**TEOFILO KISANJI UNIVERSITY**

*"Training for Better Life"*

P.O. Box 1104,
Mbeya, Tanzania.
Tel.: 255 (0)25 2502682
Fax: +255 25 2503721
Mobile: +255 (0) 696 592252
Email:info@teku.ac.tz
Website: www.teku.ac.tz

**JOINING INSTRUCTIONS FOR BACHELOR OF DIVINITY (BD) PROGRAMME FOR 2026/2027 ACADEMIC YEAR**

**Ref. No:**_____ Date: _____

**Rev.Mr/Mrs/Ms. _____**

**P.O Box _____**

**Tanzania.**

**JOINING INSTRUCTIONS AND FEE STRUCTURE FOR BACHELOR OF DIVINITY PROGRAMME FOR 2026/2027 ACADEMIC YEAR**

Dear Student,

Congratulations on your admission to join Bachelor of Divinity programme at Teofilo Kisanji University (TEKU) for the 2026/2027 academic year. This document provides essential information to guide you as you prepare to begin your studies. You are strongly advised to read and follow these instructions carefully, particularly with regard to fee payments, as compliance is mandatory for successful registration.

1. **Registration and Commencement of Classes**
   a) Registration will begin on 19th October, 2026 at the University campus.
   b) Orientation Week will take place from 26th to 30th October, 2026, and classes will commence on 2nd November, 2026.
   c) You are required to complete registration within two weeks from the opening date (19th October, 2026).
   d) For registration, you must bring the following documents:
      i) Original academic certificates (CSEE, ACSEE, or Diploma/Degree);
      ii) Two recent passport-size photographs (with name and programme on the back);
      iii) Original birth certificate or National ID (NIDA) or Passport for a foreigner;
      iv) Letter of confirmation from your sponsor (for sponsored students);
      v) A duly completed Medical Examination Form (Annex 1); and
      vi) Original payment receipts as proof of payment for the first instalment of fees and contributions. Registration will not be completed without this evidence. You are strongly advised to read the fee structure included in the Joining Instructions for your admitted programme carefully.

**Caution**: *It should be noted that it is an offence to submit false information.*

## 2. Official Correspondence

All correspondences with the University should be routed through your Head of department, and Dean of faculty. You should also quote your year of study, course and registration number as shown on your identity card.

## 3. Academic Advisor

Academic Advisor (AA) – Refers to an academic staff assigned the role to provide supervisory support to student to ensure that such student perform maximally in their academic and future professional obligation. By virtue of their roles, academic advisors serve as both guides and counsellors. Your academic advisor is Rev. Dr. M. Kategile (Theology Cell Phone – 0757 827 125).

## 4. Accommodation to Students

a) Students accommodated on the University campus are required to pay rent in advance **TZS. 300,000.00 per year** for TEKU hostels and **TZS 450,000** for Family Quarter apartments. This is in accordance with the tenancy agreement, which requires students to pay the full annual rent at the beginning of the academic year.

b) Payment is to be made using a **Control Number** provided, and the original payment receipt must be submitted to the Bursar's Office, where an official University receipt will be issued. This receipt must be presented to the Warden, along with the completed contract forms, for allocation of accommodation. **Please note: the rent paid is non-refundable.**

c) All first-year students are required to reside in University hostels to ensure secure and reliable accommodation during their transition into university life.

## 5. Change of Programme

a) No student will be permitted to change/transfer the degree programme he/she has been selected to pursue without the approval of the Faculty and upon payment of a non-refundable fee of TZS. 30,000/-.

b) The procedures for changing a programme of study will be on condition that:
   i) There is a vacancy;
   ii) The student has met the criteria and cut-off points used for selecting students to the course; and
   iii) The request is submitted not later than registration period.

## 6. Change of Names

No change of names will be allowed during the course of study. Students will be allowed to use only those names which appear in their O-level certificates.

## 7. Postponement of Studies

Postponement of studies is not allowed except under special circumstances, e.g. sickness, serious social problem or severe sponsorship problem. Postponement of Studies should be done in writing to the Deputy Vice Chancellor Academic Affairs and upon payment of a postponement fee of TZS. 30,000/=

## 8. Abiding to the University Rules and Regulations

In order to maintain peace and harmony at the University, all admitted students are to abide to the University rules and regulations as contained in the University Prospectus, TEKUSO Constitution and By-laws.

