

**DIRECTORATE OF POSTGRADUATE STUDIES AND RESEARCH**

**RE: PROVISIONAL ADMISSION TO A MASTER OF PUBLIC ADMINISTRATION**

With reference to your application for admission into Higher Degree Programme in the University, I am pleased to inform you that you have been offered provisional admission for the academic year **2022/2023** for a **2 YEARS** programme leading to the award of **MASTER IN PUBLIC ADMINISTRATION** as privately sponsored student.

You are required to report to the University on **10<sup>th</sup> OCTEBER 2022**. You should ensure that you register with the University Directorate of Postgraduate Studies and Research within **TWO** weeks from the beginning of the semester, unless prior request for late registration has been approved by the Director of Postgraduate Studies and Research. The registration process shall not be complete without paying required tuition fee and charges. Therefore, make sure that you pay the required fees and charges.

This is a provisional offer made on the basis of the documents of your qualifications as presented on your application form. These qualifications are subject to verification by this office at the time of registration. You must therefore present, at the time of registration, original documentary evidence of the following qualifications:

- a) **Original Ordinary Level Certificate of Education/its equivalent plus two photocopies of the same.**
- b) **Original Advanced Level Certificate of Education/its equivalent plus two photocopies of the same.**
- c) **Original Degree/Diploma Certificates and Transcripts plus two photocopies of each of them.**
- d) **Four passport photos**

Cases of impersonation, falsification of documents or giving false/incomplete information whenever discovered either at registration or afterwards, will lead to automatic cancellation of admission and dismissal from the University

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## 1. PAYMENTS

(i) Your registration will be possible upon submission of evidence of payment (**Original Bank Payment Slip**) of fees as prescribed below: Payment of **University fees (Table 1)** should be made through any of the following banks:

- a) **Kenya Commercial Bank-KCB (T) LTD; KAMPALA INTERNATIONAL UNIVERSITY, US Dollar A/c No: 402006283 or T Shillings A/c No: 240603599 OR**
- b) **CRDB Bank, KAMPALA INTERNATIONAL UNIVERSITY; US Dollar A/c 02j1098093700 or T Shillings A/c No: 01j1098093700 OR**
- c) **United Bank for Africa (UBA), KAMPALA INTERNATIONAL UNIVERSITY; US Dollar A/c No: 56010030000627 or T Shillings A/c No: 56010030000610**

**Table 1: University Fees**

### Tanzania Students (TZS)

Year 1		Year 2	
Semester 1	Semester 2	Semester 1	Semester 2
1,250,000	1,250,000	1,000,000	500,000

### Foreign Students (USD)

Year 1		Year 2	
Semester 1	Semester 2	Semester 1	Semester 2
600	600	500	250

The payment of University Fees could be made in full or in instalments as shown in Table 2

**Table 2: Allowed Instalments for the University Fees (Semester I and Semester II).**

Semester Break-down	Tuition Fee Amount (%)	Cumulative Tuition Fee Amount (%)
On Registration or Before seating for the first “Continuous Assessment Tests” (CAT 1)	50% (TZS 625,000/=) (USD300/=)	50% (TZS 625,000/=) (USD300/=)
Before seating for the Second “Continuous Assessment Tests” (CAT 2)	25% (TZS 312,500/=) (USD150/=)	75% (TZS 937,5000/=) (USD450/=)
Before sitting for the	25%	100%

University Exam (UE)	(TZS 312,500/=) (USD150/=)	(TZS 1,250,000/=) (USD 600/=)
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**Table 3: Allowed Instalments for the University Fees (Semester III).**

Semester Break-down	Tuition Fee Amount (%)	Cumulative Tuition Fee Amount (%)
On Registration or Before seating for the first “Continuous Assessment Tests” (CAT 1)	50% (TZS 500,000/=) (USD250/=)	50% (TZS 500,000/=) (USD250/=)
Before seating for the Second “Continuous Assessment Tests” (CAT 2)	25% (TZS 250,000/=) (USD125/=)	75% (TZS 750,000/=) (USD375/=)
Before sitting for the University Exam (UE)	25% (TZS 250,000/=) (USD125/=)	100% (TZS 1,000,000/=) (USD 500/=)

**Table 4: Allowed Instalments for the University Fees (Semester IV).**

Semester Break-down	Tuition Fee Amount (%)	Cumulative Tuition Fee Amount (%)
On Registration or Before seating for the first “Continuous Assessment Tests” (CAT 1)	50% (TZS 250,000/=) (USD125/=)	50% (TZS 250,000/=) (USD125/=)
Before seating for the Second “Continuous Assessment Tests” (CAT 2)	25% (TZS 125,000/=) (USD62.5/=)	75% (TZS 375,000/=) (USD187.5/=)
Before sitting for the University Exam (UE)	25% (TZS 125,000/=) (USD62.5/=)	100% (TZS 500,000/=) (USD 250/=)

Present the **bank payment slips** to the **University Account Offices** after banking and obtain a receipt for the payment.

