TEOFILO KISANJI UNIVERSITY

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

"Training for Better Life"

JOINING INSTRUCTIONS FOR BACHELOR OF SCIENCE IN ENVIRONMENTAL SCIENCE PROGRAMME FOR 2026/2027 ACADEMIC YEAR

Ref. No: ……... Date: ……....

Mr./Ms./Mrs. …….

P.O. Box ……

Tanzania.

Dear Student,

Congratulations on your admission to join ***Bachelor of Science in Environmental Science*** programme at Teofilo Kisanji University (TEKU) for the 2025/2026 academic year. This document provides essential information, including the Joining Instructions and Fee Structure, 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 Foreigners);
      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 Dr M. Mpelwa; you can contact him by phone at 0753029200, or via email at mpelwa.m@teku.ac.tz or musamp2017@gmail.com.

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. 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. Programme-Specific Requirements

Students are strongly advised to bring the listed materials, as they are essential for practical sessions, fieldwork, coursework, and effective participation in their respective programme. Being well-prepared from the beginning will enhance your learning experience and help you meet academic and professional expectations.

Required materials:

- Smartphone, Laboratory coat (white, long-sleeved), field boots (sturdy, waterproof), scientific calculator, protective gloves and dust mask (for fieldwork in polluted environments).

11. Fee Structure for Bachelor of Science in Environmental Science Programme

The fee structure outlines the required payments for students enrolled in Bachelor of Science in Environmental Science programme under the Faculty of Science and Technology. 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 12.1 to 12.4.

Table 11.1: Breakdown of Direct and Indirect Costs for BSc Environmental Science Programme for 2026/2027 – 2028/2029

Category	**Item**	**Cost (TZS)**		
		Year 1 (2026/2027)	*Year 2 (2027/2028)*	*Year 3 (2028/2029)*
Direct Costs (payable to the University)	Tuition Fee	1,500,000	1,500,000	1,500,000
	Examination Fee	100,000	100,000	100,000
	Registration Fee	40,000	40,000	40,000
	Field Practice (Field Attachment)	-	100,000	100,000
	Caution Money	50,000	-	-
	Research Project Supervision	-	-	100,000
	TCU Quality Assurance Fee	20,000	20,000	20,000
	Identity Card	10,000	-	-
	TEKU Development Fund	80,000	80,000	80,000
	Special Faculty Requirement	100,000	100,000	100,000
	Transcript Fee	-	-	30,200
	Graduation Fee	-	-	50,000
Grand Total		**1,900,000**	**1,940,000**	**2,120,200**
Pay via provided accounts	Health Insurance	50,400	50,400	50,400
	Student Union (TEKUSO)	15,000	15,000	15,000
Grand Total		**65,400**	**65,400**	**65,400**

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

12. Instalments

The University will register only those students who provide sufficient evidence of tuition fee payment for the duration of their studies, as detailed in Tables 12.1 to 12.3. Students may opt to pay the full annual direct and indirect costs at once, as detailed in the attached fee structure (Table 11.1).

a) First Instalment for First Year (1st Quarter) October 2026

A student is required to pay **TZS. 585,000** as the first instalment for First Year by October 2026, as outlined in Table 12.1 below.

Table 12.1: First Year Fee Instalments for BSc Environmental Science Programme (2026/2027)

S/N	**Item**	**Semester I**		**Semester II**	
		Instalment 1	***Instalment 2***	***Instalment 3***	***Instalment 4***
1	Registration Fee	40,000	-	-	-

2	Caution Money	50,000	-	-	-
3	Identity Card	10,000	-	-	-
4	Tuition Fee	375,000	375,000	375,000	375,000
5	Examination Fee	-	50,000	-	50,000
6	TEKU Development Fund	40,000	-	40,000	-
7	Special Faculty Fund	50,000	-	50,000	-
8	TCU Quality Assurance Fee	20,000	-	-	-
Total		**585,000**	**425,000**	**465,000**	**425,000**
Payable by		**October 2026**	**January 2027**	**March 2027**	**May 2027**

NB: *Every student shall be required to pay TZS 15,000 for the Student Organisation (TEKUSO). In addition, students without valid health insurance coverage shall be required to pay TZS 50,400 for Health Insurance.*

b) First Instalment for Second Year (1st Quarter) October 2027

A student is required to pay **TZS. 525,000** as the first instalment for Second Year by October 2027, as outlined in Table 12.2 below.

