



(CHUO KIKUU MZUMBE)

ONLINE REGISTRATION AND ACCOMODATION FOR SELECTED CANDIDATES - 2015/2016 ACADEMIC YEAR

All selected candidates who have been selected to join various undergraduate programmes (Degree, Diploma and Certificate programmes) at Mzumbe University (both Main Campus and Mbeya Campus College) for the academic year **2015/2016** have to observe that they are required to register on line by accessing <http://aris.mzumbe.ac.tz:8080> by logging-in using their form four index number (Sxxx/xxx/year) as **Username** and their surname in small letters as their **password**. After logging-in candidates will be able to download and print invoice for fee payments, admission letter and joining instructions and various forms necessary for completing registration. Also candidates will be required to fill in required information into their registration account.

For **Online registration support** kindly contact the help desk through

Main Campus 0714259334, 0713776726 or 0713 332614

Mbeya Campus 0713088114

PAYMENT OF FEE AS ADMISSION ACCEPTANCE

To confirm their acceptance of the admission, all selected candidates will be required to pay all fees before the opening date, (**2nd November 2015**). All fees should be paid after obtaining an invoice from your registration account available on the **Online Registration System** that can be accessed at <http://aris.mzumbe.ac.tz:8080> by logging-in using your form four index number (Sxxx/xxx/year) as your **Username** and your surname in small letters as your **password**. No student will be registered without payment of required fee. All payments for Main Campus should be made through **CRDB MU Income Account No 01J1012013400** while payments for **Mbeya Campus College** should be made through **CRDB MU Mbeya Campus Revenue A/C No 01J1065743701**.

NECESSARY INFORMATION AND DOCUMENTS FOR REGISTRATION

Upon accessing your **online registration account** you will be required to fill-in all required information appearing in your registration account. Also you will be able to obtain **Medical Examination Form (A/2)** and **Faculty Registration Form (A/3)** from your registration account to be filled before arrival. Registration

will take place from **2nd November to 6th November 2015** between **08:30 a.m. to 6:00 p.m** and not thereafter. On approaching registration desk to complete your registration at the University you must have the following documents:

- i. Your **admission letter** bearing your registration number
- ii. Your **Original Certificates** for verification purpose (birth, secondary certificates, Diploma and certificates and RPL certificates where applicable)
- iii. **Certified copies** of the above certificates for student's personal file
- iv. **Two copies** of dully filled Medical Examination Forms **(A/2)**
- v. **Three copies** of dully filled Faculty registration forms **(A/3)**
- vi. **Two copies** of indicative preference of off-campus accommodation form **(A/4)** (This is for students who will prefer to stay off campus)
- vii. **Three** coloured and recent passport sized photos.

ACCOMODATION

There is limited in-campus accommodation; therefore, those who will not have completed their registration within two weeks will have forfeited their accommodation opportunities and they will be required to find private accommodation (off-campus).

N.B: No student will be registered without filling in the information in the online registration account. Also no candidate will be registered without the mentioned documents. Presentation of forged certificates and Documents will result into cancellation of admission and legal measures taken against the culprit

Welcome at Mzumbe University.

**OFFICE OF THE DEPUTY VICE CHANCELLOR (ACADEMIC),
MZUMBE UNIVERSITY,
P.O BOX 1,
MOROGORO.**