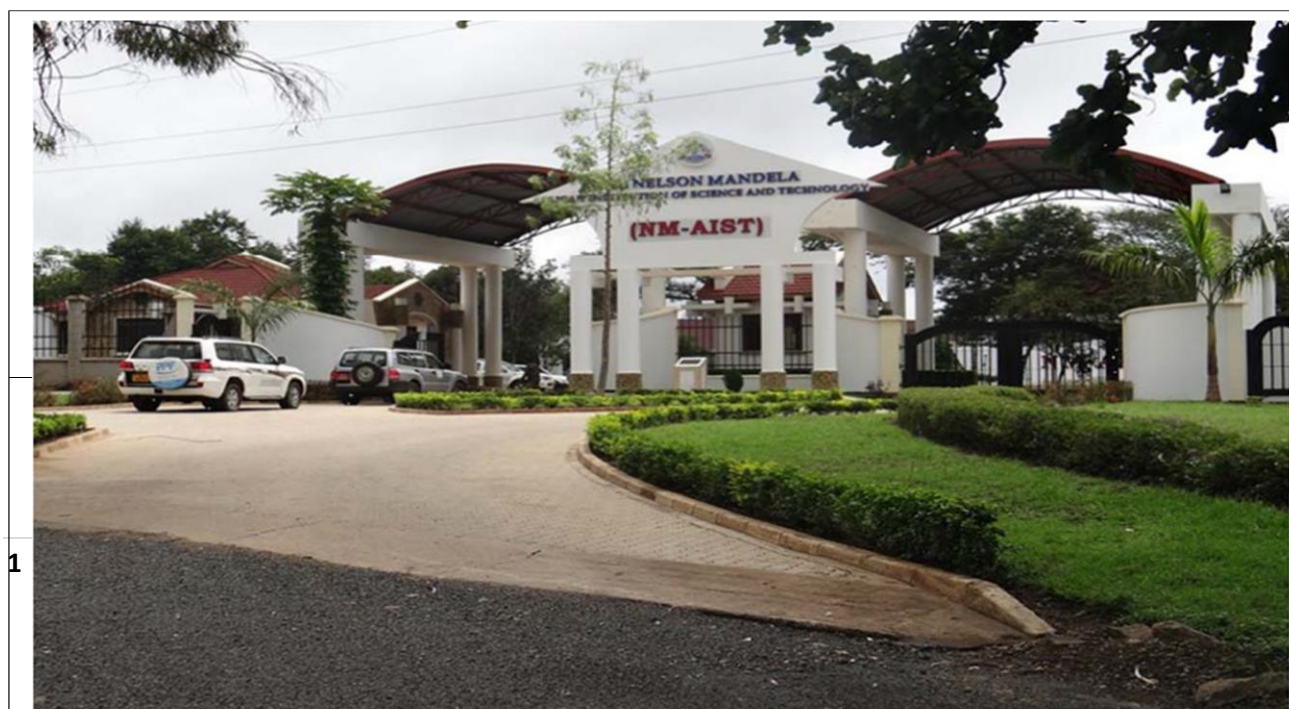




## **THE NELSON MANDELA AFRICAN INSTITUTION OF SCIENCE AND TECHNOLOGY (NM-AIST)**

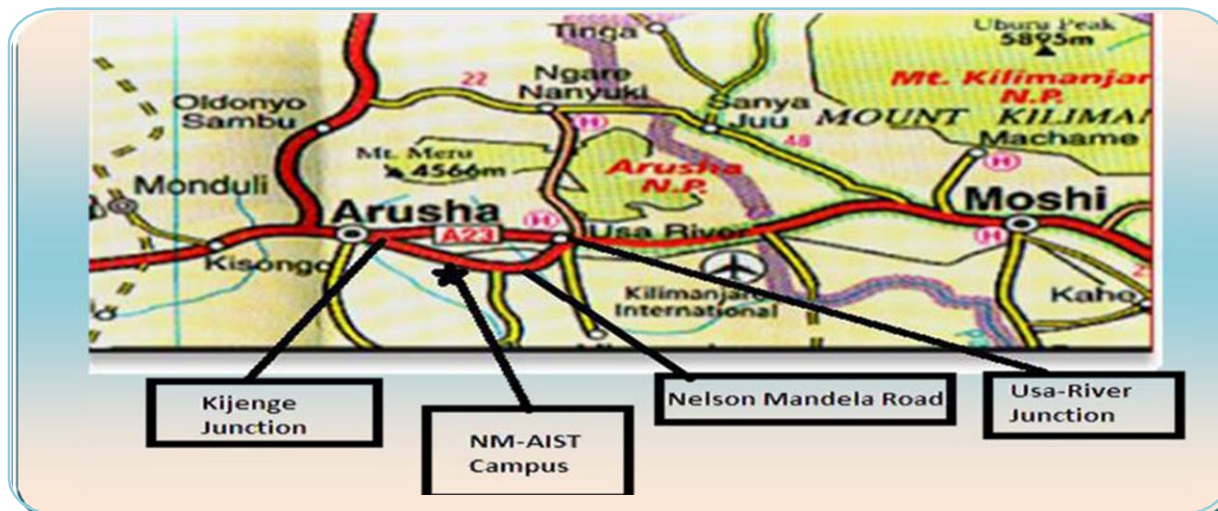
### **ADMISSION INFORMATION PACKAGE FOR THE ACADEMIC YEAR 2022/2023**

