



MLIMBA INSTITUTE OF HEALTH AND ALLIED SCIENCES (MIHAS)

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JOINING INSTRUCTIONS FORM

Full Name **Intake**.....
..... **Entry Year**.....
Program..... **Date**

Nationality

Admission No......

Dear,

RE: ADMISSION INTO ORDINARY DIPLOMA IN HEALTH INFORMATION SCIENCES

Please refer to your application for admission into *Ordinary Diploma in Health Information Sciences* programme for academic year 2024/2025. I am pleased to inform you that your application has been successfully. **You have been selected to join Ordinary Diploma in Health Information sciences at Mlimba Institute of health and allied sciences (MIHAS). Congratulations** for being selected and thank you for choosing **MIHAS**. The academic year will commence on **30th September, 2024**.

You are required to report to the college on **30th September 2024** for registration.

Note that there will be two weeks for orientation before starting of classes on **14th October 2024**.

You should ensure that you register with the college admission office within two weeks from the beginning of the semester. Failure to do so your vacancy will be given to the other applicant.

The registration process shall not be complete without paying required tuition fees and other charges. Therefore, make sure you pay the required fees and charges in accordance with the schedule attached with this letter.

You are advised to pay the fee through College bank accounts and come with bank pay slip during arrival to avoid money loss.

NOTE: Registration period will commence on **30th September, 2024** to **14th October 2024**. **Any late student will not be accepted.**

GENERAL INSTRUCTIONS

1. LOCATION AND TRANSPORT TO MIHAS

Mlimba Institute of Health and allied Sciences (MIHAS) is located at **Mlimba ward, Kilombero District in Morogoro Region** which is about **6 kilometers** from **Mlimba railway station (TAZARA)**.

In order to arrive at **MIHAS** from anywhere in Tanzania, you will have to board a public or private means of transport that will take you to the institute through one of the following options:

- (i) For railway transport board Mbeya railway station, Makambako railway station or Dar es salaam Railway station to Mlimba railway station.
- (ii) Private or public transport (Busses) from Magufuli bus terminal (stand)-Dar es salaam to Mlimba bus stand.
- (iii) Private or public transport (Busses) from Msamvu central bus terminal-Morogoro to Mlimba bus stand.
- (iv) Private or public transport (Mini-busses) from Ifakara bus stand-Morogoro to Mlimba bus stand

NOTE: At any point where you will be, ask the help from the college contacts so that you can get help.

2. ARRIVAL

You should arrive at MIHAS on **14th October, 2024**. Please make your own travel arrangements to enable you travel to MIHAS. You will have to meet all travel expenses on your own and there is no refund/reimbursement.

The information below is meant for those who will secure on campus accommodation

The Institute does not provide students with bed linen. You are therefore advised to bring the following items for you: -

- (i) One pillow
- (ii) Two bed sheets
- (iii) Towel & snickers
- (iv) A bucket
- (v) One mosquito net.
- (vi) Mattress (2.5 × 6)
- (vii) Food container and Spoon

3. NECESSARY REQUIREMENTS FOR ALL STUDENTS FOR LEARNING PURPOSES.

- (i) Laptop or Smartphone

4. UNIFORMS

MALES

- (i) Two Khaki Tetron / Cotton Trousers. Students are not allowed to tailor tight trousers.
- (ii) Two white Shirts with short sleeves
- (iii) Black Leather Shoes (open shoes/sandals and canvas shoes are not allowed in classes or in practical areas).
- (iv) One white Laboratory Coats. (**Available for free at the college**)

FEMALES:

- (i) Two heavy Tetron / Cotton White Dresses with short sleeved. Make sure your dresses are 2 inches below the knees.
- (ii) Dresses design should resemble the Nurses uniforms.
- (iii) One white Laboratory Coat. (**Available for free at the college**)

NOTE:

- Jeans materials are not allowed in classes and during clinical/practical duties in hospitals.
- Uniforms (Two trousers and two shirts for male students and two dresses for female students) are tailed at the college for those who need that service by total amount of **Tsh. 90,000/= paid by cash and not at bank**

5. REQUIREMENTS DURING REGISTRATION

For registration purposes you must bring and present the following: -

- (i) Code number sent to you by NACTVET during selection result
- (ii) Copy of original birth certificate
- (iii) Copy of National Identity card (or NIDA number)
- (iv) Copy of O- Level Certificate and or Valid result slips
- (v) Three passport-size photos of the student.
- (vi) Original Bank pay-in slips for tuition fee and other charges.
- (vii) A dully filled Medical Examination form
- (viii) Copy of the admission offer (this letter)
- (ix) One ream (A4) at every beginning of new semester
- (x) Health Insurance card or 50,400 TZS for membership under the Health Insurance Fund (NHIF) scheme.

