

# UNIVERSITY OF IRINGA (UoI)

## CHUO KIKUU CHA IRINGA

DEPUTY VICE CHANCELLOR – ACADEMIC, RESEARCH AND CONSULTANCY

ADMISSIONS OFFICE

(Formerly, Tumaini University, Iringa University College)

P. O. Box 200 Iringa, Tanzania, East Africa, Tel: (0) 26 272-0900, Fax: (0) 26 272-0904, E-mail: uoi@uoi.ac.tz



Dear **INOCENT JASTINE MACHANGE**

Date: 25th Nov 2024.

Address: Kilimanjaro, Moshi District Council

Congratulations on your admission to the **CERTIFICATE IN HUMAN RESOURCE MANAGEMENT** offered by our university for a duration of **1 year**. We are delighted to welcome you to our esteemed institution. As you prepare to embark on your academic journey, we have prepared these joining instructions guide to assist you with a smooth transition into university life.

Please review the following important information to ensure a smooth transition and successful start of your journey at our university.

### i. Introduction

We extend a warm welcome to all incoming students. The University of Iringa is renowned for its academic excellence and commitment to fostering a supportive learning environment. As you join our university community, you will have the privilege of engaging with our exceptional staff members who are committed to providing excellent customer care and supporting your journey towards success.

Our university is located in the southern Highlands parts of the Country, specifically at the scenic rock hills of Iringa Town, Tanzania, approximately 510 km from Dar es Salaam, 345 km from Mbeya and 260 km from Dodoma. Our university offers a wide range of programs at the certificate, diploma, degree, and postgraduate levels. At UoI, we warmly welcome students from all backgrounds and provide a supportive learning environment to nurture their personal, academic, intellectual, and moral growth. Join us at UoI and embark on a transformative educational journey.

### ii. Documents Verification and Registration

Admission to the University is subject to satisfactory verification of academic qualifications submitted during the application process. During orientation week, original certificates, including the Form IV Certificate (Ordinary Level) or its equivalent and the Advanced Certificate of Secondary Education Examination (A.C.S.E.) Form VI or its equivalent, must be presented for validation and formal registration. It is important to note that forging or presenting fraudulent documents is a serious offense and may lead to legal prosecution. We uphold the highest standards of integrity and expect all students to adhere to principles of honesty and authenticity.

### iii. Academic Policies and Regulations

We kindly request you to familiarize yourself with the rules and regulations of the university, which are clearly outlined in the University prospectus and Student's By-Laws. These important documents can be easily accessed on our university website. It is of utmost importance to strictly adhere to these guidelines throughout your academic journey.

### iv. Academic Calendar/Almanac

Stay organized and make the most of your academic journey with our comprehensive Academic Calendar/Almanac. It provides essential information such as semester start and end dates, holidays, examination periods, and important events. Plan your time effectively and stay ahead with this invaluable resource that will be shared with you for seamless scheduling throughout your university experience.

## **v. Immigration Requirements for International Students**

For international students, there are specific additional requirements that must be fulfilled.

Please ensure that you have completed the following prior to your arrival:

1. Obtain a valid student visa or study permit that covers the entire duration of your studies.
2. Comply with all immigration requirements, including ensuring the validity of your passport, preparing the necessary documentation, and following arrival procedures. For detailed information on immigration requirements and the application process, please visit the Tanzania Immigration website at <https://eservices.immigration.go.tz>

**At any time contact +255753537675 for Quick help and support.**

## **vi. Important Dates and Deadlines**

The registration period for all students will conclude TWO WEEKS from the initial date of arrival. Take note of the following important dates and deadlines:

- Commencement of orientation program: **7th October 2024**
- Registration & 1st Installment payment deadline: **3rd November 2024**
- Course registration deadline: **11th November 2024**.

## **vii. Hostel and Accommodation**

For students requiring on-campus or off-campus housing, please make a prior booking through the warden's office before making payments. Phone numbers: 0767370684 or 0715370684. The university provides comfortable accommodation options, and our housing services will assist you in finding suitable arrangements.

- The annual hostel fee for On-Campus is Tzs 378,000/=, while for Mzalendo Campus, it is Tzs 460,000/=. Hostel fees can be paid in two installments: Tzs 189,000/= per semester, or Tzs 230,000/= per semester.
- The payment should be made using a different control number provided upon confirmation of your hostel placement.

## **viii. Student Activity Fee**

Student Activity fee of Tshs. **18,000/=** should be paid through CONTROL NUMBER that will be communicated through your active phone number, e-mail address provided during your applications and from Students' Organization Office.

## **ix. Health Insurance**

### **National Health Insurance Fund (NHIF):**

The university strictly follows government regulations regarding health insurance coverage for all students, ensuring their well-being. It is mandatory for every student to have health insurance. Students without a health insurance card can utilize the National Health Insurance Fund (NHIF) as the applicable coverage option, while the use of **TIKA Cards** for health insurance purposes is not accepted. For those without an NHIF card, a payment of **50,400/-** will be required, and NHIF cards will be issued to them at the university.

## x. Fees Structure

For convenient and accommodative financial circumstances of our students and their sponsors, our tuition fees are divided into four installments. This payment structure aims to ensure a smooth payment process and assist with proper budgeting. To facilitate secure and hassle-free transactions, it is mandatory that all payments be made using a designated CONTROL NUMBER, which will be communicated to you through your active phone number or email address provided during the application process. Kindly adhere to the specified payment DUE DATES to avoid any inconveniences, as no extensions will be granted beyond the provided due dates.

## xi. Life Expenses in Iringa

Planning your studies at the University of Iringa involves taking into account expenses beyond tuition fees. It is crucial to budget effectively for personal and study-related costs. To provide assistance in your financial planning, we have estimated the annual expenses and calculated the per-day cost based on two semesters, each comprising 252 days.

SN	Expenses Item	Estimated Cost per Day (TZS)
1	Meals/Accommodation	10,000/=
2	Books/Stationery/Supplies	1,000/=
3	Personal Care Items	1,500/=
4	Field/Research Allowance (Undergraduate Programs) - Final Year	5,000/=

**Please note that these estimates do not include tuition fees and serve as a guideline to help you manage additional expenses effectively.**

## xii. Cafeteria Services

At the University of Iringa, we prioritize student well-being. Our campus features private food vendors offering nutritious meals, and purified water ATM machines provide clean drinking water. These services support a healthy lifestyle for our students, ensuring their nourishment and hydration throughout their time at the university.

## xiii. Official Contact Information on Student's Matters

SN	Office	Phone	Email
1	Admission and Registration matters	+255753537675, +255623536749, +255745841055	<a href="mailto:admissions@uoi.ac.tz">admissions@uoi.ac.tz</a>
2	Finance	+255784381386, +255754340688	<a href="mailto:finance@uoi.ac.tz">finance@uoi.ac.tz</a>
3	Hostel and Accommodation	+255767370684, +255715370684	<a href="mailto:dos@uoi.ac.tz">dos@uoi.ac.tz</a>

Please don't hesitate to reach out to the respective Offices using the provided contact information. They will be glad to assist you with any inquiries or support you may need during your time at the University of Iringa.

**WE HOPE THIS INFORMATION HELPS YOU PLAN EFFECTIVELY. IF YOU HAVE ANY FURTHER QUESTIONS, PLEASE DON'T HESITATE TO CONTACT OUR OFFICES. WE LOOK FORWARD TO WELCOMING YOU TO OUR INSTITUTION.**

**Issued by: -**

**The office of Deputy Vice Chancellor for Academic, Research and Consultancy  
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