*This package serves to inform prospective students for the 2022/2023 academic year about NM- AIST and all the preparations and paperwork necessary for a smooth admission/registration into the Institution. You are requested to read and understand the information herein and ensure that all paper works; including certificates, transcripts, health insurance, medical examination forms and evidence of fee payments are properly prepared before embarking on your journey to report to the Nelson Mandela African Institution of Science and Technology at Tengeru Campus, Arusha.*



## 1.0 Location of NM-AIST

The NM-AIST is located 14 kilometers East of Arusha city and about 4 kilometers South of Tengeru Township. It is also 8 kilometers West of Usa River Township along the Nelson Mandela road.



For google map [click here](#).

### 2.1 How to Get to the Campus

You can get to NM-AIST Campus from Arusha city Centre through Moshono along the Nelson Mandela (Old Moshi) road (option 1) or from Tengeru or from Usa-River Townships both located along Moshi-Arusha road (option 2). If coming through the Kilimanjaro International Airport (KIA), take a shuttle or Taxi into the city center and adopt option 1 or drop at Tengeru/Usa-River and take a taxi for option 2 as explained hereunder.

### 2.2 From Arusha City Centre through Moshono (Nelson Mandela Road)

Getting to NM-AIST from the city Centre (14 km) can be by private car or taxi, since there is no regular public transport, along the Nelson Mandela road starting from the Impala Hotel round-about. The road passes through Moshono township. Otherwise you have to take one of the intra-town commuter buses, locally known as Daladala, from the City center to Tengeru Township and then follow instructions in section 2.3.

### 2.3 From Tengeru Township

If you are coming through Moshi city or KIA, you can disembark a shuttle or a bus at Tengeru Township. You can then hire a Taxi at Tengeru for a reasonable price to take you to NM-AIST. Ask for the Nelson Mandela Tengeru Campus. The campus is located about 4 km south of the Tengeru Township.

### 2.4 From Usa River

If you are coming by private/Taxi transport from Moshi City or KIA, you turn left just after crossing the Danish Centre at Usa-River or just before the Makumira University and take the Nelson Mandela road. The campus is about 8 km from Usa-River Township.

## 3.0 Preparations before Reporting at NM-AIST

You have to undertake sufficient preparations regarding materials, financial and non-financial resources to support you in pursuing the intended studies. Failure of this may interfere with your studies. You are required to

report with the evidence of payment for the fees and other financial dues payable directly to the institution without which you cannot be registered. Or you will need to submit an evidence of sponsorship contract or the official letter from your sponsor. The fees and other financial dues have to be paid to NM-AIST.

### **3.1 Tuition Fee Payment**

All payments made to NM-AIST are paid through control number. Control number can be obtained through our website payment portal available [here](#).

### **4.0 Fees Structure**

The Fees structure has specific requirements for students studying by Coursework and Dissertation/Project and those by Research and Thesis. Fees structure for Tanzanians, Regional (EAC/SADC) International students is available [here](#).

### **4.1 Mode of Payment**

All payments made to NM-AIST are paid through control number as indicated in section 3.1.

### **4.2 Dues Payable before Registration**

#### **Direct University Cost**

- (i) Tuition Fee
- (ii) Registration Fee
- (iii) Medical Capitation
- (iv) Tanzania Commission for Universities (TCU) Fee
- (v) Student's Identity Card
- (vi) Students' Union Membership
- (vii) Accommodation (for those staying in NM-AIST's Hostels)
- (viii) Caution money (refundable)
- (ix) National Health Insurance Fund from the age 18 to 35 Tshs. 192,000/= equivalent to USD 83, from the age 36 to 59 Tshs 240,000/= equivalent to USD 104 (for those without Health Insurance).

