

THE UNITED REPUBLIC OF TANZANIA



THE MWALIMU NYERERE MEMORIAL
ACADEMY



Our Ref: MNMA/ACAD/ADMIS/2020/0002

15th OCTOBER, 2020

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RE: ADMISSION INTO BASIC TECHNICIAN CERTIFICATE

I am pleased to inform you that you have been selected to join the Academy for one year pursuing Basic Technician Certificate Programme.....
You are required to report at the Academy on **Monday 16th November 2020** ready for registration and **one week for orientation programme that will commence on Monday November 16th 2020**. Please note that all 1st year students are required to attend the Orientation Programme. Classes will commence immediately on **23rd November 2020**.

Please observe the following instructions.

- 1) That you should pay annual tuition fee of **Six hundred and sixty six thousands (Tshs 660,000/=) only** (excluding accommodation)*. Fees may be paid **either** in one or two instalments at the rate of 60%, equivalent to Tshs. **396,000/= (payable during the First Semester)** and 40% equivalent to Tshs. **264,000/=** (Second Semester). Each instalment should be paid at the beginning of each Semester. Also you should pay compulsory fee of **50,400/=** for Medical Insurance (NHIF), **15,000/=** for NACTE quality assurance fee, Tshs **100,000/=** for Fieldwork and Tshs **10,000** for Students Union at the beginning of first semester once a year. Parents/Sponsors/Students are requested to pay the fees through the **Online Students Information Management (OSIM) available at the Academy Website www.mnma.ac.tz**.[†]
- 2) That you should present yourself to the Admissions Office for formal registration after paying the required fees. Failure to do so will result in the withdrawal of your admission. Admission can neither be postponed nor deferred to the next academic year.

* Attached herewith, please find the expounded "Academy's Fees Structure for the Academic Year 2020/2021" and other payments for your reference.

[†] Please generate Code payment Account through **OSIM** properly and then after payment send the original Bank Pay in Slip to the Academy. Make sure that the Bank Pay in Slip bears Student's **Full Names, Programme and Year of Study**.

- 3) That you should produce your **medical check-up** form duly filled by a qualified Government Medical Officer to the Admissions Officer.
- 4) That you should bring your **original certificates** plus two copies of each of your certificates and transcripts (the original certificate will be returned to you after verification). Certificates should include birth certificate, Form 4, 6, and/or Diploma.
- 5) That you will be a full time student and if you are a Government or Public Institution/Organization employee, you will have to produce evidence that your employer has released you and is ready to continue supporting you.
- 6) That you should submit two stamp size photographs to the Admissions Officer.
- 7) Kindly note that candidates who will fail to register within the period lasting from 16th November, 2020 to 27th November, 2020 will be required to pay late registration fee of Tshs. 5,000/= per day for a maximum of 7 days.
- 8) Failure to register will lead to **automatic cancellation** of your admission; hence you will therefore be required to re-apply.
- 9) Accommodation on campus is not guaranteed; hence candidates are not advised to effect payment of the fees of the same in advance. However, when necessary, the office of the Dean of Students shall assist students in securing their off campus accommodation.

We are looking forward to your registration and a successful period of study at the Academy.

ISSUED BY

OFFICE OF THE DEPUTY RECTOR - ACADEMIC, RESEARCH AND CONSULTANCY

THE MWALIMU NYERERE MEMORIAL ACADEMY

15TH OCTOBER, 2020