6. FEE STRUCTURE

A. TUITION FEE PER ANNUM (ADA YA MASOMO KWA MWAKA) Tshs. 1,000,000/=

B. OTHER CHARGES DESCRIPTIONS (MCHANGANUO WA MICHANGO MINGINE)

S/N	DESCRIPTIONS	COST
1.	Internal examination fee	200,000
2.	Field practice fee	100,000
3.	Practicum guide & procedure books	100,000
4.	Caution money	150,000
5.	Stationary fee	100,000
6.	Registration fee	40,000
7.	NACTVET quality assurance and verification fee	15,000
8.	Students union fee	20,000
9.	Identity card	10,000
10.	Library & e-learning services	20,000
11.	Laboratory Coat	FREE
12.	College t-shirts	FREE
13.	Breakfast	FREE
14.	Hostel	FREE
	Total	755,000/=

Fee and other charges should be paid **in full** at the beginning of each academic year or **in four installments**.

INSTALLMENT DESCRIPTION

SN	DESCRIPTIONS	1st installment	2nd installment	3rd installment	4th installment	TOTAL
1	Tuition fee	250,000	250,000	250,000	250,000	1,000,000
2	Internal examination fee	50,000	50,000	50,000	50,000	200,000
3	Field practice fee	50,000	50,000			100,000
4	Practicum guide & procedure books	50,000			50,000	100,000
5	Caution money	100,000		50,000		150,000
6	Stationary fee	50,000	-	50,000	-	100,000
7	Registration fee	20,000	-	20,000	-	40,000
8	NACTVET quality assurance & verification fee	-	15,000	-	-	15,000
9	Students union fee	10,000	-	10,000	-	20,000
10	Identity card	10,000	-	-	-	10,000
11	Library & e-learning services	10,000	-	-	10,000	20,000
12	Laboratory Coat	FREE	FREE	FREE	FREE	-
12	College t-shirts	FREE	FREE	FREE	FREE	-
13	Breakfast	FREE	FREE	FREE	FREE	-
14	Hostel	FREE	FREE	FREE	FREE	-
	Total per installment	600,000	365,000	430,000	360,000	1,755,000

PAYMENT INSTRUCTIONS (FEE AND OTHER CHARGES)

First installment should be paid **within ten (10) days** at the beginning of first semester, second installment should be paid in **1st – 10th December 2024**, third installment **within ten (10) days** at the beginning of second semester and fourth installment in **1st – 10th July 2025**.

All payments of institutional fees and other charges should be done through the following banks,

CRDB BANK, Account Name: MLIMBA INSTITUTE OF HEALTH AND ALIED SCIENCE; Account No: 0150431072400 OR NMB BANK, Account Name: MLIMBA INSTITUTE OF HEALTH AND ALIED SCIENCE; Account No: 24410002185

- ❖ **NACTVET Examination fee TZS 150,000/=** will be paid directly to Ministry of Health through **control number** on second semester after instructions from college management.
- ❖ **NHIF Fee TZS 50,400/=** for those who don't have cards yet, will be paid by cash during reporting date at the beginning of each academic year
- ❖ Meals fee is **TZS 1,000,000/= (optional)** which will be paid in **four (4) installments (TZS 250,000/= each) via college bank account numbers**.

- ❖ For hostels chances, students who will be registered earlier will be given priority.
- ❖ **Internal supplementary/special examination fee is TSH 100,000/= For NACTVET Exams supplementary fee is TSH 250,000/= for all academic services.**
- ❖ For students who will obtain **repeat module status** will pay **75% of semester total fee.**
- ❖ Field practices & research cost (meals, accommodation and transports) will be covered by students themselves.

For more clarification on fee payments feel free to contact our college finance office via tell no: 0767 053 697 au 0623 279 091.

NOTE

- (i) Fees once paid will not be refunded if a student withdraws or leaves the College.
- (ii) Payment by cheque, International Money Orders (IMO) etc. is accepted prior to clearance by the bank.
- (iii) Payment by **M-PESA, TigoPesa, and Airtel Money** is strictly not accepted.
- (iv) Fees must be paid through the **college bank account** and not otherwise

Some students use fees for other purposes. Therefore, sponsors/ guardians/ parents are advised to pay fees directly to College Bank Accounts.

PARENTS/GUARDIAN DECLARATION

I.....legal (**parent/guardian /sponsor**) **agree** to undertake with college as follows my child will attend the school and comply to the college rules and regulations. And I hereby promise to collaborate with the College to assist a student to abide to the required rules/regulation and good manner.

SIGNATURE..... DATE: /..... /.....

On behalf of the management, I wish to extend to you a warmly welcome and a successful period of study at MIHAS for the bright future you need.

Your sincerely



DR. JERRY G. MWAKANYAMALE.

Principal, MIHAS

