



**DIRECTORATE OF POSTGRADUATE STUDIES, RESEARCH TECHNOLOGY TRANSFER AND CONSULTANCY  
(DPRTC)**

**POSTGRADUATE STUDENT REGISTRATION STEP BY STEP GUIDE**

**Location of DPRTC offices\*: SUA Edward Moringe (Main) Campus, Administration Main Building, 3<sup>rd</sup> Floor**

**TRAVEL ADVISORY NOTE AND REGISTRATION GUIDE TO NEW POSTGRADUATE STUDENTS (2020-21 ACADEMIC YEAR)**

<b>STEP No.</b>	<b>Procedure/Task/Information</b>
<b>Travel and arrival to SUA, Morogoro, TANZANIA</b>	<p>Sokoine University of Agriculture is located in Morogoro town on the foot-hills of the scenic Uluguru Mountains about 220 km west of Dar es Salaam along the Dar es Salaam – Zambia Highway. The Edward Moringe (Main) campus is 3 km from the Morogoro town centre.</p> <p>There are no air services to Morogoro town. Those arriving by air via Mwalimu Julius Nyerere International Airport (JNIA) can hire a Taxi/Travel Agency to Ubungo Central bus Station (in Dar es Salaam) for Morogoro bound buses. The most reliable buses are Abood Bus Service, BM Bus, and New Force. One can get mini buses but these are not recommended because of their dangerous high speeds. It takes about 4-5 hours by bus from Dar es Salaam to Morogoro. Upon arrival at Morogoro Bus Terminal (Msamvu), one can hire a taxi for about Tanzanian Shillings (TZS) 7,000/= to SUA Edward Moringe (formerly known as Main) campus.</p> <p>On your arrival at SUA, report to the Office of the Dean of Students (situated in Central Administration Building – Ground Floor Room No. 009). The Dean of Students can be reached by the following number (023) 260 4245 or (023) 260 3411-14 during the working hours. The working hours are from 7.30 a.m. to 3.30 p.m., Monday to Friday. In a very exceptional case, the Dean of Students’ mobile number (+255 (0)786 667922) can be used.</p>
<b>Accommodation</b>	<p>Priority in getting a place in the hostels is given to International and female students as well as those with health problems or physical disabilities. It is highly recommended that ALL international students be accommodated in hostels within the Edward Moringe campus. To apply for accommodation, kindly fill in the form “ACC 1” to request/reserve for a place in the hostels which has to reach the Dean of Students before your arrival.</p> <p><b>Contacts:</b> <a href="mailto:suasab@sua.ac.tz">suasab@sua.ac.tz</a> or phone +255(23)2603511-14. For more information visit: <a href="https://www.sua.ac.tz/academics/bureaus/accommodation-services">https://www.sua.ac.tz/academics/bureaus/accommodation-services</a></p>
<b>MEDICAL SERVICES/ Health insurance cover</b>	<p>It is our policy that every student MUST have a Health Insurance that covers medical expenses and associated costs should one fall sick or sustain injury while pursuing coursework or doing research during his/her studies. Some of the Health Insurance companies operating in Tanzania/Morogoro are the National Health Insurance Fund (NIHF); AAR Insurance; Strategies Insurance etc. You will be required present an Original Health Insurance ID Card and its 3 copies during registration process.</p>

STEP No.	Procedure/Task	Contact Person	Mobile No.	E-Mails	*DPRTC Office No.	Required Items/Documents
1 <sup>st</sup> Step	Report to Postgraduate Studies Coordination Office of the Directorate of Postgraduate studies, Research, Technology Transfer and Consultancy (DPRTC) or Request for online Registration by sending an email to <a href="mailto:drpgs@sua.ac.tz">drpgs@sua.ac.tz</a>	Mr. Peter L. M	+255 23 2640 013	<a href="mailto:drpgs@sua.ac.tz">drpgs@sua.ac.tz</a>	307	<ul style="list-style-type: none"> <li>• Bank Pay slips (Original) (<i>application &amp; University fees or SMS</i>)</li> <li>• Original/ Transcripts &amp; degree Certificates &amp; their photocopies (3 copies each).</li> <li>• Original O' &amp; A' Level Certificates &amp; their 3 photocopies</li> <li>• 3 recent passport size photos</li> <li>• Original Birth Certificate &amp; its 3 copies.</li> <li>• Medical Examination form (<i>Available at SUA Department of Hospital Services</i>)</li> <li>• Original Admission letter and its 3 copies</li> <li>• Original Health Insurance ID Card and its 3 copies</li> <li>• Evidence for sponsorship (<i>if applicable</i>)</li> <li>• Study Leave/permission letter (<i>employed candidates only</i>)</li> <li>• Concept Note: (<i>for PhD students only</i>)</li> <li>• Original Passport and its 3 copies (personal particulars page)- (<i>for International students only</i>)</li> </ul>
		Ms. L. Madalla	0764 597545	<a href="mailto:lucy.madalla@sua.ac.tz">lucy.madalla@sua.ac.tz</a>	306	
		Ms. Rafiki Kiravu	0757070 881	<a href="mailto:rafiki.kiravu@sua.ac.tz">rafiki.kiravu@sua.ac.tz</a>		
2 <sup>nd</sup> Step	Register in SUASIS at DPRTC	Mr. Noel Kakunya	0786775812	<a href="mailto:noel.kakunya@sua.ac.tz">noel.kakunya@sua.ac.tz</a>	306	
3 <sup>rd</sup> Step	Report to the Finance Office for the university fees <b>Billing</b> and generation of payment <b>Control Number</b> (GePG)	Ms. Nasero Muze	+255 23 2640 013	<a href="mailto:nasero@sua.ac.tz">nasero@sua.ac.tz</a>	304	
		Mr. Yusuph Ngosomwile	0714913833	<a href="mailto:yusuphngosomwile@gmail.com">yusuphngosomwile@gmail.com</a>		
4 <sup>th</sup> Step	Pay University fees at CRDB Bank (SUA Branch)/NMB Bank/CRDB Agents/Mobile phone-based money transfer services e.g. <i>M-pesa, tiGO pesa, Airtel Money or Halopesa</i>	Branch Manager (Ms. Isabela P. Kitila & Mr. Msafiri Mhina)	0754874531/ 0718828276	<a href="mailto:isabela.kitila@crdbbank.co.tz">isabela.kitila@crdbbank.co.tz</a>  <a href="mailto:msafiri.mhina@crdbbank.co.tz">msafiri.mhina@crdbbank.co.tz</a>	CRDB Bank SUA Branch	
5 <sup>th</sup> Step	Submit bank pay-in slip or SMS ( <i>mobile phone-based payment</i> ) to Finance Office and collect SUA receipts	Refer Step 3 above			304	
6 <sup>th</sup> Step	Present SUA fee receipts and personal documents for final registration and opening of file to Coordination Office	Refer Step 1 above			307	

\* During the 1<sup>st</sup> Week of University Opening (i.e. 23.11.2020 to 27.11.2020), registration will be conducted in one Venue (**to be communicated later**) and thereafter it will continue at DPRTC Offices.

Our contact address: The Director, Directorate of Postgraduate studies, Research, Technology Transfer and Consultancy  
Sokoine University of Agriculture, P.O. Box 3151, Chuo Kikuu, Morogoro, Tanzania. Telephone: +255 023-2640013, Fax: +255 023 2640013E-mail: [drpgs@sua.ac.tz](mailto:drpgs@sua.ac.tz);  
Website: <http://www.dprtc.sua.ac.tz/>