



# ST JOHN'S UNIVERSITY OF TANZANIA

## Office of the Deputy Vice Chancellor Academic

To Learn To Serve

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P. O. Box 47  
Dodoma, Tanzania

Date: 18 October, 2020

Registration Number:  
Name:

### **RE: ADMISSION LETTER AND JOINING INSTRUCTIONS FOR CERTIFICATE / DIPLOMA PROGRAMMES FOR ACADEMIC YEAR 2020/2021**

I am pleased to inform you that you have been selected to join at St. John's University of Tanzania for the Academic Year 2020/2021.

You are required to report at St. John's University on 16/11/2020. Note that there will be one week for orientation before starting classes with no time lag for late reporting.

#### **On reporting at the University, please bring with you the following items:-**

1. Original certificates of your academic qualifications (not a result slip).
2. Original birth certificate.
3. Tuition fees, either in full or 1st Semester instalment, plus ALL other charges as detailed in the attached fee structure. **Failure to pay fees at registration shall result in forfeiting your admission.**
4. Deposit tuition fees and compulsory charges into **SJUT-TUITION ACCOUNT maintained at CRDB Bank A/C Number 01J1082426400 or SJUT-TUITION ACCOUNT maintained at NMB Bank A/C Number 50506600340**. When depositing tuition fees and other charges to CRDB or NMB Bank as detailed above, ensure that the deposit slip bears your **Registration Number** (given above); **surname, first name**; and **programme of study**. **The University management shall not accept any deposit slip which does not bear a registration number.**
5. A duly filled medical examination form from a registered hospital.
6. A personal health insurance which enables you gets medical treatment anywhere and at any hospital in Tanzania. If you are not a member of any health insurance, you should deposit 60,000/- TSH into **SJUT Income A/C 01J1082864000 maintained at CRDB Bank**. A National Health Insurance membership card will be issued to you, as soon as you pay the required fee, to start enjoying health insurance benefits.
7. **The deadline for registration is 27/11/2020**. The registration process shall not be complete without paying required tuition fees and charges.
8. The accommodation application form, fee structure, other charges and medical examination forms are attached.

*May our LORD JESUS protect and bless you as you join and undertake studies at SJUT.*

**PROF. TIMOTHY E. SIMALENGA, PHD, PrENG**  
**DEPUTY VICE CHANCELLOR,**

## ACADEMIC NON-DEGREE PROGRAMMES

In order to register a student must pay 100% of the compulsory charges and 50% of the annual tuition fees. All fees are non refundable.

9. The breakdown of **compulsory charges** is as shown below (in TZS).

1. Identity Card	10,000/=
2. Development Fund	150,000/=
3. Registration Fee	20,000/=
4. Examination Fee	80,000/=
5. Students Organisation Fee	20,000/=
6. Medical Fee	10,000/=
7. TCU Quality Assurance Fee	20,000/=
<b>TOTAL</b>	<u><b>TZS 310,000/=</b></u>

NB: Other Charges for Allied Health students (Non-degree) will be required:

1. To pay Hospital Clinical Rotations of 50,000.00 per rotation
2. To pay National Examination fee of 150,000.00 to be paid in each second semester of the studies

