



**MZUZU UNIVERSITY**  
OFFICE OF THE UNIVERSITY REGISTRAR

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Muzu 2  
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**REG. NO.: BRESE2C0325**

**8th August, 2025**

**Mr. Hawkins Mwawembe KALAMBO**

GWAMBA ACADEMY, P.O. BOX 20627, MZUZU  
0989127308 [hgkalamba@gmail.com](mailto:hgkalamba@gmail.com)

Dear Mr. KALAMBO,

**OFFER OF ADMISSION TO MZUZU UNIVERSITY: 2025/2026 ACADEMIC YEAR**

I am pleased to inform you that you have been offered a place to study for the **Bachelor of Science (Honours) Renewable Energy Systems Engineering Programme**, in the **Faculty of Science, Technology and Innovation**.

The following conditions are applicable:

**1. Commencement Date and Programme Duration**

The programme will commence on **Monday, 29th September 2025**.

There will be an orientation programme for new students which will be organised during the week of **Monday, 29th September 2025 to Friday, 3rd October 2025**. You will be required to attend this orientation.

Registration will be conducted from **Monday, 6th October 2025 to Friday, 10th October 2025** and classes will commence on **Wednesday, 8th October 2025**.

If you will not register within the official registration period, you will pay a late registration fee of **MK2,000.00** per day. The late registration period will run from **Monday, 13th October 2025 to Friday, 24th October 2025** after which you will not be allowed to register. You will not be allowed to sit for end of semester examinations if you miss 12 lecture hours in a semester in any course/subject.

The duration for the programme is **five academic years (10 semesters)**, subject to fulfilling academic requirements and regulations of the University.

## 2. Programme Fees

You will be required to pay total tuition fees of **K2,006,371** and students union membership fee of **MK2,000.00** per academic year.

The fees can be paid at once or in two instalments at the beginning of each of the two semesters within an academic year. The first instalment should be at least half of the academic year fees.

The fees are subject to revision as may be determined by Council from time to time, with or without notice. Normally, revision will take into consideration inflation. Fees **is not refundable** once paid.

Besides tuition fees, students are also required to meet other costs relating to upkeep during the semester period, as well as during teaching practice, clinical practice and workplace attachments as part of the academic requirements for some programmes. Other requirements relate to research projects, protective wear, uniforms and special equipment for use during studies or practical training. These costs are determined by individual faculties.

Students who will be needed to use science laboratories are required to buy white dust coats as protective wear during laboratory sessions.

Tuition fees should be deposited into the following bank account:

**Name of the Bank : NBS Bank**  
**Account Name : Mzuzu University Fee Collection Account**  
**Account No. : 23232057**  
**Branch : Mzuzu**  
**Swift Code (for international transfers): NBSTMWMW**

Please make sure that you **indicate your Registration Number** shown on the first page of this letter and payment type, i.e., **tuition**, on the bank deposit slip. Once you pay at the bank, the payment will automatically reflect in your student portal as the Student Information Management System is directly connected to the bank. You will only be able to register once your payment is cleared in the system.

Minimum upkeep costs are estimated at **MK150,000.00** per month to cater for accommodation, meals and travel.

Minimum costs for books, stationery, printing, photocopying and internet access are estimated at **MK200,000.00** per academic year.

The estimates for upkeep, books and stationery are merely indicative levels. The sponsor has the discretion to decide on the actual amounts they may afford to support their ward.

### **3. Health and Medical Services**

The University has an in-house medical service using the University Clinic. This service is for minor ailments. In the first instance of illness, a student is required to report at the University Clinic. Referral cases are made to the government hospitals, the nearest being Mzuzu Central Hospital. Students are responsible for their medical care with private practitioners. Students who are on private medical schemes should report at the University Clinic for records in cases of referral to access private medical services if required.

### **4. Students Representative Council**

Students' extra-curricular activities are normally fulfilled by the Mzuzu University Students Representative Council (MUSREC). You become a member of the Council by virtue of being a registered student of the University. You are required to pay a **membership fee (MK2,000.00)**. The fee should be deposited **separately** into the following bank account, quoting your registration number:

**Name of the Bank :** NBS Bank  
**Account Name :** Mzuzu University Admissions  
**Account No. :** 21430908  
**Branch :** Mzuzu  
**Swift Code (for international transfers):** NBSTMWMW

### **5. Lodge, Meals and General Upkeep**

You have been admitted on the understanding that you will find your own accommodation **off-campus**. Additionally, you are required to provide for your meals, transport and upkeep because the University does not provide these.

You are therefore advised to make prior arrangements for accommodation before reporting for registration. It is not advisable to report for orientation and registration if you have not prepared your housing, meals, transport and general upkeep. You will be registered on the understanding that you have made provision for these essential items to support your studentship.

The University does not provide catering services. However, small-scale private catering service providers are available on Campus and surrounding communities.