## 9. Contact

In case of any problems/questions please contact the Office of the Registrar or the Dean of Students cell phone No. 0768 507929/ 0752 329 581 or your academic advisor.

## 10. Special Programme Requirements

In order to cope with the digital education, which will be implemented by the university in the learning process, students are urged to come with the following items to facilitate their studies:

a) Laptop with recommended specifications: minimum 4GB RAM, 500GB storage (**optional**).
b) Smart Phone with reasonably large storage capacity (**MUST!)**
c) English (RSV) and Kiswahili Bibles
d) Worship Service documents (Liturgy and Hymn book)

## 11. Fee Structure for Programmes under the Department of theology (DoTH)

The fee structure outlines the required payments for students enrolled in Bachelor of Divinity programmes under the Department of Theology. It includes direct university costs and indirect costs payable by the student or sponsor, as outlined in Table 11.1, with the corresponding payment instalments detailed in Tables 11.2 to 11.4.

**Table 11.1:** Breakdown of Direct and Indirect Costs for BD Programmes under the Department of Theology (2026/2027 – 2028/2029)

| **Category** | **Item** | **Cost (TZS)** | | | **Total (TZS)** |
|---|---|---|---|---|---|
| | | *Year 1 (2026/2027)* | *Year 2 (2027/2028)* | *Year 3 (2028/2029)* | |
| **Direct Costs (payable to the University)** | Tuition fee | 800,000 | 800,000 | 800,000 | 2,400,000 |
| | Examination Fee | 100,000 | 100,000 | 100,000 | 300,000 |
| | Registration fee | 40,000 | 40,000 | 40,000 | 120,000 |
| | Field Practical Training | 100,000 | 100,000 | - | 200,000 |
| | Caution money | 50,000 | - | - | 50,000 |
| | Research Project Supervision Fee | - | - | 100,000 | 100,000 |
| | TCU Quality Assurance Fee | 20,000 | 20,000 | 20,000 | 60,000 |
| | Identity Card | 10,000 | - | - | 10,000 |
| | Faculty Requirement | 100,000 | 100,000 | 100,000 | 300,000 |
| | TEKU Development Fund | 80,000 | 80,000 | 80,000 | 240,000 |
| | Graduation fee | - | - | 50,000 | 50,000 |
| | Transcript Fee | - | - | 30,200 | 30,200 |
| **Subtotal** | | **1,200,000** | **1,120,000** | **1,320,000** | **3,640,000** |
| **These payments will be paid on arrival at the University** | | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Pay via provided accounts** | Health Insurance | 50,400 | 50,400 | 50,400 | 151,200 |
| | Student Union (TEKUSO) | 15,000 | 15,000 | 15,000 | 45,000 |
| **Sub Total** | | **65,400** | **65,400** | **65,400** | **196,200** |
| **Grand Total** | | **1,265,400** | **1,185,000** | **1,385,400** | **3,836,200** |

**Table 11.2:** Breakdown of Direct and Indirect Costs for Second Year Bachelor of Divinity (BD) Programmes under the Department of Theology (2026/2027 – 2028/2029)

| **Direct Costs (payable to the University)** | | **Cost (TZS)** | | | | |
|---|---|---|---|---|---|---|
| | | ***Year 2 (2027/2028)*** | | | | |
| | | *1st Instalment* | *2nd Instalment* | *3rd Instalment* | *4th Instalment* | ***Total*** |
| 1 | Registration Fee | 40,000 | | | | |
| 2 | Tuition fee | 200,000 | 200,000 | 200,000 | 200,000 | 800,000 |
| 3 | Examination Fee | | 100,000 | | | 100,000 |
| 4 | Field Practical Training | | 100,000 | | | 100,000 |
| 5 | Research Project Supervision Fee | | | 100,000 | | 100,000 |
| 6 | TCU Quality Assurance Fee | 20,000 | | | | 20,000 |
| 7 | Faculty Requirement | 50,000 | | 50,000 | | 100,000 |
| 8 | TEKU Development Fund | 40,000 | | 40,000 | | 80,000 |
| **Subtotal** | | **350,000** | **400,000** | **390,000** | **200,000** | **1,340,000** |
| **These payments will be paid on arrival at the University** | | | | | | |
| 9 | Health Insurance | 50,400 | | | | 50,400 |
| 10 | Student Union (TEKUSO) | 15,000 | | | | 15,000 |
| **Subtotal** | | **65,400** | | | | **65,400** |
| Grand Total | | **415,400** | **400,000** | **390,000** | **200,000** | **1,405,400** |
| **NB: To be paid before** | | **31st Oct, 2026** | **31st Jan, 2027** | **31st Mar, 2027** | **31st May, 2027** | |