Table 12.2: Second Year Fee Instalments for BSc Environmental Science Programme (2027/2028)

S/N	Item	Semester I		Semester II	
		Instalment 1	***Instalment 2***	***Instalment 3***	***Instalment 4***
1	Registration Fee	40,000	-	-	-
2	Tuition Fee	375,000	375,000	375,000	375,000
3	Field Practice	-	100,000	-	-
4	Examination Fee	-	50,000	-	50,000
5	TEKU Development Fund	40,000	-	40,000	-
6	Special Faculty Fund	50,000	-	50,000	-
7	TCU Quality Assurance Fee	20,000	-	-	-
Grand Total		**525,000**	**525,000**	**465,000**	**425,000**
Payable by		**October 2027**	**January 2028**	**March 2028**	**May 2028**

NB: *Every student shall be required to pay TZS 15,000 for the Student Organisation (TEKUSO). In addition, students without valid health insurance coverage shall be required to pay TZS 50,400 for Health Insurance.*

c) First Instalment for First Third Year (1st Quarter) October 2028

A student is required to pay **TZS. 525,000** as the first instalment for Third Year by October 2028, as outlined in Table 12.1 below.

Table 12.3: Third Year Fee Instalments for BSc Environmental Science Programme (2028/2029)

S/N	Item	Semester I		Semester II	
		Instalment 1	***Instalment 2***	***Instalment 3***	***Instalment 4***
1	Registration Fee	40,000	-	-	-
2	Tuition Fee	375,000	375,000	375,000	375,000
3	Field Practice	-	100,000	-	-
4	Research Project Supervision	-	-	100,000	-
5	Examination Fee	-	50,000	-	50,000
6	Graduation Fee	-	-	-	40,000
7	Transcript Fee	-	-	-	30,200

8	TEKU Development Fund	40,000	-	40,000	-
9	Special Faculty Fund	50,000	-	50,000	-
10	TCU Quality Assurance Fee	20,000	-	-	-
Grand Total		**525,000**	**525,000**	**565,000**	**495,200**
Payable by		**October 2028**	**January 2029**	**March 2029**	**May 2029**

NB: *Every student shall be required to pay TZS 15,000 for the Student Organisation (TEKUSO). In addition, students without valid health insurance coverage shall be required to pay TZS 50,400 for Health Insurance.*

13. Other Indirect Costs (Incurred by Student/Sponsor)

In addition to the costs outlined in Table 11, 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 13.1.

Table 13.1: Indicative Estimates of Other Indirect Costs Incurred by Students/Sponsors (Not Payable to the University)

Item	**Indicative Estimates (TZS)**		
	Year 1 (2026/2027)	*Year 2 (2027/2028)*	*Year 3 (2028/2029)*
Meals and Accommodation	2,400,000	2,400,000	2,400,000
Books and Stationeries	300,000	300,000	300,000
Internet Services	120,000	120,000	120,000
Research Project	-	300,000	-
Total	**2,820,000**	**3,120,000**	**2,820,000**

14. 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 14.1. **Payments made without official Control Numbers will not be recognized and will not be credited to the student's account**.

Table 14.1: Official University Bank Accounts for Payment of Fees

Item Description	**Bank Name**	**Bank Account Number**	**Account Name**
Direct Costs	CRDB	Obtain the Control Number through contacting 0763509350 or 0617028350	TEOFILO KISANJI UNIVERSITY FOR TUITION FEE
NHIF & TEKUSO Pay via provided accounts	-	To be paid to NHIF and TEKUSO on arrival	-

15. HOSTELS

The University offers competitive on-campus hostels and gives priority to first-year students, who are strongly encouraged to reside on campus during their initial year of study. The annual hostel fee is **TZS 300,000,** 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. For further assistance, please contact 0756 093 756 (For Female Students) or 0743 324 305 (For Male Students).

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

.....

Prof. Tuli Kassimoto

Deputy Vice Chancellor Academic Affairs (DVCAA)