

The Office of the Registrar

P. O. Box 7, Usa River,
Arusha, Tanzania

Tel: +255 27 254 0000
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E-mail: registrar@universityofarusha.ac.tz
Website www.universityofarusha.ac.tz

October 17th 2011

To all Students selected to join the University of Arusha in second selection

It gives us great pleasure to inform you that you have been accepted as students at The University of Arusha under **Mature age/Equivalent/ Pre- university entry** category. This is a three / four years **Bachelor of** (tick one below)

- 1. Bachelor of Education
- 2. Bachelor of Business Administration
- 3. Bachelor of Theology

Reporting and Registration

The reporting and opening date for all admitted students for the academic year 2011-2012 is October 24th, 2011 at Musoma Campus.

Placement Test

All first year students are required to sit and pass the University placement test (a test taken to test students' English proficiency). All who pass are allowed to register the course **GSUA111: Introduction to writing Skills I**; those who fail register **GSUA003: Basic Writing skills**. All those who report after the placement test is done are all required to register for **GSUA003: Basic Writing skills**.

Ensure that you do not miss the orientation week, and ensure that you register within three weeks from the beginning of the Semester.

Documents at Registration

At registration, you should present your original documents to the office of admissions for verification. Also, provide a photocopy of each of your documents. The documents include:

- a. Original O' level certificate
- b. Original A' level certificate or its equivalent
- c. Where applicable, original degree or diploma certificates and transcripts

Payments

All payments should be made in the bank, and an initial deposit of at least 50% of the total fees indicated in the fees structure should be deposited before October 24th, 2011 to confirm that you wish to attend UoA. Make the deposit to the University of Arusha account numbers: 014103004358 NBC Arusha Branch or 01J1098742000 CRDB Usa River Branch. Return the original bank slip to the University Cashier after banking.

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Accommodation

Accommodation is available at Musoma Campus but in Main campus we lack accommodation, student need to find accommodation personally.

NB: All those who will report late will have to find their accommodation off-campus.

Personal Effects

You should bring personal effects such as mattress, basins or buckets, bed sheets, blankets, et cetra.

Refunds

Students who withdraw from any or all classes and from the barding section during the semester will receive the following charges on tuition, room, and meals:

1. 85% refund during the first and third weeks of the semester
2. 75% refund during the fourth and fifth weeks of the semester
3. 55% refund during the sixth and seventh weeks of the semester
4. No refund after the seventh week except in cases of serious sickness, accident or dismissal.

University Regulations

During orientation, you will be given a booklet with all University regulations. Carefully study it to get acquainted with University rules and regulations.

Additional Information

1. Impersonation and or falsification of documents will lead to cancellation of admission whenever discovered.
2. Examination permits are issued only to students who have paid all their fees in full.

Note:

Enclosed is a fees structure.

Thank you for choosing UoA.

Sincerely,

Lydia Kisakye
Registrar



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