**Table 11.3:** Breakdown of Direct and Indirect Costs for Second Year Bachelor of Divinity (BD) Programmes under the Department of Theology (2026/2027 – 2028/2029)

| **Direct Costs (payable to the University)** | | **Cost (TZS)** | | | | |
|---|---|---|---|---|---|---|
| | | ***Year 2 (2027/2028)*** | | | | |
| | | *1st Instalment* | *2nd Instalment* | *3rd Instalment* | *4th Instalment* | ***Total*** |
| 1 | Registration Fee | 40,000 | | | | |
| 2 | Tuition fee | 200,000 | 200,000 | 200,000 | 200,000 | 800,000 |
| 3 | Examination Fee | | 100,000 | | | 100,000 |
| 4 | Field Practical Training | | 100,000 | | | 100,000 |
| 5 | Research Project Supervision Fee | | | 100,000 | | 100,000 |
| 6 | TCU Quality Assurance Fee | 20,000 | | | | 20,000 |
| 7 | Faculty Requirement | 50,000 | | 50,000 | | 100,000 |
| 8 | TEKU Development Fund | 40,000 | | 40,000 | | 80,000 |
| **Subtotal** | | **350,000** | **400,000** | **390,000** | **200,000** | **1,340,000** |

| | | | | | | |
|---|---|---|---|---|---|---|
| **These payments will be paid on arrival at the University** | | | | | | |
| 9 | Health Insurance | 50,400 | | | | 50,400 |
| 10 | Student Union (TEKUSO) | 15,000 | | | | 15,000 |
| **Subtotal** | | **65,400** | | | | **65,400** |
| **Grand Total** | | **415,400** | **400,000** | **390,000** | **200,000** | **1,405,400** |
| **NB: To be paid before** | | **31st Oct, 2027** | **31st Jan, 2028** | **31st Mar, 2028** | **31st May, 2028** | |

**Table 11.4:** Breakdown of Direct and Indirect Costs for Third Year Bachelor of Divinity (BD) Programmes under the Department of Theology (2026/2027 – 2028/2029)

| **Direct Costs (payable to the University)** | | **Cost (TZS)** | | | | |
|---|---|---|---|---|---|---|
| | | ***Year 3 (2028/2029)*** | | | | |
| | | *1st Instalment* | *2nd Instalment* | *3rd Instalment* | *4th Instalment* | ***Total*** |
| 1 | Registration Fee | 40,000 | | | | |
| 2 | Tuition fee | 200,000 | 200,000 | 200,000 | 200,000 | 800,000 |
| 3 | Examination Fee | | 100,000 | | | 100,000 |
| 4 | TCU Quality Assurance Fee | 20,000 | | | | 20,000 |
| 5 | Faculty Requirement | 50,000 | | 50,000 | | 100,000 |
| 6 | TEKU Development Fund | 40,000 | | 40,000 | | 80,000 |
| 7 | Graduation fee | | | | 50,000 | 50,000 |
| 8 | Transcript Fee | | | | 30,200 | 30,200 |
| **Subtotal** | | **350,000** | **300,000** | **290,000** | **280,200** | **1,220,200** |
| **These payments will be paid on arrival at the University** | | | | | | |
| 9 | Health Insurance | 50,400 | | | | 50,400 |
| 10 | Student Union (TEKUSO) | 15,000 | | | | 15,000 |
| **Subtotal** | | **65,400** | | | | **65,400** |
| **Grand Total** | | **415,400** | **300,000** | **290,000** | **280,200** | **1,285,600** |
| **NB: To be paid before** | | **31st Oct, 2027** | **31st Jan, 2028** | **31st Mar, 2028** | **31st May, 2028** | |

