

ARDHI UNIVERSITY



DIRECTORATE OF UNDERGRADUATE PROGRAMMES

JOINING INSTRUCTIONS 2021/2022 ACADEMIC YEAR

1. CORRESPONDENCE

All correspondences to the University should be routed through your Head of Department and Dean of School. Also, you should quote your year of study, programme and registration number as shown on your Identity Card.

2. ORIENTATION WEEK

All freshers are required to report at Ardhi University for the orientation and registration week, which will start on **Monday, 25th October, 2021**. Deadline for registration will be the Friday of the second week after the beginning of the semester. Note that only **those who have paid all the direct costs and at least 50% of the University Annual Fee** will be allowed to register. Registration will be closed formally on **Friday, 12th November, 2021**.

3. RESIDENCE

Priority in the halls of residence will be given to foreign students, students with disabilities, female students from upcountry and thereafter the rest. Adhering to accommodation agreement/contract is a must. Cooking is strictly prohibited in the Halls of Residence.

4. POSTPONEMENT OF STUDIES

No student will be allowed to postpone studies except under special circumstances like serious sickness (medical ground), severe sponsorship or social problems. Permission to postpone studies shall be considered under compelling reasons after producing satisfactory evidence of the reasons for postponement. Even with compelling reasons, respective students requesting for postponement of studies must have registered for their studentship at Ardhi University. Except for serious sickness, a student who has requested for postponement of studies shall not be allowed to leave the University before approval of his/her request.

5. CHANGE OF PROGRAMME

Except in exceptional circumstances, no student will be allowed to change programmes later than the Friday of the fourth week after the beginning of the first semester. Transferring from one academic programme to another on exceptional circumstances will be allowed only where a student has the required admission criteria for the academic programme for which transfer is sought and availability of vacancy in that programme.

6. CHANGE OF NAMES

No change of names by students will be allowed during the course of study at the University. Students will strictly be required to use names as they appear on their academic certificates.

7. IDENTITY CARDS

During your study at ARU, you will be issued with New Identity Card at the beginning of each academic year or semester depending on fee payment modalities, either on year or semester-basis.

8. DRESS CODE

During your studies at ARU, you are required to observe appropriate dress code as provided by Students' By-Laws 2018 and University Circular on Dress Code for Staff and Students. Posters of allowed and not allowed dress codes are provided at the main entrance gate and other public places at the University.

9. REGISTRATION PROCESS

Registration will be done online through the Academic Management Information System (AMIS). Registration is subject to payment of the requisite University fees as stated in respective admission letters. In order to evoke the registration process, students will be required to:

- a) Start the registration process by creating an account in the AMIS. Respective students will log into AMIS using their registration numbers as usernames and their surnames in capital letters as their initial passwords, and then proceed to fill in their basic details;
- b) Upload all certificates (academic, birth) and registration form into AMIS;
- c) Pay the requisite University fees for the respective programme as stated in respective admission letters by using payment control number which will be provided by the Office of the Bursar. For the purpose of fee payment, all students will be issued with one control number to be used for all payments i.e., tuition fee and direct costs. It is EMPHASIZED that direct costs be paid in full while tuition fee can be paid in instalments, but at least 50% of the annual fee must be paid by the end of the registration period for Semester I;
- d) Proceed to respective Heads of Department where you will submit original academic certificates and birth certificate for verification. You will also register for Semester I courses and also get your registration forms signed by respective Heads of Departments; and

- e) Submit the dully signed registration forms to the office of the Director of Undergraduate Programmes for verification and records.

Further information on part 10(c) – fee payment:

Upon acquiring the control number as explained in part (10c) above,

- 1(a)(i) Payment through Bank Accounts for Local Currency

ARDHI UNIVERSITY,
NMB BANK,
UNIVERSITY BRANCH,
ACCOUNT NUMBER 20801100034

OR

ARDHI UNIVERSITY,
CRDB BANK,
MLIMANI CITY BRANCH,
ACCOUNT NUMBER 01J1095927301

- 1(a)(ii) Payment through Bank Accounts for **Foreign Currency (In case tuition fee is paid in USD):**

ARDHI UNIVERSITY,
NBC LIMITED,
SAMORA BRANCH,
ACCOUNT NUMBER **012105004446**
SWIFT CODE **NLCBTZTX**

NOTE: While making payments through bank branch or agent, account number will be replaced by the Control Number.

- 2(a) Fee payment can also be done using any Mobile Network Operators (MNO's) i.e., MPESA, TIGOPESA, AIRTELL MONEY, CRDB SIMBANK AND NMB MOBILE.

- 2(a)(i) To complete payments using the Mobile Network Operators (MNO's), students need to follow the following steps;
- a) Dial the menu option and select 4 (Make Payments);
 - b) Select option 5 "Government payments";
 - c) Enter the control number (12 digits) obtained from part (10c) above;
 - d) Enter the amount payable (either full amount or partial). As noted in part 10(c), at least 50% of annual fee should be paid at the end of the registration period for Semester I;
 - e) Confirm payment by checking if the names of the student matches with those displayed in the USSD Menu; and

- f) Receive receipt confirmation message from GePG and submit it to bursar office to get University receipt.

10. REQUIRED DOCUMENTS AT THE TIME OF REGISTRATION

Students will be required to have the following documents in order to expedite the registration process:

- a) Original and two photocopies of Certificate of Secondary School Education Examination (C.S.E.E.), Advanced Certificate of Secondary School Education Examination (A.C.S.E.E.) or Diploma Certificate;
- b) Two up-to-date passport size photographs bearing your name, and programme of study at the back;
- c) Original and two photocopies of birth certificate certified under the Birth and Deaths Registration Ordinance;
- d) A dully filled Medical Examination Form (Form C); and
- e) A dully filled Registration Form

11. ORIENTATION WEEK PROGRAMME

Obtain a copy of the Orientation Programme from the Dean of Students' office.

12. CONTACT

In case of any problems/questions, please contact the office of Dean of Students.