Mzuzu City weather can be cold at times and you may need to arrange for some moderate warm clothing and beddings.

Limited University accommodation is available on Campus. The current capacity is only 830 beds out of its enrolment of over 9,000 students. The University therefore allocates bed spaces to some of its new students using its internal policy and criteria which aims to protect minors (students below the age of 18), students with special needs and students with special medical conditions vetted by the University medical staff. Candidates do not need to apply because the University uses information which the candidates used during their application for admission.

The allocation of bed space is announced two weeks before orientation week and the results are published on the University website.

Payment for accommodation will be made to the University account which will be shared in the publication of the bed space allocation. Students are advised to watch out against fraudsters who demand payment into other accounts or mobile money wallets for booking or allocation of University accommodation.

## **6. Sportswear**

In order for you to participate fully in sporting activities, you are advised to bring basic sportswear.

## **7. Arrival Date**

You will be required to arrive at the Mzuzu University Main Campus (Luwinga) at least by **Monday, 29<sup>th</sup> September 2025**. Mzuzu University is about six kilometres to the north of Mzuzu City Centre on the M1 Road to Karonga. There are a lot of small private saloon vehicles which operate as public transport between the City Centre and the University.

## **8. Conditions to the Offer**

This offer of admission is subject to your acceptance to abide by the rules and regulations of the University. The University reserves the right to cancel or withdraw this offer if it is discovered that you did not submit true information about your education and other records.

The offer is also subject to the following conditions:

## **Student Identity (ID) Card and Medical Examination**

- i) During registration, candidates will be required to pay a fee of **MK5,100.00** for processing of a student ID Card. The fee should be deposited into the following bank account:

**Name of Bank : NBS Bank**  
**Account Name : Mzuzu University Library**  
**Account Number : 18634929**  
**Branch : Mzuzu**

- ii) **Submission of a satisfactory medical report**

A medical form will be given when you arrive on campus, which should be completed and submitted to the University Registrar during registration. The medical examination will be done at the University Clinic at a fee of **MK6,500.00**. The fee should be deposited into the following bank account:

**Name of the Bank : NBS Bank**  
**Account Name : Mzuzu University Fee Collection Account**  
**Account No. : 23232057**  
**Branch : Mzuzu**  
**Swift Code (for international transfers): NBSTMWMW**

- iii) Submission of **two passport size photographs** for registration.

## **9. Acceptance of Offer**

If you accept this offer on the above stated terms, please sign the two letters of acceptance attached to this offer letter. Retain one copy and submit the other copy to the University Registrar during registration.

Failure to have the acceptance letter signed, returned and received by the University Registrar, it would mean that you are no longer interested in the offer.

## **10. Reservation of Place**

The University is able to reserve a place for up to one academic year if you are unable to report for registration during the 2025/2026 Academic Year. Your place will be forfeited after the 2026/2027 Academic Year.

## **11. Change of Programme**

Your admission into the University was on the basis of a place being found in the programme you have been offered. Change of programme will **NOT** be allowed.

You are therefore at liberty to accept or reject the programme of study which you have been offered.

However, during the first two weeks of orientation and registration, the University may consider under exceptional circumstances students whose special needs condition, medical condition or previous professional qualifications cannot allow them to pursue studies in the programmes for which they have been selected.

Candidates wishing to be considered under the above defined conditions will be required to submit an application letter to the University Registrar upon arrival, attaching documents as supporting evidence for their extenuating circumstances.

## **12. Making of payments**

You are advised to use official bank accounts given above to avoid being duped by tricksters who provide different bank accounts or mobile money wallets to defraud unsuspecting students or their sponsors. The University does not receive its income through mobile money wallets.

There is a tendency by fraudsters to make telephone calls to candidates to pay fees, accommodation charges or to be given certain favours by the University. Please be on the alert against such temptation to avoid losing money anyhow. Report such callers to the Malawi Police Service or other security agents for criminal investigation.

I would like to congratulate you for being selected to study at Mzuzu University. I wish you a fruitful, life-changing experience and successful study period.

Yours sincerely,



**Joseph Chagoma**  
**FOR: UNIVERSITY REGISTRAR**

**Copies** : University Finance Officer  
Personal File

**Enclosed** : Letter of Acceptance of Offer

**Ref. No.: MU: A7:2C:20**

The University Registrar  
Mzuzu University  
Private Bag 201  
Luwinga  
**MZUZU 2**

Dear Sir,

**ACCEPTANCE OF AN ADMISSION OFFER AT MZUZU UNIVERSITY**

I ..... accept/do not accept to register for  
the..... **Programme** on  
the terms stated in the letter of admission. By accepting, I note that I shall be  
required to pay fees as stated in the fee structure provided.

Yours faithfully,

**Name in Full :** ..... **Witness:**  
**Name of Guardian/**.....  
**Next of Kin**

**Signature:** ..... **Signature:** .....

**Date:** ..... **Date:** .....