.

2. WHO SHOULD REPORT

All prospective first year students selected to join the University for the academic year 2018/2019. Students who are around Dar es Salaam may wish to collect their admission letters at least three weeks before the opening date. Those who are away will get their admission letters on arrival.

3. PAYMENT COMPLIANCE

Before reporting to the University, the prospective HESLB and Private sponsored students must pay their share of tuition fees and actual fees respectively. Other payments for both are as indicated below. Only those who paid the fees will be processed for admission.

Tuition fee for Undergraduate degree programmes for 2018/2019 academic year

Cluster	Tuition fees for Tanzanian Nationals (Tshs.)	Tuition fees for full time year for Non-Tanzanian Nationals (USD)	Hosting Academic Unit	Degree/Programme
1	1,000,000	2,100	CoHU	B.A. in Heritage Management, Music, Language Studies, Literature, , Theatre Arts, Film and Television Studies, Art and Design, History, Archaeology, Philosophy and Ethics B.A. Education, B. A. Education (Chinese and English Language)
			SoED	B.Ed. in Adult Education, Arts, Commerce, Early Childhood Education, Psychology, Physical Education and Sport
			IKS, IDS	B.A.in Kiswahili, B. A. Development Studies
	1,300,000	2,700	CoSS	B. A. in Geography and Environmental Studies, Economics, Anthropology, Sociology, Political Science and Public Administration B. A. Library and Information Studies, Statistics, Bachelor of Social work, Psychology ,Economics, Economics and Statistics
			SJMC	B.A. in Journalism, Mass Communication, Public Relations and Advertising
			CoHU	B.A. in Archaeology, History and Archaeology, History and Political Science, Archaeology and Geography
			UDBS	B. Commerce (except Accounting)
			CoET	All programmes
			CoNAS	All programmes
			CoAF	All programmes
			CoICT	B.Sc. in Electronic Science & Communications; B.Sc. with Computer Science
			UDSoL	B.A. in Law Enforcement
			3	1,500,000
UDSoL	LL.B			
CoICT	B.Sc. in Computer Science, B.Sc. in Computer Engineering and Information Technology and Telecommunication Engineering.			

In addition to the tuition fee each student (regardless of sponsorship) MUST pay the following approved Direct University Costs:

Direct University Costs (Payable to the University)

Cost Item	Tanzanians (T.Shs)	Non-Tanzanians (USD)
ID fee	5,000	5
Registration (once)	5,000	100
Examination Fee	12,000	120
Medical Capitation Fees	50,400	25
Student Union Fee	5,000	15
TCU Commission	20,000	10
Total	97,400	275

Direct Students' Costs (Payable Directly to Students)

Cost Item	Cost (TShs.)
Books & Stationery Allowance*	200,000
Meal and Accommodation Allowance *	1,785,000
Total	1,985,000

*Advisory only, more may be required; paid annually

In addition, students are required to have sufficient funds to cater for Special College/School/Institute requirements. Such requirements may be in the form of boots, overalls, compass sets, drawing boards, track suits, gloves, masks, etc. as well as funds for industrial/practical training or teaching practice depending on the programme. Applicants are urged to consult the latest University prospectus for specific requirements by their colleges/schools or consult the units that they intend to apply for more details, including indicative cost implication.

Key:

CoSS: College of Social Sciences
 CoHU: College of Humanities
 CoET: College of Engineering and Technology
 CoNAS: College of Natural and Applied Sciences
 CoICT: College of Information and Communication Technologies
 CoAF: College of Agricultural Science and Fisheries Technology
 UDSOL: University of Dar es Salaam School of Law
 SoED: School of Education
 SoHS: School of Health Sciences
 SJMC: School of Journalism and Mass Communication
 UDBS: University of Dar es Salaam Business School
 DUCE: Dar es Salaam University College of Education
 MUCE: Mkwawa University College of Education
 IKS: Institute of Kiswahili Studies
 IDS: Institute of Development Studies

Payment should be made as follows:

Tanzanian Students at the Mwalimu J. K. Nyerere Main Campus should pay through the NBC Bank Account Number **040139000020** (UDSM Branch) or CRDB Bank Account Number **0150329567500** (UDSM Branch) or NMB Account Number **20810006388** (UDSM Branch).

Foreign Students at the Mwalimu J. K. Nyerere Main Campus should pay through the NBC Bank Account Number **040105002444** (UDSM Branch) or CRDB Bank Account Number **0250329567500** (UDSM Branch) or NMB Account Number **20810006390** (UDSM Branch).

Students at DUCE should pay through NBC Account Number **071101000196** (Chang'ombe Branch).

Students at MUCE should pay through CRDB Account Number **01J1071134810** (Mkwawa Branch).

For those using international telegraphic transfer, the Swift Code is NLCBTZTX for NBC Bank and CORUTZTZ for CRDB Bank.

Students are required to submit the original pay-in-slip to the University as proof of payment compliance. They are however advised to keep a copy of the same.

For **BBA** students, the account number for school fees payment is **NBC Ac/No 040103000924**, the name of the account is **Faculty of Commerce and Management**.

4. WHERE TO REGISTER

- Students at the Mwalimu J.K. Nyerere Mlimani Campus shall register at their respective Colleges/Schools/Institute.
- Students at DUCE shall register at the DUCE campus;
- Students at MUCE shall register at the MUCE campus; and
- Students at SJMC shall register at the SJMC campus.
- Students at CoICT shall register at the CoICT campus

On registering students MUST write names that appear on their certificates in full without initials.

5. ITEMS TO BE CHECKED DURING REGISTRATION

All Students should ensure the following during registration:

- (i) The Photograph that appears on the student's Registration Forms should match the face of the person presenting the Registration Forms.
- (ii) The Registration Number indicated in the Registration Forms should be the same as that appearing in the Student's Admission Letter.
- (iii) The College/School/Institute and Degree Programme appearing on the Student's Registration forms should be the same as that appearing in the Student's Admission Letter.
- (iv) The Names appearing on the Registration Forms should match the ones appearing in the O-level and A-Level/Diploma Certificates as well as the Admission Letter. **No additional names will be accepted.**
- (v) Ugandan students should bring certificates issued by the Uganda National Examination Board (UNEBC) and not testimonials from their Secondary School Headmasters/Headmistresses.

6. TAKING PHOTOGRAPHS

Prospective students shall have their photos taken at the Identity Card Unit, Mwalimu J. K. Nyerere Main campus when they come to collect admission letters.

7. STUDENT IDENTITY CARDS

Upon completion of registration formalities the student will formally be recognized as a student of the University of Dar es Salaam and be issued with a Student Identity card.

8. REGISTRATION PROGRAMME

Registration of courses in various academic units will be conducted as per the Orientation Week Programme that will be issued by the office of the Director of Undergraduate Studies on arrival.

9. ACCOMMODATION

Spaces in the halls of residence are very limited and, as a result campus accommodation is not guaranteed except to foreign and students with special needs.

10. CONTINGENCIES

It is advisable for students who are sponsored by HESLB to have sufficient funds from their own sources to cater for initial costs when they arrive. The advice is based on the experience that it has been taking a little bit of time for HESLB to sort out some of the issues before funds are released to students.