**NB:***All amounts are in Tanzanian Shillings (TZS) and reflect yearly and total costs payable by students.*

## 12. Instalments

### Indirect Costs (Incurred by Student/Sponsor)

In addition to the costs outlined in Table 11.1 to 11.4, students should anticipate other essential expenses not paid directly to the University, such as off-campus accommodation, meals, transport, learning materials, and personal upkeep. Students and their sponsors are advised to budget accordingly to ensure a smooth academic experience, with indicative estimates provided in Table 12.1.

**Table 12.1:** Indicative Estimates of Other Indirect Costs Incurred by Students/Sponsors (Not Payable to the University)

| **Item** | **Indicative Estimates (TZS)** | | | **Total (TZS)** |
|---|---|---|---|---|
| | *Year 1 (2026/2027)* | *Year 2 (2027/2028)* | *Year 3 (2028/2029)* | |
| Meals allowance | 2,400,000 | 2,400,000 | 2,400,000 | 7,200,000 |
| Books and Stationeries | 300,000 | 300,000 | 300,000 | 900,000 |
| Internet Services | 120,000 | 120,000 | 120,000 | 360,000 |
| Evangelism Outreach | 100,000 | 100,000 | 100,000 | 300,0000 |
| Research Project | - | - | 600,000 | 600,000 |
| **Total** | **2,920,000** | **2,920,000** | **3,620,000** | **9,460,000** |

## 13. Important Payment Instructions

All payments at TEKU must be made using **Control Numbers** issued by the University. Students are strictly required to use these Control Numbers when making any payments, as outlined in Table 13.1. **Payments made without official Control Numbers will not be recognised and will not be credited to the student's account**.

**Table 13.1:** Official University Bank Accounts for Payment of Fees

| **S/N** | **Purpose** | **Amount to be paid** | **Control number Provider** | **Bank Name** | **Receiver's Account Name** |
|---|---|---|---|---|---|
| 1 | Tuition Fee | As per each instalment (see Table 11.1 to 11.3) | Request a control number by calling TEKU Bursar's office, phone number **0763 509350** | CRDB | TEOFILO KISANJIUNIVERSITY FOR TUITION FEE |
| 2 | TEKUSO Fee | TShs. 15,000 (as in Table 11.1 to 11.3) | Control Number will be provided by TEKUSO on reporting (call Number **0623978224**) | NMB | TEOFILO KISANJI UNIVERSITY STUDENTS ORGANIZATION |
| 3 | Health Insurance | TShs. 50,400/= (as in Table 11.1 to 11.3) | Control Number will be provided by NHIF officer on reporting | | NATIONAL HEALTH INSURANCE FUND |
| 4 | Hostels (Uzima, Hekima, and Amani) | TShs. 300,000/= | Request a control number by calling TEKU Bursar's office, phone number **0763 509350** | CRDB | TEOFILO KISANJI UNIVERSITY |
| 5 | Family Quarter Apartments | TShs. 450,000/= | Request a control number by calling TEKU Bursar's office, phone number **0763 509350** | CRDB | TEOFILO KISANJI UNIVERSITY |

## 14. Hostels

The University offers on-campus hostels and family quarter apartments. For hostels, first priority is given to first-year students, who are strongly encouraged to reside on campus during their initial year of study. For Family Quarter Apartments, priority is given to those entering the second year of their studies. The annual hostel fee is TZS 300,000, and for Family Quarter apartments is TZS 450,000, payable in full at the beginning of the academic year using a Control Number. **Please note that there is no reservation fee, and all payments must be made strictly using a Control Number; payments made through any other means will not be recognised**. All students are required to reserve accommodation through the online application system accessible via the University website. Procedures to secure a Family Quarter Apartment can be obtained from the Estate Manager of the number given herein. For further assistance, please contact 0756093756 (for female) or 0743 324 305 (for male).

We wish you a fulfilling and enriching academic journey during your stay at TEKU.

**.....**

**Prof. Tuli Kassimoto**

Deputy Vice Chancellor Academic Affairs (DVCA