AMUCTA JOINING INSTRUCTION FOR DEGREE, NON-DEGREE AND POSTGRADUATE PROGRAMMES

AMUCTA/ADMISSION/2025/2026 3rd November,2025

All selected applicants are required to read, understand and abide by all the instructions and university regulations outlined below.

1) DATE OF ARRIVAL AND REGISTRATION

All selected students are required to report to AMUCTA on Monday 3rd November 2025 from 9:00 am to 6:00 pm. The deadline for registration will be on3rd December 2025.

2) REQUIREMENTS FOR REGISTRATION

All selected applicants shall be registered after fulfillment of the following requirements:

a) **The original pay in slip on the reporting day. Cheques, cash, faxes, scanned pay slips, emails of confirmation of payments or any other form of payment will not be accepted**

b) **All students must bring the Original Certificates or Original Results Slips of form Four, Form Six or Provisional results slip, AVN Certificate and original Birth Certificate.**

3) FEES PAYMENT

.

Fees paid is not refundable. If a student wishes to withdraw from studies or leave the University, he/she should get the approval of the Deputy Principal for Academic Affairs to do so. The approval permission should be submitted to the Admission Office within two weeks from the commencement of the academic year.

No student shall be allowed to register or attend classes unless the required fee has been paid as per the fee structure provided.

b) STUDENTS UNDER EMPLOYMENT

All students who are on employment are advised to secure their release letter from duties before reporting at MUCTA

c) ACCOMMODATION AND HOSTEL FACILITIES

AMUCTA has limited accommodation facilities. The accommodation policy of AMUCTA recognizes both on-campus and off-campus residences. Note that every student is required to be in charge of their accommodation arrangements. The University is not directly involved in looking for off-campus accommodation; however, students who require help on how to secure off-campus accommodation may get assistance from the office of the Dean of Students.

Students who opt for in-campus accommodation **should not pay for the accommodation** until a room has been allocated to one. Rooms will be allocated after completion of full registration. Allocation of rooms will be done on the first-come-first served basis Sponsors, parents and guardians are advised to arrange for the payments for meals, books and stationary to their beneficiaries. The university does not provide meals and stationery requirements for the students.

d) SCHOLARSHIP AND FINANCIAL ASSISTANCE

All students are required to settle their sponsorship arrangements with their sponsors before registration.

e) WORSHIP AT AMUCTA

AMUCTA recognizes the individual students' rights of worship. Students are, therefore, advised to use the facilities available for religious services within and outside the campus without interfering with academic activities.

f) AMUCTA ACADEMIC ACTIVITIES

AMUCTA academic activities run from Monday through Saturday.

g) COMMUNICATION

Students registered at AMUCTA are required to regularly consult notice boards, and the university website (www.amucta.ac.tz) for any information that may have a bearing on their academic and social life during their stay at AMUCTA such as timetable, almanac and examination issues.

h) CELEBRATE

Priests and nuns are required to obtain their "celebret" from their respective Local Ordinary or Superior General.

I) DISCIPLINE
i. Students are required to demonstrate good behavior within and outside the campus. Students must follow AMUCTA students' bylaws, rules and regulations.

ii.   Failure to observe all AMUCTA rules, regulations and students' by-laws will attract disciplinary measures which may include suspension, discontinuation, or expulsion from the studies and university.

Students are required also to observe the dressing code approved by the Governing Board and University Council

i) PAYMENT INSTALLMENTS ACADEMIC 2025/2026		
1. Diploma in Early Child hood Development with Special Education (DECSNE)		
INSTALLMENTS	**AMOUNT**	**DATES**
1st Installment tuition fee	200,000	On Arrival
Administration & registration fee	351,000	On Arrival
2nd Installment	250,000	To be paid before 15th February 2026
3rd Installment	250,000	To be paid at the Beginning of 2nd semester
4th Installment	250,000	To be paid before 30th May 2026
TOTAL	**1,301,000**	
PAYABLE DIRECT TO NHIF	**AMOUNT**	

