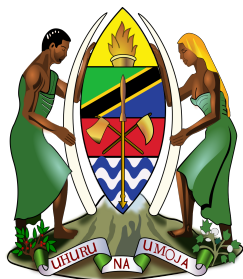


THE UNITED REPUBLIC OF TANZANIA



THE MINISTRY OF EDUCATION, SCIENCE
AND TECHNOLOGY

THE MWALIMU NYERERE MEMORIAL
ACADEMY



Our Ref: MNMA/GEN/45

6th April 2022

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RE: ADMISSION INTO BACHELOR DEGREE IN HUMAN RESOURCE MANAGEMENT FOR THE ACADEMIC YEAR 2021/2022

I am pleased to inform you that you have been selected to join the Academy for three year pursuing **Bachelor Degree In Human Resource Management** You are required to report at the Academy on Wed 6th April 2022 ready for registration and One Week for Orientation Programme that will commence on Wed 6th April 2022. Please note that all 1st year students are required to attend the Orientation Programme. Classes will commence immediately on Wed 13th April 2022.

Please observe the following instructions.

1. That you should pay annual tuition fee of **one hundred (Tsh 100) only** (accommodation exclusive)*. Fees may be paid either in one or two installments at the rate of 60%, equivalent to **Tsh 60** (payable during the First Semester) and 40% equivalent to **Tsh 40** (Second Semester). Each installment should be paid at the beginning of each Semester. Also you should pay compulsory fee of **Tsh 100** for Medical Insurance (Control number to be obtained from NHIF website) as well as **Tsh 100** for NACTE quality assurance fee, **Tsh 100** for Practical Training, **Tsh 100** for students union, **Tsh 100** Caution Money, **Tsh 100** for Medical Examination, **Tsh 100** for Registration and **Tsh 100** for Identity Card at the beginning of first semester once a year. Parents/Sponsors/Students are requested to pay the fees through the **Online System+ available at the Academy Website www.mnma.ac.tz**.
2. That you should present yourself to the Admissions Office for formal registration after paying the required fees. Failure to do so will result in the withdrawal of your admission. Admission can neither be postponed nor deferred to the next academic year. Please note that no student will be allowed to attend classes without paying the required fees and completing the registration process.
3. That you should produce your **medical check-up** form duly filled by a qualified Government Medical Officer to the Admissions Officer.
4. That you should bring your **original certificates** plus two copies of each of your certificates and transcripts (the original certificate will be returned to you after verification). Certificates should include birth certificate, Form 4, 6, and/or Diploma.
5. That you will be a full time student and if you are a Government or Public Institution/Organization employee, you will have to produce evidence that your employer has

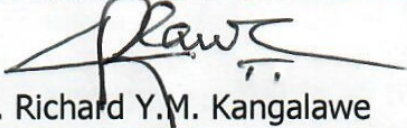
released you and is ready to continue supporting you.

6. That you should submit two stamp size photographs to the Admissions Officer.
7. Kindly note that candidates who will fail to register within the period of two weeks lasting from 6th April, 2022 to 13th April, 2022 will be required to pay late registration fee of Tsh 100 per day for a maximum of 7 days.
8. Failure to register will lead to **automatic cancellation** of your admission; hence you will therefore be required to re-apply.
9. Accommodation on campus is not guaranteed; hence candidates are not advised to effect payment of the fees of the same in advance. However, when necessary, the office of the Dean of Students shall assist students in securing their off campus accommodation.

I am looking forward to your registration and a successful period of study at the Academy.

Yours Sincerely,

THE MWALIMU NYERERE MEMORIAL ACADEMY



Prof. Richard Y.M. Kangalawe

DEPUTY RECTOR – ACADEMIC, RESEARCH AND CONSULTANCY