**THE DETAILS OF TUITION FEE PER PROGRAMME ARE AS FOLLOWS.**

FACULTY OR INSTITUTE OR SCHOOL CODE	PROGR AMME CODE	FULL NAME OF THE PROGRAMME	ANNUAL TUITION FEE IN TZS
<b>SCHOOL OF PHARMACY</b>			
<b>SOPH</b>		Ordinary Diploma in Pharmaceutical Science	1,800,000/=
SOPH		Technician Certificate in Pharmaceutical Science	1,800,000/=
SOPH		Basic Technician Certificate in Pharmaceutical Science	1,800,000/=
<b>SCHOOL OF NURSING</b>			
SONU		Ordinary Diploma in Medical Laboratory Technology	1,800,000/=
SONU		Ordinary Diploma in Nursing and Midwifery	1,800,000/=
<b>INSTITUTE OF DEVELOPMENT STUDIES (IDS)</b>			
IDS		Diploma in Community Development (DipCD)	1,000,000/=
<b>FACULTY OF COMMERCE AND BUSINESS STUDIES</b>			
FOCB		Diploma in Business Administration (DipBA)- Accounting	1,000,000/=
FOCB		Diploma in Business Administration (DipBA)- Procurement and Supply	1,000,000/=
FOCB		Diploma in Business Administration (DipBA)-Human Resources and Management	1,000,000/=
FOCB		Diploma in Business Administration (DipBA)- Marketing	1,000,000/=

### REQUIREMENT FOR SPECIAL FACULTY

FOR LABORATORY TECHNOLOGY STUDENTS SHOULD COME WITH

1. Laboratory Coat (White)
2. Safety Goggles (Glasses)

3. Gloves
4. Nose Mask
5. Closed Shoes



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## ST JOHN'S UNIVERSITY MEDICAL EXAMINATION FORM

TO THE  
MEDICAL OFFICER

NAME \_\_\_\_\_

P.O BOX \_\_\_\_\_  
\_\_\_\_\_

AGE \_\_\_\_\_

SEX \_\_\_\_\_

### INVESTIGATION REQUIRED

BLOOD

H/B \_\_\_\_\_

B/S \_\_\_\_\_

WBC TOTAL

BP \_\_\_\_\_ ECG \_\_\_\_\_

HEART RATE \_\_\_\_\_ /Minutes

EYES R/E \_\_\_\_\_ L/E \_\_\_\_\_

EARS R/E \_\_\_\_\_ L/E \_\_\_\_\_

NEUTROPHILS \_\_\_\_\_ %

EOSINOPHILS \_\_\_\_\_ %

BASOPHILS \_\_\_\_\_ %

LYMPHOCYTES \_\_\_\_\_ %

MONOCYTES \_\_\_\_\_ %

VDRL \_\_\_\_\_ UPT \_\_\_\_\_

CXR \_\_\_\_\_

WIDAL TEST \_\_\_\_\_ SALMONELA TYPHIO \_\_\_\_\_ SALMONELA TYPHIIH \_\_\_\_\_

BLOOD (i) FBS \_\_\_\_\_ mm 01/1 or \_\_\_\_\_ mg/dl

(ii) RBS \_\_\_\_\_ mm 01/1 or \_\_\_\_\_ mg/dl

URINE ANALYSIS \_\_\_\_\_ (i) MACROSCOPIC \_\_\_\_\_ STOOL EXAMINATION \_\_\_\_\_

(ii) MICROSCOPIC- PROTEIN \_\_\_\_\_

(i) MACROSCOPIC \_\_\_\_\_

BILIRUBIN \_\_\_\_\_

(ii) MICROSCOPIC

GLUCOSE \_\_\_\_\_

OVA \_\_\_\_\_

OVA \_\_\_\_\_

PROTOZOA \_\_\_\_\_

RBC \_\_\_\_\_

OTHERS \_\_\_\_\_

BLOOD GROUP & CROSS MATCH \_\_\_\_\_

LAB TECH: NAME:

SIGNATURE:

I here certify that MR/MRS/MISS/DR./PROF: \_\_\_\_\_

Is fit/ unfit for employment/ engagement/ joining Studies

MEDICAL OFFICER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## STUDENTS ACCOMODATION ACADEMIC YEAR 2020/2021

1. All students applying for accommodation will be accommodated in on-campus as well as off-campus hostels on a FIRST COME, FIRST SERVED basis. Students who can't get accommodation on the campus will be assisted to get a place in off-campus hostels.
2. Students wishing to stay on-campus will fill in an application form which they must download from the University Website.
  - a. After filling the form the applicant should send it by EMS post to reach us immediately.
  - b. The list of applicants who have been given accommodation will be posted on the university notice boards for all students who have reported to see.
3. For students who do not get rooms on-campus, the Dean of Students will allocate them in some of the off-campus hostels with which the university has a memorandum of understanding.

