



MVUMI INSTITUTE OF HEALTH SCIENCES (MIHS)
DIOCESE OF CENTRAL TANGANYIKA

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First Name.....Middle Name

Sur Name.....

Address.....Phone No.....

**REF: JOINING INSTRUCTIONS FOR 1ST YEAR AND UPGRADING STUDENTS AT MVUMI
INSTITUTE OF HEALTH SCIENCES (2020 /2021).**

We are pleased to have you selected to join the Mvumi Institute of Health Sciences as a candidate for the programme of:

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THESE ARE PRE CONDITIONS FOR ENROLLMENT;

1. No candidate shall be allowed to register into a programme that he/she was not admitted for. Please note that switching between programmes after registration shall not be entertained.
2. No candidate will be registered before payment of full First Semester fees, Hostel fee, NHIF fee and National Examination fee (no installments).
3. Registration process will be completed on submission to the registrar Bank pay in slips of the above.
4. All payments are made through CRDB Bank Plc. Ltd as per instructions in the Fee Structure (attached), The pay slip must have the name of the applicant, enrolled course and the level of studies (NTA level).
5. The names entered in this form must be exactly the same as those appearing on your C.S.E.E. Academic Certificates).
6. Bring with you one ream on the day for registration
Please report at the Mvumi Institute of Health Sciences on Friday, 30th October, 2020.
A candidate reporting after 4th November shall not be eligible for registration.

1. General Information

Mvumi Institute of Health Sciences is a faith based Institution owned by the Diocese of Central Tanganyika (DCT). It is situated at Mvumi about 40 km from the Dodoma City, by the side of the main road to Iringa. The Institute Campus is amid shadowy trees and flowers, in a quiet and peaceful environment conducive for learning. MIHS is your chosen road to success!

2. How to get to Mvumi Institute of Health Sciences.

From Dodoma City (Idodomya), take a **Bus at Idara Ya Maji Terminal** that goes straight to Mvumi and alight at **MVUMI BUS TERMINAL or MVUMI HOSPITAL**. The bus conductor may assist you on how to get to the Institute.

The Institute is by the side of Mvumi Hospital. Upon arrival, report to the Registrar or Admissions officer who will give you all the necessary details regarding your registration procedures and accommodation.

3. Accommodation

All students are accommodated in hostels within campus. We have adequate accommodation and accommodation facilities for our students. All you need to bring with you is;

- Two bed sheets
- One blanket
- One mosquito net
- One pillow
- One plastic bucket

4. Meals

Tea, lunch and dinner are served at the Institutes' Cafeteria. Students are to meet their meals costs (at least Tsh.3500 per day)

5. Transport

Transport to and from the Institute is readily available

6. Financial Requirements.

In order to be registered as MIHS's bonafide student, you are supposed to fulfill financial requirements of the relevant programme as shown below.

- i. Fees and all other charges must be paid through CRDB as instructed in the fee structure (attached) and the Bank pay-in-slips (original copy) must be presented to the Registrar/Admissions Officer during registration.
- i. Special course and other requirements must be paid through CRDB as instructed in the fee structure (attached) and the Bank pay-in-slips (original copy) must be presented to the Registrar/Admissions Officer during registration
- i. Once paid, fees shall not be refunded or transferred to the next academic year or to a third party.
- iv. No candidate shall be registered without full payment of all the first semester registration requirements or proof for sponsorship.
- v. National Health Insurance Fund annual fee (TZS 51,000/=) must be paid through CRDB as instructed in the fee structure (attached) and the Bank pay-in-slips (original copy) must be presented to the Registrar/Admissions Officer during registration. If you are already a member, you simply show your Membership Card.
- vi. Annual or Semester accommodation costs must as well be paid separately through CRDB as instructed in our fee structure (attached). A student will be assigned a room on production of a separate accommodation bank pay in slip.

7. The Mvumi Institute of Health Sciences candidate regulations and examination policy.

Each candidate shall be issued with copies of the Institute Regulations upon registration (Prospectus/student by-laws). The candidate is required to read these documents very carefully because they provide a useful guide for his/her stay at the Institute of Health Sciences.

8. Registration

On arrival the candidate shall report to the Registrar's Office for Registration between 7:30 am and 6:00pm.

For registration purposes, ALL of the following shall be required:

- Relevant original certificates and transcripts at all sittings
- Four recently taken Passport size photographs.
- Pay in Bank slips for 1st semester costs (tuition fee and other charges)
- Pay in Bank slips for Accommodation (full or 1st semester)
- Original Joining Instruction forms duly filled.
- Non-citizens to produce passports
- Original Birth Certificates. No Substitutes.
- Duly filled Medical examination form

9. Other Provisions

- i. Please report any personal medical requirement to the Registrar of Students on arrival.
- ii. You will be required to abide by the laws of the country and any other national, regional and Institution legal provisions or Students by-Laws which facilitate the community's well-being and prosperity.

NB: BRING WITH YOU ONE REAM ON THE DAY OF REGISTRATION

Attachments:

A. Candidates Medical Examination Form

B. Fee Structure for each program me

Prof. MAZENGO C. MAZENGO



RECTOR