



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

**POSTGRADUATE STUDENT REGISTRATION STEP BY STEP GUIDE**

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

STEP No.	Procedure/Task	Contact Person	Mobile No.	E-Mails	Office No.	Required Items/Documents
1 <sup>st</sup> Step	Report to Postgraduate Studies Coordination Office	Mr. D. L. Malack	0715326905	<a href="mailto:damasi.liduke@sua.ac.tz">damasi.liduke@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 Foreign students only</i>)</li> </ul>
		Ms. L. Madalla	0764597545	<a href="mailto:lucy.madalla@sua.ac.tz">lucy.madalla@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 Finance Office for <b>Billing</b> and generation of payment <b>Control Number</b> (GePG)	Ms. Faiza Mshery	0714077351	<a href="mailto:faiza.msheri@sua.ac.tz">faiza.msheri@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 fee at CRDB Bank (SUA Branch)/CRDB Agents/Mobile phone-based money transfer services e.g. <i>M-pesa, tiGOpesa, Airtel Money or Halopesa</i>	Branch Manager (Ms. Isabela & Mr. Joseph)	0714968952/ 0763600835	<a href="mailto:isabela.kitila@crdbbank.com">isabela.kitila@crdbbank.com</a>  <a href="mailto:boniphace.kiganga@crdbbank.com">boniphace.kiganga@crdbbank.com</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 1st Week of University Opening (i.e. 29.10.2018 to 02.11.2018), registration will be conducted at the **New Lecture Theatre** (Main Campus) grounds and thereafter it will continue at DPRTC Offices.