MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY

OFFICE OF THE DEPUTY VICE CHANCELLOR
ACADEMIC, RESEARCH AND CONSULTANCY

Telephone: +255 (0)25 2957541
E-mail: dvcarc@must.ac.tz
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P.O. Box 131,
Mbeya,
Tanzania.

In reply please quote:
Ref. No. **Date:** 01st September 2026

STUDENT'S NAME……

RE: JOINING INSTRUCTIONS FOR FIRST YEAR DIPLOMA STUDENTS UNDER GOVERNMENT SPONSORSHIP FOR THE ACADEMIC YEAR 2026/2027

I am pleased to inform you that you have been selected to join **MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY (MUST)** in the academic year **2026/2027** under **Government Sponsorship**. However, to qualify for Government Sponsorship you will have to agree with the conditions for Government Sponsorship as stipulated in the Declaration Form, which is enclosed for you to fill correctly and submit during registration period. You will pursue Diploma Course as indicated in our advertisement in the website.

The duration of the course is **Three Years**. At the end of the course, you will be awarded a **Diploma Certificate** in the respective field of study/course.

PART A: STUDENT INFORMATION

1. UNIVERSITY LOCATION

Mbeya University of Science and Technology (MUST) is a Public University located in Mbeya Region in the Southern highlands of Tanzania. The University has two campuses. The main Campus is located in Mbeya City 10 km away from the city center, off the highway to Tunduma, close to Tanzania Zambia Railway (TAZARA) station. It is adjacent to Coca Cola Company plant. Rukwa Campus College (MRCC) is located at Kianda 50 km from Sumbawanga Municipality along Tunduma Sumbawanga highway in Rukwa Region.

2. BEGINNING OF THE ACADEMIC YEAR

The first semester will begin on **09/11/2026**. You are therefore required to report at the University on **07/11/2026** ready for the orientation program and registration process**.**

NOTE: Orientation Programme is COMPULSORY to all students.

3. TRANSPORT

You will have to meet all transport expenses to and from the University.

4. MEDICAL EXAMINATION

You are required to undergo a medical examination using the attached Medical Examination Form before registration at the University Health Center.

5. REGISTRATION

On arriving, you are supposed to report to the Admissions Department for registration with the following: -

(i) This joining instruction,

(ii) A duly filled Medical Examination form,

(iii) Original certificates, academic transcripts/result slips if certificates are not yet issued by the relevant examination's authority,

(iv) Birth Certificate (original),

(v) Two recent, colored passport size photographs,

(vi) A dully filled acceptance form to abide by:

(a) The University rules and regulations; and

(b) Conditions for Government sponsorship.

(vii) ***Payment receipts showing that appropriate Contributions (320,400) have* *been paid.***

(viii) **Note:**

(a) Registration will not be done unless the above documents are submitted,

(b) During registration and the entire period of the course, the University shall not entertain any change of names,

Incomplete fulfilment of requirement for registration will result into all or any of the following:

- Not being accepted for studies and/or
- Termination of studies (for continuing students)

(c) Registration period is within the first two weeks **(07/11/2026 - 20/11/2026)**. No registration shall be done after the second week, and

(d) Please make sure you pay the correct fee amount as no request for refund shall be honored if you pay excess amount for no justifiable reason.

6. DRESS CODE

As a student of Mbeya University of Science and Technology you will need to adhere to the University's Dress Code. However, you are advised to view the prohibited dressing styles and types for your knowledge in the University's website thereafter download the Students' Dress Code Acknowledgement Form for filling in all the required information before submitting them to the University.

7. OTHER REQUIREMENTS FOR THE DIPLOMA PROGRAMMES

(i) Mattresses are provided by the University to students seeking accommodation in the University Hostels. However, students are required to bring with them beddings and mosquito net,

(ii) Students are advised to come with all necessary stationery e.g. exercise books, pen, scientific calculators, drawing instruments etc.,

(iii) Students are required to come with dark blue overcoats for Architecture and Engineering, White overcoats for Laboratory Science &Technology, Food Science & Technology and Biomedical Equipment Engineering and at least a pair of leather boots for use in practical classes. Business Administration Students they don't need Overcoats (iv) Medical treatment is the responsibility of one's parents or sponsor(s), and

(v) The University has Library facilities, Hostels, Workshops, Laboratories, Playing grounds and a Dispensary for first aid services only.

8. SPECIAL REQUIREMENTS

In addition to other requirements, students pursuing the Architecture, Computer Science, Information and Communication Technology (ICT) and Engineering programs have to come with the following;

(i) Drawing board size A3 Portable,

(ii) Clutch pencils 0.5 mm with their refills,

(iii) Clutch pencils 2 mm with their refills,

(iv) Adjustable set square,

(v) Drawing pens (Set of 4 or 8 Pens), and

(vi) T- Square (vii) Circle stencils (viii) Compass set.

