



## **JOINING INSTRUCTIONS**

In order to be considered a bonafide student of Hubert Kairuki Memorial University (HKMU) you will be required to register formally. Registration will take place in the first week of the academic session. After registration you will be issued with a Student Identity Card (SIC), which will give you access to the Academic sessions, the University's library, book bank, computing facilities and other university facilities. The issue of this card is dependent upon your successful completion of the Registration process, which includes providing the information detailed below.

### **1. Registration Requirements**

#### **1.1 Documentary Evidence of Your Qualifications**

- Your original certificates and transcripts of your general education (Form IV and Form Six or equivalent), professional training (where applicable), and any other relevant documents which were presented with your application.
- Original copy of the admissions letter.

#### **1.2 Proof of identity**

- 4-passport size photographs
- Passport (if you are a foreign student).
- Birth certificate

#### **1.3 Payment or evidence of payment of fees.**

A receipt or deposit slip

#### **1.4 Medical Examination**

You will be required to produce a medical examination report to establish your physical and mental fitness before you begin your studies. (Medical Examination Record form is attached)

### **2. TUITION FEES AND LIVING EXPENSES.**

#### **2.1 Tuition fees**

You will be required to pay the required fees as per fee structure of your course presented to you with the application forms. No student shall be registered unless he/she has paid the required fees.

#### **2.2 Living Expenses**

Students residing in the University hostel will be responsible for their food and personal expenses (to be paid directly to student by the sponsor).

### **3. TRANSPORT**

You will be responsible for your own transportation to and from Dar es Salaam and within Dar es Salaam throughout the period of your training.

### **4. ACADEMIC MATERIALS**

#### **4.1 Stationery**

You need to have your own stationery throughout the period of your training.

## 4.2 Books

Core textbooks will be available at the University for Borrowing & purchasing from the book bank.

## 4.3 Equipment

Students' Faculty requirements for BScN 1 (Semester 1 & 2)

Item description	Cost (USD)
1. Dissection Kit	55.00
2. Scientific Calculator	50.00
3. Laboratory Coats (2)	80.00
<b>Sub total</b>	<b>185.00</b>

\* Faculty requirements for BSCN 2, 3, & 4 will be provided at the end of each preceding academic year.

## 5. ACCOMMODATION

If you opt for the University accommodation you will be required to sign hostel agreement on registration.

### 5.1 Beddings

The University will provide bed, pillow and mattress 3.5"x 6".

### 5.2 Cafeteria

HKMU runs a cafeteria where students' can buy food and beverages at a reasonable price.

## 6. PERMISSION DURING SESSIONS

No permission will be granted to any student to go home to look for money in between a semester. Therefore, you are advised to bring enough money to last you to the end of a semester or academic year

## 7. DISCIPLINE, UNIVERSITY RULES AND REGULATIONS

On arrival to the University, you will be required to sign a contract with the University to declare the following:

- a). Obedience to the University and hospital authorities.
- b). To study diligently and earnestly.
- c). To observe the medical and human rights ethics.
- d). To abide to the existing University Constitution, regulations, policies and procedures and by-laws.
- e). To adhere to the Faculty and Departmental rules throughout your period of stay at the University.

## 8. VISA , RESIDENT PERMIT AND EXEMPTION CERTIFICATE

All foreign students must have valid passports and entry Visa where applicable. In addition, they will be required to obtain resident permit to enable them to stay and pursue their studies. In order to obtain a resident permit (if applicable) you will be required to fill in immigration forms (TFI 1) obtained from the Admissions Office and attach them with US\$ 120, your recent five passport size photographs, curriculum vitae, photocopies of your passport, academic certificates, transcripts and admission letter.

# HUBERT KAIRUKI MEMORIAL UNIVERSITY



## Financial Information (BSCN (Foreign))

### 1. Fee Structure

		Option (1)	Option (2)		Notes
		Full Year	1 <sup>st</sup> semester	2 <sup>nd</sup> semester	
1.	University fees	USD	USD	USD	USD
1.1	Tuition fee	4,520	2,260	2,260	4,520
1.2	Registration	70	70		70
1.3	Book bank	127	127		127
1.4	Caution fees	136	136		136
1.5	Coats	84	84		84
1.6	Examination fee	179	179		179
1.7	Health Insurance / NHIF	55	55		55
1.8	Student union	35	35		35
1.9	TCU Quality assurance fee	20	20		20
1.10	Development fees	30	30		30
	<b>Sub-total</b>	<b>5,256</b>			
	2% Discount	90.4	-	-	
	<b>Total Payable</b>	<b>5,166</b>	<b>2,996</b>	<b>2,260</b>	<b>5,256</b>

*\*A student is able to use either option (1) or option (2) to pay school fees.*

#### 1.1 Field Work and Research

BSCN students will need further money to cover costs of field and research works as shown below:

	Field Work & Research	USD
1.	Research Year 2	880
2.	Field Year 3	850
3.	Whistle	2

### 2. Money payable to the University

All fees are compulsory.

