

ARDHI UNIVERSITY



ARRIVAL AND RECEPTION OF FIRST YEAR STUDENTS – 2023/2024 GET TO KNOW THE IMPORTANT STEPS ON ARRIVAL

A: Key arrival and registration steps

- 1) Arriving first year students will be received by Staff from the Directorate of Students' Services (DSS) and representatives from ArDHI University Students' Organisation (ARUSO) at the two entrance gates where they will be directed to the Office of the Director for Students' Services (DSS);
- 2) At the DSS's office students will: (i) Receive important documents including students' Guide Book, Students' By-Laws and Academic Almanac; (ii) Register their particulars (names MUST be written in the same way as they appear in their academic certificates; and in respective admitted programmes);
- 3) Visit respective School's pavilion where students will be given the necessary explanation regarding the Schools and respective programmes into which they have been admitted;
- 4) Students will also visit ARUSO/ICT pavilion where they will be assisted to create registration accounts in the Academic Management Information System (AMIS); and (iv) be assisted to access control numbers for fee payment. Information or clarification on control numbers and fee payment modalities can also be obtained from the Office of Director of Finance and Accounts (D/FA);
- 5) Verification in the Academic Management Information System (AMIS):
 - i) Students who will successfully pay at least 50% of the annual tuition fee will be verified in the Academic Management Information System (AMIS) by the DFA;
 - ii) Thereafter, these students will proceed to their respective Heads of Departments (HoD's) to verify academic certificates; register for Semester one courses as well as register and be verified in the AMIS. For the purpose of verification, students MUST bring their original certificates and two copies of the same. It is emphasized that failure to produce original certificates will lead to non-registration; and
 - iii) After verification at the level of HoD's, respective students will proceed to the Office of Undergraduate Directorate (UD) to complete the verification

process – i.e., submit dully filled registration forms (after downloading them from AMIS) and verification of their certificates. As it was at the HoD's level, at the DU's level, it is also important to produce original copies of certificates.

B: Important things to note

- 1) Reporting students will only be recognized as students of Ardhi University and be given an Identity card upon accomplishing all due registration processes;
- 2) Arriving first year students will be received at the University from 08:00hrs to 18:00hrs. Accommodation into ARU student's hostels will be allocated on a fair basis of first come first served; but subject to submitting an application to the DSS Office. Any arrivals beyond 18:00hrs are not encouraged as the University is officially closed by then. Should arriving student wish to get an accommodation outside the students' hostels, may be assisted to get one by ARUSO but related costs must be borne by the student;
- 3) Students who are expecting to receive loans from the Higher Education Students' Loan Board (HELSB); the Zanzibar Higher Education Students Loans Board (ZHESLB); or Mama Samia Scholarships; are advised to bring with them enough cash to sustain their living till when their loans from HELSB; ZHESLB; and/or Mama Samia Scholarship will be ready. Sufficient cash to support a student for at least one-month duration is recommended;
- 4) Students are required to process, **on their own**, NHIF registration and payment of NHIF fee through ARU-NHIF Online Students Registration Portal (NHIF Students Portal at www.aru.ac.tz). Make sure you have your NIDA number as there will be no medical treatment without NIDA number. However, this will be preceded by successful completion of registration for your studentship at the University. Note that medical capitation fee is paid direct to NHIF.
- 5) For the purpose of fee payment and registration for studentship:
 - i) All students will be issued with two control numbers where one will be used for tuition fee and other for direct cost. (less the medical capitation fee).
 - ii) If fee is paid for the whole year, then a student will receive a Student Identity Card valid for the whole year. If fee is paid for half a year (i.e., for one semester), then a student will receive a Student Identity Card valid for that semester only; and
- 6) Students will not be allowed to change names for the entire period of study.

Issued Jointly by the Offices of the DVC-ARC and DVC-PFA