# SOKOINE UNIVERSITY OF AGRICULTURE
DIRECTORATE OF THE UNDERGRADUATE STUDIES
P.O. BOX 3000 Chuo Kikuu, Morogoro, Tanzania
TEL: +255-23-2603511/4; +255-23-2603679
E-mail: dus@suanet.ac.tz; Fax: +255-23-2604652

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Our Ref: SUA/ADM/A.1/8A VOL.II        Your ref:                         Date: 22nd October, 2016

Mr. /Miss. / Ms. / Mrs. **MABAGALA, Isaka Z**

### RE: ADMISSION FOR DIPLOMA AND CERTIFICATE PROGRAMMES AT SUA

The management of Sokoine University of Agriculture is pleased to inform you that you have been selected to join Certificate In Information Technology for the academic year 2016/2017, which starts on Monday, the 17th October, 2016. Please be informed that all students selected to join Certificate in Information Technology and Diploma in Information Technology are supposed to report at Solomon Mahlangu Campus (SMC) – Mazimbu, whereas the rest will be reporting at the Main Campus (MC).

Please note further that you will be required to present original certificates (birth and secondary school as well as certificate or diploma certificates where applicable and the dully-filled medical form) during registration.

Information on how to get into Morogoro municipality, students' by-laws, Joining Instructions and other types of information are available in the University website www.suanet.ac.tz. Please, visit it for more information about our university. Kindly, also note that upon arrival in Morogoro, you are advised to take a taxi at a cost of approximately Tshs 7,000 to SMC/Main Campus. Alternatively, you may wish to use minibuses that provide connections between Msamvu Bus stand and the "Daladala" bus terminal in town for you to pick the ones plying between this terminal and SMC/MC for a fare which is approximately Tshs 600.

All fees should be paid after obtaining an invoice from student information system (SUASIS) that can be accessed at www.suasis.suanet.ac.tz using login information provided through your email. Fees that must be paid before qualifying for registration are:

|                     | Tuition Fee | Other Fees | Medical fees | Total     |
|---------------------|-------------|------------|--------------|-----------|
| Diploma Programs    | 900,000     | 214,000    | 60,000       | 1,174,000 |
| Certificate Programs| 800,000     | 214,000    | 60,000       | 1,074,000 |

The other fees are detailed in SUA fee structure. Please note that during payments all candidates are required to use invoice provided in SUASIS. The Tuition fees and other fees must be paid through **SUA CRDB Account Account No. 01J1076769836 and medical fee be paid through Account No. 01J1076769825** before reporting for registration. **PLEASE NOTE: NO STUDENT WILL BE REGISTERED WITHOUT PAYING THE RELEVANT FEES.**

There is limited accommodation in University hostels therefore accommodation is not guaranteed. Students who will be accommodated in university hostels will be required to pay accommodation fee which is about **Tshs 96,940/=** for first semester payable through CRDB after obtaining accommodation invoice in your SUASIS account using the login information as mentioned above.

On behalf of the Management of Sokoine University of Agriculture, I wish to congratulate you for acquiring admission and to be associated with our university.

Yours Sincerely,

**Prof. G.L Mwamengele**
**ACTING DIRECTOR, DIRECTORARTE OF UNDERGRADUATE STUDIES**