**Student Union fees** are collected and paid to the HKMU Students' Union Association (HKMUSA).

#### Health Insurance

Health Insurance fees are collected and remitted to the National Insurance Fund. All Students are required to join NHIF scheme. Proof of other health insurance cover must be provided before any exemption is granted.

#### Caution fees

University will refund caution money less by 20% at the end of your Programme

### 3. Payment Options

- Payment in full before the start of the first semester will entitle you to a **2% discount** on the annual tuition fees. Students' who pay the fees in full after the semester has begun will not be eligible for discount.
- All other fees (1.2 – 1.8) must be paid in full before the start of the first semester.
- A student will only be registered for each semester when all fees due for that semester have been paid in full.
- The registration period lasts up to **21 days** from the beginning of the semester. After that period no registration is possible.

#### 4. Accommodation Fees

If accommodation is required and is available within the students' hostel, then payment can be made either in full at the start of the first semester, or in two instalments at the start of each semester. Accommodation is available in single, double and triple rooms. The annual cost per student for each type of room is shown in the box below.

	Double USD	Triple USD
<b>Accommodation fee</b>	<b>850</b>	<b>600</b>
<b>Hostel Security fee(Non refundable)</b>	<b>30</b>	<b>30</b>

No student will be allocated a room without making payment. Payments should be made to the University account specific for accommodation as stated below:

HUBERT KAIRUKI MEMORIAL UNIVERSITY-HOSTEL  
 ACCOUNT NO: **02041110006**  
 NDC BRANCH  
 BOA BANK (TANZANIA) LTD

Any accommodation inquiries should be directed to:

The **Hostel Manager:** Mr. Alex Gabriel,  
 Hubert Kairuki Memorial University  
 P.O. Box 65300  
 alexbmg@yahoo.com  
 +255 0713 - 22 71 70, +255 0786 - 22 71 71, +255 0767 - 22 71 70

There will be no refunds given when students travel for electives, fieldwork or otherwise during the academic year.

Keys to the rooms must be surrendered at the end of the academic year.

Students who wish to remain in the hostel during the short breaks and long vacations must pay daily fees for the number of days they occupy the rooms.

## 5. Money Payable to the Students

Below are indicative amounts that would be needed by students to cover their living costs while studying at HKMU.

	<b>USD</b>
Food (per semester)	1,950
Book purchase (per set)	1,500
Pocket money (per semester)	950
Stationery (per semester)	450
Residence Permit	250

We encourage sponsors to pay these directly to students, and not through HKMU. If a sponsor does wish to make these payments through the university, then the following conditions apply:

- The sponsor must provide a written letter of authority to allow us to pay the money to the student. The letter must clearly state the amount to be paid.
- Payment can only be made after our bank has confirmed that the payment from the sponsor has cleared in our account.
- We will charge an administration fee of Tshs 50,000 /or its equivalent in USD.
- We will only make payment to the student by crossed cheque, in the currency in which we received the money from the sponsor.

## 6. Payment Methods

Payment should be made directly into our bank account, by cash, cheque or telegraphic transfer.

*If payment is made by an overseas cheque, then all bank charges must be borne by the drawer/ sponsor.*

Our bank account details are as follows:

THE HUBERT KAIRUKI MEMORIAL UNIVERSITY  
ACCOUNT NO: **0200721004** (FOR TSHS) AND **0200721012** (FOR USD)  
BOA BANK (TANZANIA) LTD  
NDC DEVELOPMENT HOUSE  
KIVUKONI/OHIO STREET  
P.O. BOX 3054  
DAR ES SALAAM  
TANZANIA.

SWIFT CODE: EUAFTZTZ

The deposit slip or telegraphic transfer instruction should be presented to the Bursar as proof of payment.

Please note that HKMU does not accept direct cash payments to the Bursar's office – students/sponsors will be directed to deposit any cash at our bank branches in Dar es Salaam city.