



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 (TSHS)
1. Dissection Kit	55,000.00
2. Scientific Calculator	50,000.00
3. Laboratory Coats (2)	100,000.00
Sub total	205,000.00

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 (LOCAL)

1. Fee Structure

		Option (1)	Option (2)		Notes
		Full Year	1 st semester	2 nd semester	
1.	University fees	TSH	TSH	TSH	TSH
1.1	Tuition fee	4,520,000	2,260,000	2,260,000	4,520,000
1.2	Registration	50,000	50,000		50,000
1.3	Examination fee	100,000	100,000		100,000
1.4	Book bank	100,000	100,000		100,000
1.5	Coats	100,000	100,000		100,000
1.6	Caution fees	100,000	100,000		100,000
1.7	Health Insurance NHIF	55,000	55,000		55,000
1.8	Student union	35,000	35,000		35,000
1.9	TCU – Quality assurance	20,000	20,000		20,000
1.10	Development fee	50,000	50,000		30,000
	Sub-total	5,130,000			
	2% Discount	102,200			
	Total Payable	5,027,800	2,870,000	2,260,000	5,130,000

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

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

	Field Work & Research	TSH
1.	Research Year 2	800,000
2.	Field Year 3	850,500
3.	Whistle	2,000
4.	Field Year 4	850,000

2. Money payable to the University

All fees are compulsory.

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

Health Insurance

Health Insurance premium will be collected and remitted to the National Insurance Fund. All Students are required to join NHIF scheme. Proof of 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 the 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 began 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	Triple
	TSH	TSH
Accommodation fee	850,000	600,000
Hostel Security fee(non refundable)	40,000	40,000

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
alexbm@gmail.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.

	TSH
Food (per semester)	1,600,000
Book purchase (per set)	1,000,000
Pocket money (per semester)	700,000
Stationery (per semester)	400,000

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.