For Students Union membership fee deposit direct through the:

***Account Name: NM-AIST-SO***

***Account number: 0152405902100***

***At Usa-River Branch***

***SWIFT CODE CORUTZTZ***

All prospective and continuing students are obliged to have health insurance at all time while at NM-AIST. One should have a health insurance that is valid and acceptable at least everywhere in Tanzania. Furthermore, having health Insurance is one of the criteria for registration. If one does not have health Insurance that meets the above mentioned standards, you are advised to pay for National Health Insurance (NHIF). **However, if you are an international student you can also procure an International Health Insurance with international standards.**

Memberships and packages for NHIF are elaborated [here](#). To be registered at NHIF one needs to fill NHIF [form](#) and one passport size photo with a blue background is required. For more information email [studentwelfare@nm-aist.ac.tz](mailto:studentwelfare@nm-aist.ac.tz).

For private candidates, tuition fees may be paid by installments (at least 40% on reporting and at least 10% before the end of the first semester, and at least 40% at the start of the second semester and 10% before the end of the \_

second semester) within a particular year of study. Private international students are advised to pay the required costs while are in Tanzania. Students with scholarships are advised to communicate with their sponsors on the modality of payment before they report for studies.

## **5.0 Reporting and Registration**

After receiving the offer for admission and securing a sponsor to cover the University fees stipulated in this admission information package, you **MUST** immediately fill and e-mail back **Acceptance Form** attached at the end of this information package accompanied by evidence of your sponsorship to the Admissions Department through [admission@nm-aist.ac.tz](mailto:admission@nm-aist.ac.tz).

### **5.1 Reporting**

The reporting date will be as from Monday, 10<sup>th</sup> January 2022. You are advised to report during working hours which are from 08:00hrs to 16:00hrs from Monday to Friday. Inquire for assistance at the main gate when arriving on weekends or beyond 16:00hrs. You are advised to lodge in Arusha city or at Usa- River/Tengeru townships at reasonable prices when arriving during late hours especially during nights. It is always advisable to send us your travel itinerary to provide you with the necessary information. Upon arrival, proceed to the main Reception Office to direct you to the Admissions Office located in the Academic-cum-Administration building (Wing E), Room E 105, where you will be provided with information to facilitate registration process.

### **5.2 Registration**

You will be registered for the programme and specialty according to your admission letter. Registration will be granted to you upon meeting the following requirements and/or submitting the relevant documents:

- (i) A copy of your admission letter originating from NM-AIST.
- (ii) A copy of your acceptance letter.
- (iii) Original academic certificates and transcripts along with ONE certified copy of each.
- (iv) Original certificates of Ordinary Level and Advanced Level Secondary Education Examinations/Diploma, along with ONE certified copy of each.
- (v) Original birth certificate along with ONE certified copy.
- (vi) Evidence of payment for all payments made to the NM-AIST as directed in 4.1 and 4.2 (download and print the Exchequer Receipts/Stakabadhi ya Malipo ya Serikali available in the payment system after successful payment).
- (vii) Dully filled Medical Examination Report as per attached form signed by a recognized medical practitioner.
- (viii) Two recent-colored passport size photos (33mm by 45mm).
- (ix) If employed, a signed letter by your employer certifying that you have been granted a leave to undertake studies at NM-AIST.
- (x) Evidence of your Identity like Voters' Registration Card, National Identity Card, Driving License, Employment Identity Card or Passport. For International Students, the validity of the Passport should be not less than ONE year.
- (xi) Proof of evidence of sponsorship and payments for studies.
- (xii) Proof of registration as a member of a Health Insurance Scheme legally operating in Tanzania or proof of payment for Health Insurance Scheme.
- (xiii) All candidates holding foreign academic qualifications must have their qualifications validated and equated by the respective regulatory bodies before being allowed for admissions as follows: - All Bachelors and Masters academic awards obtained from foreign institutions (outside Tanzania) must be submitted for authentication by the Tanzania Commission for Universities (TCU) through [this link](#): (for internationals and Tanzanians with foreign academic qualifications ensure you do the submission to TCU at least two weeks before you come for reporting to avoid delays of your registration for without TCU certificate of authentication of your academic certificates and transcripts you will not be registered). You may download the TCU

guidelines [here](#):

***It is important to note that the registration process is automated in such a way that if you miss any of the above, the system will not allow you to go for the next step.***

### **5.3 Late Registration**

Registration after the first week shall be charged TZS 50,000.00 (USD 30) for Master's and TZS 100,000.00 (USD 50) for PhD students as a late registration fee stipulated in fees structure. Note that, consideration for late registration for the degree programme by coursework and dissertation/project will be within 14 days after commencement of studies. After 14 days of commencement of studies no student will be registered into respective academic year as per NM-AIST Regulations.



