TEOFILO KISANJI UNIVERSITY

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"Training for Better Life'

JOINING INSTRUCTIONS FOR SOCIAL SCIENCES PROGRAMMES FOR 2026/2027 ACADEMIC YEAR

Ref. No: ……... Date: ……

Mr/Mrs/Ms. ----------

P.O Box ----------

Tanzania.

RE: JOINING INSTRUCTIONS AND FEE STRUCTURE FOR 2026/2027 ACADEMIC YEAR – SOCIAL SCIENCE PROGRAMMES

Dear Student,

Congratulations on your admission to join…… 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 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 Rev. Dr. T. Mwenisongole (Cell Phone – 0764 601 598).

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. Contacts

In case of any problems/questions please contact the Office of the Registrar (Cell Phone: 0768 507929) or the Dean of Students (Cell Phone: 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!)**

11. Fee Structure for Education and Social Sciences Programmes

The fee structure outlines the required payments for students enrolled in the Education and Social Science programmes. 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 11.5.

Table 11.1: Breakdown of Direct and Indirect Costs for Social Science Programmes (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	1,200,000	1,200,000	1,200,000	3,600,000
	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		-	100,000	100,000
	TCU Quality Assurance Fee	20,000	20,000	20,000	60,000
	Identity Card	10,000	-	-	10,000
	TEKU Development Fund	80,000	80,000	80,000	240,000
	Graduation Fee			50,000	50,000
	Faculty Requirement	100,000	100,000	100,000	300,000
	Transcript Fee			30,200	30,200

Subtotal		**1,700,000**	**1,540,000**	**1,630,200**	**4,870,200**
To be paid after 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
Subtotal		**65,400**	**65,400**	**65,400**	**196,200**
Grand Total		**1,765,000**	**1,605,000**	**1,695,600**	**5,066,400**

Table 11.2: Breakdown of Costs for First Year Social Science Programmes in 2026/2027 Academic Year

Direct Costs (payable to the University)		**Cost (TZS)**				
		Year 1				
		1st Instalment	*2nd Instalment*	*3rd Instalment*	*4th Instalment*	***Total***
1	Registration Fee	40,000				40,000
2	Tuition Fee	300,000	300,000	300,000	300,000	1,200,000
3	Examination Fee		50,000		50,000	100,000
5	Caution Money	50,000				50,000
6	TCU Quality Assurance Fee	20,000				20,000
7	Identity Card	10,000				10,000
8	TEKU Development Fund	40,000		40,000		80,000
9	Faculty Requirement	50,000		50,000		100,000
10	Field Practical Training				100,000	100,000
Subtotal		**510,000**	**350,000**	**390,000**	**450,000**	**1,700,000**
To be paid after arrival at the university						
10	Health Insurance	50,400	-	-	-	50,400
11	Student Union (TEKUSO)	15,000	-	-	-	15,000
	Subtotal	**65,400**	**-**	**-**	**-**	**65,400**
Grand Total		**575,400**	**350,000**	**390,000**	**450,000**	**1,765,400**
NB: To be paid before		**31st Oct, 2026**	**31st Jan, 2027**	**31st Mar, 2027**	**31st May, 2027**	

Table 11.3: Breakdown of Direct and Other Costs for Second Year Social Sciences Programmes in 2027/2028 Academic Year

Direct Costs (payable to the University)		**Cost (TZS)**				
		Year 2				
		1st Instalment	*2nd Instalment*	*3rd Instalment*	*4th Instalment*	***Total***
1	Registration Fee	40,000				40,000
2	Tuition Fee	300,000	300,000	300,000	300,000	1,200,000
3	Examination Fee		50,000		50,000	100,000
5	TCU Quality Assurance Fee	20,000				20,000
6	TEKU Development Fund	40,000		40,000		80,000
7	Faculty Requirement	50,000		50,000		100,000
8	Field Practical Training	-	-	-	100,000	100,000
Subtotal		**450,000**	**350,000**	**390,000**	**450,000**	**1,595,000**
To be paid after 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		**515,400**	**350,000**	**390,000**	**450,000**	**1,660,400**
NB: To be paid before		**31st Oct, 2027**	**31st Jan, 2028**	**31st Mar, 2028**	**31st May, 2028**	

Table 11.4: Breakdown of Direct and Other Costs for Third Year Social Sciences Programmes in 2028/2029 Academic Year

Direct Costs (payable to the University)		**Cost (TZS)**				
		Year 3				
		1st Instalment	*2nd Instalment*	*3rd Instalment*	*4th Instalment*	***Total***
1	Registration Fee	40,000				40,000
2	Tuition Fee	300,000	300,000	300,000	300,000	1,200,000
3	Examination Fee		50,000		50,000	100,000
4	Research Project Supervision	100,000				100,000
5	TCU Quality Assurance Fee	20,000				20,000
6	TEKU Development Fund	40,000		40,000		80,000
7	Faculty Requirement	50,000		50,000		100,000
8	Graduation Fee				50,000	50,000
9	Transcript Fee				30,200	30,200
Subtotal		**550,000**	**350,000**	**390,000**	**480,200**	**1,770,200**

To be paid after arrival the university						
1	Health Insurance	50,400				50,400
2	Student Union (TEKUSO)	15,000				15,000
	Subtotal	**65,000**				**65,000**
Grand Total		**615,400**	**350,000**	**390,000**	**480,200**	**1,835,600**
NB: To be paid before		**31st Oct, 2028**	**31st Jan, 2029**	**31st Mar, 2029**	**31st May, 2029**	

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 11.1 to 11.3. Students may opt to pay the full annual direct and other costs at once.

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

In addition to the costs outlined in Tables 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)**			**Total (TZS)**
	Year 1 (2025/2026)	*Year 2 (2026/2027)*	*Year 3 (2027/2028)*	
Meals	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
Research Project		600,000		600,000
Total	**2,820,000**	**3,420,000**	**2,820,000**	**9,060,000**

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

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 the Bursar office's, 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 the Bursar's office, phone number **0763 509350**	CRDB	TEOFILO KISANJI UNIVERSITY

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 recognized**. See table 14.1 for clarification.

All students are required to reserve accommodation through the online application system accessible via the University website. For further assistance, please contact 0757093756 (female hostels) or 0743 324 305 (male hostels).

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

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Prof. Tuli Kassimoto

Deputy Vice Chancellor Academic Affairs (DVCAA)