NB: You will be required to provide evidence of having any /or all the above items, failure to show them May results in denied registration.

***Each student is advised to come with a laptop for effective learning.**

9. ORIENTATION PROGRAME

Every new student must attend a one-week orientation program which will start on **09/112026**.

PART B: UNIVERSITY FEES

1. GENERAL INFORMATION ON METHOD OF PAYMENT

Students are required to pay their fees through Mbeya University of Science and Technology after generating a **control Number** which will be used for payment. The process of generating control Number will be instructed in the University website (*www.must.ac.tz*).

2. CURRENT UNIVERSITY'S FEES AND OTHER EXPENSES FOR GOVERNMENT SPONSORED STUDENTS

The Government sponsorship will cover accommodation, tuition fees, meals and Industrial Practical Training costs. Diploma Government sponsored students must pay the following fees to the University before registration: -

Table 1: Current University's Fees and other expenses (TZS)

S/N	Item	First Year
1	**Tuition fee (cost sharing fee)**	**-**
2	***Other Expenses***	
i	Caution money	20,000
ii	Accommodation fee	20,000
iii	Library membership fees	30,000
iv	Examinations fee	50,000
v	Certification	40,000
vi	Students' Organization fee	10,000
vii	Registration fee	10,000
viii	Student's Identity Card	10,000
ix	Medical Contribution (NHIF)*	50,400
x	Capitation fee	10,000
xi	Prospectus	-
xii	Quality Assurance fee (TCU)	20,000

xiii	Graduation gown fee	40,000
xiv	Transcript fee	10,000
	Subtotal; Other Expenses	**320,400**
	Total fees	**320,400**

NB:

(i) **Identity Card:** Replacement of a lost Identity Card shall be done upon payment of Ten Thousand Shillings (TZS. 10,000/=) and submission of Police loss report.

(ii) **Caution money paid:** TZS.20,000/= paid as caution money to the University by students shall not be refunded upon Completion of Studies to Partly Compensate for the Damages on University Infrastructure.

(iii) **Student Organization:** Every student shall be a member of Mbeya University Students Organization (MUSTSO), thus payment of membership fee is mandatory.

(iv) **Medical Contribution (NHIF):** Students are required to pay TZS 50,400/= directly to NHIF Account after generating control Number: However, each student must have a NIDA number which will be used during the generation of a control number for NHIF payments.

YOU ARE WELCOME TO JOIN MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY (MUST).

WE WISH YOU AN ENJOYABLE STAY AT THIS UNIVERSITY

Prof. Aloys Ntanturo Mvuma

VICE CHANCELLOR

MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY

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PASSPORT

Date: 01st September, 2026

GOVERNMENT SPONSORSHIP

STUDENT'S NAME…….....

PROGRAMME…….

Sex: …… **MARITAL STATUS:** ……

DECLARATION FORM ON CONDITIONS FOR UNIVERSITY REGULATIONS AND BY – LAWS

INSTRUCTIONS:

Read this form carefully and be sure that the contents are clear to you before filling it. Incomplete forms shall not be considered.

(a) Use capital letters to fill this form,

(b) Government Sponsored students should fill all parts of this Form, and

(c) Government Sponsored students should be Tanzanian Citizens.

PART I

PERSONAL STUDENT PARTICULARS

First Name……Middle Name..... Surname……..……

Date of Birth ……Place of

Birth……..Disability…….....Nationality

…….....

PRESENT ADDRESS: .....**Mobile No**.....

Street……Village……Ward……District…….....Region…….….....

PERMANENT HOME ADDRESS.....Street.……

Village……. Ward…….....…...District…….....Region…….……....

PARENTS / GUARDIAN'S NAME……Address .....Mobile No.…….…… Street……..... Village…….

Ward…….....District…….....Region….....

NEXT OF KIN'S NAME.....Address …….....Mobile No.…….…. Street…….....

Village……..……..Ward…….....District…….....Region….....

PART II

UNIVERSITY REGULATIONS AND BY-LAWS

As a student of this University, you will be required to adhere to the University regulations and by-laws listed hereunder: -

a) Examination Regulations,
b) Students general conduct and general discipline,
c) Industrial training regulations, and
d) Regulation governing the use of Laboratories, Workshops, Classes and Sports facilities, Hostels and the Dispensary. The University authority reserves the right for the interpretation of its rules and regulations and the right to change them as it may deem necessary.

NB: The details of the above-named regulations shall be given to students during the Orientation period.

PART III
DECLARATION ON UNIVERSITY REGULATIONS & BY-LAWS

SECTION A: STUDENT

I (Name of student) …….
Postal Address ……
DO HEREBY accept and promise to adhere to regulations and by-laws of the University as stipulated in part II of this declaration form. Also, I understand that any breaching of the regulations and by-laws stated therein may result in expulsion from the University.

Student's Signature…….....Date.....

SECTION B: PARENT/GUARDIAN/SPONSOR

I, (Parent/Guardian's Name) ..... of the student with the name.....