***NM-AIST Main gate Amphitheatre***

### **5.4 Disqualification from Registration**

You may be disqualified from registration for studies at NM-AIST on the following grounds:

- (i) Submission of wrong information or documents.
- (ii) Failure to submit the required documents for registration stated in section 5.2.
- (iii) Reporting for registration after expiry of the offer for admission without justifiable reason and official notification.
- (iv) Refusal to enter into any agreement/contracts with the Institution which you are compelled to do as a requirement for registration
- (v) Failure to submit validation of foreign qualifications as stipulated in section 5.2 (xiii).
- (vi) Any other reasons that may be determined by the Institution as sufficient to warrant disqualification from registration.

### **6.1 Withdraw of offer for Admission**

The offer for admission into NM-AIST's programmes may be withdrawn by the Institution on the following grounds:

- (i) If the offer for admission was given to a wrong person.
- (ii) If the offer for admission was made based on false information.
- (iii) Any other reasons that may be determined by the Institution as sufficient to warrant withdrawal of the offer.

### **7.0 Accommodation**

There are very limited vacancies for accommodation in the Institution's hostels. Accommodation in the Institution's hostels is charged at a monthly rate as indicated in the fee structure. ***No student shall be accommodated in the students' hostels prior to payment of Accommodation fees.*** Hostel type "A" has self-contained rooms with central common rooms at each floor while Hostel type "B" has a more sociable setting

where every 3 rooms share common facilities, including a kitchen. Students should bring their own beddings (blankets, bed sheets, mosquito nets, pillows, etc.) and all other necessary items for personal use. NM-AIST does not have accommodation of students with children or families who accompany the students during study period. You are therefore advised to arrange for your own accommodation outside NM-AIST campus to stay with your families. Find more information for accommodation at NM-AIST [here](#).

Students that will not secure accommodation on campus will be advised to look for alternative accommodation outside the campus. Some accommodation facilities outside the campus are normally not provided with items such as beds, tables, chairs, kitchen utensils, etc., and normally are either self-contained rooms or are rooms with shared toilets. You are therefore advised to come with extra money for buying those room facilities in case you will not secure accommodation within NM-AIST's hostels. Costs of accommodation outside Nelson Mandela ranges from TZS 100,000 to 200,000 (USD 50 to 100) per room per month which is empty depending to location and quality of the apartment. It is important to note that when staying outside the NM-AIST campus you will need to arrange for your own transport to and from the campus. It is strictly prohibited for students to board staff buses.

Arusha is a relatively cool place and therefore, students are advised to bring warm beddings and clothes.



*Students' Hostels at NM-AIST*

## **8.0 Lecture Rooms, Laboratories and Library**

### **8.1 Lecture Rooms**

Top floors of four of the five wings of the Administration-cum-Academic Complex are dedicated for academic delivery. Each floor has a Video Conference room and a Lecture room.



*NM-AIST Administration – cum- Academic Complex*

### **8.2 Laboratories**

There are 8 discipline-specialized laboratories equipped with the state-of-the-art laboratory facilities for practical training and research.

### **8.3 Library**

The library at NM-AIST is rated at 80% digital. The 1000+ titles bank of essential reference books is backed up by more than 800 titles of the most recent e-books and rich subscription to world-class journals and content sources. The Library is equipped with adequate computers and a friendly Library Information Management System. Students can access the library services anywhere across the Campus.

### **9.0 Medical Services**

There is a dispensary on the Campus (House No. C1A C1B). Students are required to be registered by a Health Insurance Scheme legally operating in Tanzania and accredited by the best hospitals within the vicinity of Arusha City and neighboring regions. Students are required to have health insurance for the entire period of their studies. Students have the liberty to join any Health Insurance Scheme operating in Tanzania provided that the expected services are guaranteed. There is the Tanzania National Health Insurance Fund (NHIF) that offers an attractive medical service package to its members. For more information, please visit the NHIF website [here](#). It is insisted that, ensure you fill the medical forms and signed by the recognized medical in-charge before you come for registration to avoid delays during registration.

### **10.0 Life at NM-AIST**

You will enjoy being a student at NM-AIST. There is a canteen which offers quality catering services at cheap and affordable prices. Other services at the Institution include postal and courier services, sports and games facilities where students interact with other community members as well as an Automatic Teller Machine (ATM) installed by the CRDB Bank Plc which is operating 24 hours.