2. Diploma in Early Child hood Development with Special Education (DSLI)		
INSTALLMENTS	**AMOUNT**	**DATES**
1st Installment tuition fee	200,000	On Arrival
Administration & registration fee	351,000	On Arrival
2nd Installment	250,000	To be paid before 15th February 2026
3rd Installment	250,000	To be paid at the Beginning of 2nd semester
4th Installment	250,000	To be paid before 30th May 2026
TOTAL	**1,301,000**	

3. Bachelor of Business Administration Programmes (BBA)		
INSTALLMENTS	**AMOUNT**	**DATES**
1st Installment tuition fee	200,000	On Arrival
Administration & registration fee	241,000	On Arrival
2nd Installment	360,000	To be paid before 15th February 2026
3rd Installment	350,000	To be paid at the Beginning of 2nd semester
4th Installment	350,000	To be paid before 30th May 2026
TOTAL	**1,501,000**	

4. Bachelor of Education (special needs) (BEDSN)

INSTALLMENTS	AMOUNT	DATES
1st Installment tuition fee	200,000	On Arrival
Administration & registration fee	351,000	On Arrival
2nd Installment	360,000	To be paid before 15th February 2026
3rd Installment	350,000	To be paid at the Beginning of 2nd semester
4th Installment	350,000	To be paid before 30th May 2026
TOTAL	1,611,000	

5. Bachelor of Education (BAED)

INSTALLMENTS	AMOUNT	DATES
1st Installment tuition fee	200,000	On Arrival
Administration & registration fee	301,000	On Arrival
2nd Installment	360,000	To be paid before 15th February 2026
3rd Installment	350,000	To be paid at the Beginning of 2nd semester
4th Installment	350,000	To be paid before 30th May 2026
TOTAL	1,561,000	

6. Bachelor of Arts in Geography, Environment and natural Resources (BAGENARM)

INSTALLMENTS	AMOUNT	DATES
1st Installment tuition fee	200,000	On Arrival
Administration & registration fee	301,000	On Arrival
2nd Installment	360,000	To be paid before 15th February 2026
3rd Installment	350,000	To be paid at the Beginning of 2nd semester
4th Installment	350,000	To be paid before 30th May 2026
TOTAL	1,561,000	

7. Masters of Educational Management in Special Needs (MEMSIE)

INSTALLMENTS	AMOUNT	DATES
1st Installment tuition fee	720,000	On Arrival
Administration & registration fee	376,000	On Arrival
2nd Installment	500,000	To be paid before 15th February 2026
3rd Installment	500,000	To be paid at the Beginning of 2nd semester
4th Installment	500,000	To be paid before 30th May 2026
TOTAL	2,596,000	

NB: Health insurance 50,400/= is compulsory for each students

1) ONLINE REGISTRATION PROCESS FOR NEW STUDENTS

All first year students must login to the system via the university registration link: *sims.amucta.ac.tz*

Login procedure for degree and non-degree students is as indicated in the table below:

For Bachelor Degree Programme	For Diploma and Certificate Programme
Username: Admission Number	**Username:** Form4 Index Number
Password: Surname in capital letter	**Password:** Surname in capital letter

After successfully login, the system will direct student to change password. After changing of the password, the applicant will use the same username and the new password to login in the system.

After login in the system, the student will be required to update his/her profile and submit information.

After submission, the system will activate payment link, and the student will be required to generate an invoice.

The invoice has a control number and student will pay fees based on the minimum amount required for registration through *CRDB bank*.

NB: The student MUST pay the minimum amount for registration; however, if the student wants to make payment in excess of the minimum amount he/ she is allowed to do so.

Admission Officer will register a student if he/she has paid the minimum amount required for registration.
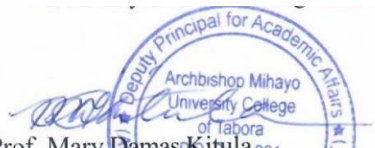
After registration confirmation through the system, the student will be able get his/her Registration Number.

The student will use the **Registration Number** as username to login and access the system until one's completion of his/her studies at AMUCTA.

NB: *Students are advised to strictly follow the above procedure and make payment before coming to the college to avoid inconveniences and loss of money during their travel.*

For further assistance, contact the following:

Public Relation Officer: 0759-973-888, Admission Officer: 0767-631-829 IT officer: 0764-539-031

Prof. Mary Damas Kitula
Deputy Principal for Academic Affairs