DO HEREBY confirm the acceptance of the above-mentioned student to follow and adhere to university regulations and by-laws as stipulated in Part II of this Declaration form. Also, I understand that any breaching of any of the regulations and by-laws stated therein will result into expulsion of the student from the University.

Parent/Guardian's Signature …….....Date.....
Parent/Guardian's Mobile No.....

PART IV
CONDITIONS FOR GOVERNMENT SPONSORSHIP

The following are the conditions and terms attached to your sponsorship: -

(a) A candidate liable for sponsorship shall be a Tanzanian citizen having a good behaviour and good academic record from the former school/Institute or employer,
(b) You shall not postpone your studies without an approval from your sponsor,
(c) You shall always obey and abide by the laws of the United Republic of Tanzania,
(d) You shall not engage yourself or encourage others in any activities against your sponsor, his agents and/or servants,

(e) You shall not organize, lead, or participate in any demonstration without a lawful permit, not invade, vandalize or destroy property of your sponsor, his agents and servants for the sake of expressing your demands/claims. All claims/demands must be forwarded to the Sponsor through the appropriate channels,

(f) You shall always obey and abide by the by-laws and any other regulations at your University issued by relevant authorities aimed at establishing peace and order or prescribing a code of good conduct and discipline,

(g) You shall continue diligently with your studies until the end of your course/program and by so doing you shall devote your time and attention to following the course for which you are admitted. All unlawful visits and assembly are prohibited,

(h) All requests for postponement of studies must be approved by the sponsor upon a written recommendation by the Head of department,

(i) You shall satisfy your sponsor as to your attendance, conduct, and academic progress. Any short fall resulting thereof may lead to withdrawal of this sponsorship,

(j) If you are convicted of any criminal offence or expelled from your University, your sponsorship shall be withdrawn, and

(k) Meals and accommodation facilities will be provided in accordance with the capability of the University.

PART V
DECLARATION ON CONDITIONS FOR GOVERNMENT SPONSORSHIP

SECTION A: STUDENT

I (student's name)….....Address……..

DO HEREBY accept the terms and conditions of Sponsorship as stipulated in Part IV

I certify that I have read and understood the contents of Part IV of this form and that any breaching of any of the conditions stated therein will result into disqualification and/or withdrawal of my sponsorship.

Student's Signature…….....Date.....

SECTION B: PARENT/GUARDIAN/SPONSOR

I (Parent'/Guardian's name).....**Parent/Guardian of**.....**(Student's name)**

DO HEREBY accept the terms and conditions of Sponsorship as stipulated in Part IV of this form. I will undertake the responsibility to make sure that the student complies with the stated conditions.

Also, I agree that breaching of any of the conditions stated therein will result into disqualification and/or withdrawal of government sponsorship to the student.

Parent/Guardian's Signature …….....Date.....

CONFIRMED BY(NAME) ……..
of the Ward Secretary/District Commissioner of (Location)……..……
Address of the Secretary/District Commissioner.....
Secretary/District Commissioner's Signature..... Date& stamp….....

PART VI
STUDENT DRESS CODE ACKNOWLEDGEMENT FORM

I…….....(Student's Name) acknowledge that I have gone through the dressing styles prohibited by the University and admit that I shall comply with the University Students' By-Laws.

However, I understand that it is my responsibility to read it regularly and comply with the Dress Code Guidelines.

Therefore, I declare and acknowledge that, being a student of Mbeya University of Science and Technology (MUST), I shall abide to University's Dress Code Guidelines.

Student's Signature: ……..... Date .....

Parent's/Guardian's Name: ……...

Parent's/Guardian's Employment: ……...…….....

Parent's/guardian's signature.....…….…Date…….……..

PART V FOR OFFICIAL USE ONLY (Delete whichever is not applicable)

1. **The form is properly filled. YES/NO**
2. **All necessary requirements for registration process are fulfilled. YES/NO**
3. **Student is eligible for registration. YES/NO**
4. **Name of the officer …...…….....Signature……**

Date .....

Official Stamp

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MEDICAL EXAMINATION FORM FOR THE ACADEMIC YEAR 2026/2027

Medical examination shall **STRICTLY** be done at the University's Health Centre.

FULL NAME OF STUDENT…….…….. SEX: …….

HB TEST ……...

STOOL……

URINE MICRO…….……..

T.B.TEST……

EYE EXAMINATIONS...……..

E.N.T ……..

CHEST ……...

CHEST X-RAY ……..…

ABDOMEN ……

ADDITIONAL INFORMATION

Physical Defects or Impairments, Infections, Chronic, or Hereditary (family) Disease

…….
……..……..
……..……...

I certify that I have examined the above Student and consider that he/she is physically/not physically fit for further studies.

DATE ……..……...

SIGNATURE……..……..……

STATION……

DESIGNATION……..……

OFFICIAL STAMP