### **11.0 INTERNATIONAL DAY AT NM-AIST**

There is a Nelson Mandela Week event which is held yearly at NM-AIST in Mid-July. NM-AIST community being a multi-cultural community, during the Nelson Mandela Week, there is one day dedicated for interaction among cultures that is called International Day whereby all students and staff are invited for cultural exhibitions through couture, dishes, dances/music, narrative historical background etc. You are highly encouraged to prepare for this event.

## **IMPORTANT FORMS**



# Medical Examination Form



Student Name: \_\_\_\_\_

Age: \_\_\_\_\_ Sex: \_\_\_\_\_

Programme offered at NM-AIST: \_\_\_\_\_

## Personal History

Has the examinee suffered from any of the following diseases/conditions? If YES, indicate date and diagnosis; and if "NOT", please write "NO" in appropriate space.

S/N	DISEASES/CONDITIONS	YES (date and diagnosis) / NO
1.	Tuberculosis	
2.	Epilepsy	
3.	Asthma	
4.	Pleurisy	
5.	Rheumatic Fever	
6.	Allergic Disorders	
7.	Heart Disease	
8.	Gastric or Duodenal Ulcer	
9.	Recurrent indigestion	
10.	Jaundice	
11.	Varicose Veins	
12.	Kidney or Urinary Disease	
13.	Diabetes	
14.	Poliomyelitis or other Neurological Disorders	
15.	Nervous Breakdown	
16.	Psychiatric Disorders	
17.	Eye, Ear, Nose or Throat Disorders	
18.	Skin Disease	
19.	Gynecological Disorders	
20.	Surgical Operation	
21.	Serious Accident	
22.	Any Other Serious Disorders	

## Physical Examination

1. Height .....(cm) Weight.....(kg)
2. Skin: ..... 3.  
 Eye: Pupil size: ..... Conjunctivae..... Right: ..... Left:  
 ..... Sight: Without Glasses: ..... With Glasses: .....
4. Please state condition of ears (if any discharge) .....

Mouth and Throat..... Nose.....  
5. Respiratory System: Any abnormality? .....  
6. Cardiovascular System:  
Blood pressure: Systolic: ..... Diastolic ..... Heart:  
Any murmurs? ..... Arteries and Veins .....  
7. Abdomen: Hernia: ..... Masses.....  
Hydrocele: ..... Liver: .....  
Spleen: ..... Kidney: ..... Rectal: .....

Laboratory

Urine: (Urinalysis)  
Stool: Special emphasis on hookworm or bilharzia Blood  
Examination (Full blood picture and differentials)

Note: *Attach Laboratory Investigation Report.*

X-Ray Examination

Chest X-Ray: .....

Note: *Attach the X-Ray Film Report*

**Conclusion**

I have examined Mr/Miss/Mrs.: ..... and consider that he/she  
is not; fit to be admitted to the NM-AIST for studies.

Title (Qualifications): .....

Name: .....

Signature..... Date.....

Official Stamp:

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*To be filled by Resident Medical Doctor*

Name: .....

Title (Qualifications): .....

Remarks: .....

Signature: .....

Date: .....

Official Stamp: .....



[Address]

## Letter of Acceptance

E-mail: \_\_\_\_\_

Mobile: \_\_\_\_\_

Deputy Vice Chancellor (Academic, Research & Innovation),  
The Nelson Mandela African Institution of Science and Technology,  
P O Box 447,  
**Arusha, TANZANIA**

### **RE: ACCEPTANCE OF OFFER FOR ADMISSION INTO MASTERS/PHD PROGRAMME**

I \_\_\_\_\_ do hereby accept the offer of admission to pursue a Master's/PhD in \_\_\_\_\_ (Programme), under Research and Thesis/ Course work and Dissertation/Project Mode at the Nelson Mandela African Institution of Science and Technology (NM-AIST) in the 2022/2023 academic year commencing on Monday, 9<sup>th</sup> January, 2023 under the sponsorship of \_\_\_\_\_

I do confirm that, I have read and understood the Admissions Information Package issued by the NM- AIST and I will adhere to the instructions given. In addition, I declare that all documents submitted to the Institution to support my admission are authentic. I will strive to excel in my studies and always observe the ethical and moral obligations expected of a mature and responsible student.

By signing this letter of acceptance, I hereby agree to abide by all the Rules, Regulations and By-Laws of the NM-AIST.

Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_