## OTHER FEES PAYABLE TO THE UNIVERSITY

Payment of **OTHER University fees (Table 7)** should be made through the following bank account:

**CRDB Bank, KAMPALA INTERNATIONAL UNIVERSITY;**

**T-Shillings A/c No: 01j1098093700 or US Dollar A/c 02j1098093700**

**Table 5: To be paid ONCE before registering for 1<sup>st</sup> year students only**

SN	ITEM	AMOUNT (TZS)	Foreign Students USD
1	Registration Fee	20,000/=	10
2	Identity Card	10,000/=	5
3	Prospectus and Students' Handbook	20,000/=	10
4	Caution Money	10,000/=	5
	<b>Total</b>	<b>60,000/=</b>	<b>30</b>

**Table 6: To be paid PER YEAR before Registration for all students**

SN	ITEM	AMOUNT (TZS)	Foreign Students USD
1	Library Membership Fee	5,000/=	5
2	Students Union Organization Fee	20,000/=	10
3	Computer Services	5,000/=	5
4	Annual Quality Assurance Fee for TCU	20,000/=	10
5	Capitation Fee	0	50
	<b>Total</b>	<b>50,000/=</b>	<b>80</b>

**Table 7: To be paid ONCE by final year**

SN	ITEM	AMOUNT (TZS)	Foreign Students USD
1	Examination Fee	250,000/=	100
2	Transcript	20,000/=	10
3	Graduation fee	50,000/=	25
	<b>Total</b>	<b>320,000/=</b>	<b>135</b>

Table 8: To be paid to NHIF

**To be paid ONCE PER YEAR directly to NHIF Accounts using a Control Number (Unless you are already registered with NHIF)**

SN	ITEM	AMOUNT (TZS)
1	<b>*NHIF Fee (TO BE PAID DIRECTLY TO NHIF ACCOUNTS USING A CONTROL NUMBER which will be available during registration)</b>	50,400/=
	<b>Total</b>	<b>50,400/=</b>

**NOTE: NHIF FEE SHOULD NOT BE PAID IN THE UNIVERSITY BANK ACCOUNTS. You will not be registered without showing evidence that you have paid this money to NHIF accounts.**

**Table 9: SUMMARY OF OTHER FEES PAYABLE BEFORE REGISTRATION**

Year 1		Year 2	
Tanzanian	Foreign	Tanzanian	Foreign
110,000/=	USD110/=	370,000/=	USD215/=

Present the **bank payment slips** to the **University Account Offices** after banking and obtain a receipt for the payment.

(ii) You will not be issued with fees clearance card at the beginning of the Semester unless you have paid all fees as shown above. Pick your fees clearance card from the office of the Director of Finance.

(iii) Money for meals and accommodation should not be deposited on the University Account.

(iv) Money for books, stationary and research should not be deposited on the University Account.

(v) Access to examination at the end of Semester will only be permitted to students who paid fees in full. Accessing examination room without clearance is a disciplinary offence as per Student handbook on Rules and Regulations 2019.

(v) Students who are already registered with NHIF will be required to provide photocopies of the cards as proof to Finance and Student Affairs Office, ONLY then you will be exempted from acquiring individual cards.

## **2. WITHDRAWING FROM THE UNIVERSITY**

If a student declines the offer to join the University, penalties will be placed by withholding fees paid as hereunder:-

- a) Withdrawing 15 days before commencement 20%
- b) Withdrawing 7-14 days before commencement 50%
- c) Withdrawing 1-7 days before commencement 80%
- d) Withdrawing on 10<sup>th</sup> October 2022 commencement 100%

## **3. UNIVERSITY REGULATIONS**

Obtain the Postgraduate Student Handbook which includes University rules and regulations from the Director of Postgraduate Studies and Research. Please read the regulations carefully and comply with these regulations at all times.

I congratulate you upon your admission to Kampala International University in Tanzania; I extend to you a warm welcome and wish you a success in your studies.

Yours faithfully,

**ACADEMIC REGISTRAR**