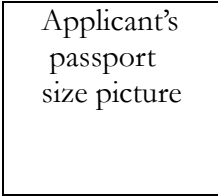
In order to get accommodation services whether on-campus or off-campus the student must report at the gate of the University between 8.00 AM and 5.00 PM. Beyond 5.00 PM students should look for a lodging in town and stay there overnight (one night) so as to report at 8:00 AM the next day.

Cost for on-campus accommodation is shown here below, with one half due for 1st Semester and the balance due for 2nd Semester. While payment may be divided by semester, accommodation is contracted for the FULL Academic Year. Students must pay the balance for the year before they may register for 2nd Semester, whether they shall continue to reside on-campus or not.

S/N	First Semester		Second Semester		Total	
	1st Year	Continuing	1st Year	Continuing	1st Year	Continuing
01	202,000	192,000	192,000	192,000	394,500	384,000

1. Deposit Accommodation fees into **SJUT Income A/C 01J1082864000 maintained at CRDB Bank**
2. The University shall issue official receipts **seven days after the date** of the deposit, in order to receive bank verification. The University shall not be responsible for any registration delays due to a late deposit. The University encourages you to deposit fees into a local branch of the banks listed above before coming to Dodoma, in order to avoid extremely long queues.
3. Visit the University website, [www.sjut.ac.tz](http://www.sjut.ac.tz); read carefully the University prospectus and check periodically for any announcements prior to reporting.

To: The Dean of Students  
St. John's University of Tanzania  
P.O. Box 47  
Dodoma



STUDENT APPLICATION FOR CAMPUS ACCOMMODATION

ACADEMIC YEAR 2020/2021

**MY PERSONAL PARTICULARS**

Name: .....Reg. No..... Sex: .....  
Age: ..... Marital status: .....Religious Order: Pastor/Priest/Nun/Brother  
(cancel which doesn't apply)  
Course of study..... Year of study.....  
Home address: ..... Phone: .....

I wish to apply for on-campus residence for the Academic year 2020/2021. The reason(s) for applying for campus accommodation is/are: (please number them) .....  
.....  
.....

**DECLARATION:**

By applying for on-campus accommodation, I understand and promise that if I get a place I will be required to do the following:

1. Pay in full for a whole semester/academic year for the accommodation into SJUT Income **A/C 01J1082864000** maintained at CRDB Bank at least 7 days before the date of commencement of the new semester/academic year. I shall hand in to the Warden/Janitor my original bank pay-in-slip as evidence of payment, for verification before occupation of the room.
2. Once allocated the room, **I shall sign a full one year contract of stay in the room** and shall pay accommodation fees on a semester/yearly basis, and that I shall not sub-let or share the room with any unauthorized person.
3. In addition to my declaration in Article 2 of this application, I shall not vacate or leave the room to go and stay elsewhere because **my contract is binding for I understand that if I illegally vacate the room allocated to me I shall be required to pay full accommodation fees for the whole academic year/semester, as the case may be.**
4. Make sure that the only people staying in the room are those who appear in the University list of students who are supposed to stay in my room. I shall also report to the Dean of Students/Warden anybody staying in the room without being allocated in to it.
5. My room-mates and I shall maintain a list of our room occupants as required for easy checking in case of need.
6. Also I shall observe all regulations governing campus residence and I shall obey the leadership of the Hall of Residence in which I shall be staying.
7. I shall accept responsibility for the offence of not reporting any person staying in my room without being legally allocated.
8. That if, for any reason, I cannot occupy the room which I am applying for, I shall timely notify the Dean of Students my decision for not taking the offer of room, seven (7) days before opening of the 1<sup>st</sup> Semester.

Sincerely yours,

Signature.....

Date.....