

SOKOINE UNIVERSITY OF AGRICULTURE

DIRECTORATE OF POSTGRADUATE STUDIES, RESEARCH AND TECHNOLOGY TRANSFER

STEPS FOR POSTGRADUATE STUDENTS REGISTRATION AT SUA MAIN CAMPUS IN 2019/2020 ACADEMIC YEAR

Venue of registration: MLT 9, SUA Main Campus	Venue of registration: DPRTC Offices No. 306 & 307, 3rd Floor of Main Univ. Admin Building
Date: 4-8th November 2019	Date: 11 – 29th November 2019

Step	Procedure	Documents required	Contact Person	DPRTC Office No.
STEP 1	Registration of students in SUASIS to create Reg. No.	List of admitted students	IT expert: Mr. Noel Kakunya	306
STEP 2	Creation of Control number and invoice for tuition fee payment	Students registration number	Finance officer: Ms. Nasero Muze	MLT 9 or 307/306
STEP 3	Payment of University fee (CRDB Bank, Mpesa, TigoPesa, etc.)	Control number Invoice	CRDB Bank: Ms. Isabela Mr. Joseph	ASK
STEP 4	Completion of registration and verification of certificates/transcripts	Original bank pay-in slip(s) Original univ. transcripts and 3 copies Original univ. certificates and 3 copies Original O'Level certificate and 3 copies Original A' Level certificates and 3 copies Three recent passport size photos Original birth certificates SUA medical examination report Original admission letter and 3 copies Original health insurance ID card and 3 copies Research concept note (for PhD only)	Registration Officers: Mr. Malack Mr. Peter	MLT 9 or 307/306
STEP 5	Opening of students' files	All documents from Registration office	Records Officer: Ms. Angel Dimoso & Mr. Steve Mtambo	MLT 9 or 316
STEP 6	Preparation of students identity cards	List of registered students and degree programmes	Officer mgt officer: Ms. Grace Kajuna	316