



JOINING INSTRUCTIONS

JOINING INSTRUCTIONS FOR ALL UNDERGRADUATE AND POSTGRADUATE PROGRAMMES 2020/2021 ACADEMIC YEAR

1. IMPORTANT

This joining instructions is applicable to students admitted to Basic Technician Certificate (NTA 4), Ordinary Diploma (NTA 5 to 6), Bachelor (NTA 7 to 8), Postgraduate Diploma (None NTA) and all Masters (NTA 9) programmes tenable at any Campus of the Institute of Finance Management.

Every student admitted to a programme of study tenable at the Institute of Finance Management must carefully read, understand and abide to the instructions stated below. Failure to do so will not be accepted as an excuse for breach of part or any of the instructions, rules and regulations proclaimed by the Institute in the Prospectus or any other document.

2. REGISTRATION PROCESS

The registration process will start on **Monday 2nd November 2020** for those who are living in Dar es Salaam, Mwanza, Dodoma, and Simiyu, and can conveniently reach any of the IFM Campus/Center in the regions mentioned above. Students may visit any of the Campus (Dar es Salaam, Mwanza, Dodoma or Simiyu) for registration.

Please note, registration is subject to payment of the requisite minimum tuition fees and other costs as shown in appendix C or by having documentary evidence from a reliable sponsor. Admission letters and payment details including payment Control Number will be displayed on IFM website and in your application accounts from 15th October 2020.

3. DATE OF ARRIVAL

All students are required to report officially at the Institute on **16th November 2020 for orientation**. **Each student shall report at his/her own designated Campus/Centre for orientation and commencement of studies. All new students will attend an orientation week from 16th to 20th November 2020.** Take note that **each student must register within the first two weeks of commencement of each semester**. A prospective admitted student will cease to be a bonafide student of our Institute if he/she fails to register within the given period.

4. COMMENCEMENT OF CLASSES

Classes will commence on **Monday, 23rd November 2020**. Class timetables will be availed during the orientation week.

5. MEDICAL EXAMINATION

Prospective candidates are required to undergo a medical examination by a registered medical practitioner. The confidential medical report should be signed, sealed by the medical practitioner and submitted by hand to the Institute during registration period.

6. RESIDENCE PERMIT

All international students are advised to settle their immigration/residential status with the Immigration Service Department before the commencement of classes. For more information on immigration, please visit <https://immigration.go.tz/>

7. STUDENT ACCOMMODATION

Spaces in the Institute' hostels are very limited, and as a result, campus accommodation is NOT guaranteed except for students with special needs. However, the Dean of the student's office may assist students in securing hostel accommodation in privately operated facilities.

8. EMPLOYER RELEASE LETTER

For those who are employed, it is mandatory to submit official employer's release letter.

9. TUITION FEES AND ASSOCIATED COSTS

The applicable tuition fee installment must be paid in full, in advance before registration. Please see Appendices A, B and C for details.

10. FIELDWORK, RESEARCH AND DISSERTATION

Sponsors are requested to set aside a enough amount of fund to enable a student to complete fieldwork and dissertation (e.g. data collection, analysis, printing and binding). It is recommended that sponsors have to measure this cost based on the current living costs and writing up period of two (2) months which can be extended to six (6) months, depending on the research topic and student's effort to complete.

11. AUTHENTICITY OF DOCUMENTS.

The burden of proof for the authenticity of documents submitted during the application and registration processes lies on the applicant. The Institute reserves the right at any time, before or during the progress of your programme, to revoke the admission and/or registration status should it be found that the applicant used false documents or does not meet our requirements. If the applicant/student is found to violate the country's law, will be open for prosecution. In case of revocation of the students' admission/registration, the said student will be inventible for any refund of the paid amount so far.

12. DOCUMENTS REQUIRED DURING REGISTRATION

- (i) Original Admission Letter
- (ii) Evidence of payment the required amount of tuition fees and other costs.
- (iii) Original certificates of Secondary Education Examination (CSEE), Advanced Certificate of Secondary Education (ACSEE) or Diploma, Degree certificate and transcripts for verification.
- (iv) Filled Medical Examination Report Form.
- (v) Release Letter from employer (for in-service students).
- (vi) Residence Permit – (for international students).
- (vii) Two recent Passport sizes photos bearing your names and program of study at the back.
- (viii) Certified copies of birth and all academic certificate and transcripts.
- (ix) Health Insurance Card or Payslip of TZS 50,400 for NHIF card

Upon fulfilling all registration requirements, the student will be issued with a registration number and Identity Card.

13. CHANGING FROM ONE PROGRAMME TO ANOTHER (SUBJECT TO REGULATORS' APPROVAL)

- (i) It is allowed for a student to change from one programme to another depending on the availability of spaces and entry criteria used during selection within two weeks after commencement of classes.
- (ii) Before asking for any change, students are advised to be certain with their request as changes are only executed once. There will be no reversal to the previous programme once changed.
- (iii) With exception to students selected via TAMISEMI, all requests for changes from other admitted students should be made after a student is registered to the programme admitted. No changes will be administered to an unregistered student. All changes are subject to approval by NACTE or TCU.

14. STUDENTS HEALTH INSURANCE

Health insurance is mandatory for all registered students. Those who are not yet covered by any known insurer will be obliged to contribute TZS 50,400/= per year to the NHIF for annual student cover. The Dean of Students will verify existing insurance cards before proceeding with registration.

15. PROPER USE OF MODERN FACILITIES

The Institute has installed ultra-modern State-of-the-art learning facilities for the conducive learning environment. **Students are required to take care of such facilities available in lecture theatres and computer labs.** The stern disciplinary penalty will be taken for any disobedience.

16. MEALS

The Institute does not offer meals to students. Privately-run catering facilities are available on campus and around the Institute. Students are free to take their meals wherever they choose at their own

expense. Sponsors are advised to provide a sum of Tshs. 7,500/= per day directly to the student, to cover the cost of breakfast, lunch and dinner. Cooking at any Institute's hostel is strictly prohibited.

17. BOOK AND STATIONERY ALLOWANCE

A sum of Tshs.300,000/= per annum is recommended for the purchase of basic textbooks and stationery. The amount should be paid by sponsor directly to the student.

18. STUDENTS' WELFARE

The IFM students Organization (IFMSO) is responsible for organizing and coordinating students' activities. Students are encouraged to participate in different events organized by their association. Each student is required to pay a membership fee of Tshs 10,000/= annually.

19. WORSHIP

The Institute does not offer worship facilities to any religion in its campuses. Students are advised to use the facilities available for religious services outside the campus.

20. COMMUNICATION

Students registered at IFM are required to regularly consult notice boards designated for reach faculty as well as the Registrar's office. Students should also periodically consult the IFM website (www.ifm.ac.tz) for any information that may have a bearing on their studies or welfare. For internal communication, students are advised to use the communication module in their Student Information System (SIS) accounts. Every student must read the Institute's Prospectus, Examination Regulations, Students' Regulations and Dress Code which will be available upon arrival and in the IFM website.

21. DISCIPLINE

Students are required to demonstrate ethical behaviour within and outside the Institute. Students must follow the Institute's rules, Examination Regulations and Students' by-laws included in the Prospectus. Failure to observe and fulfil the Institute's rules, Examination Regulations and Student by-laws will attract a disciplinary action which may include expulsion from the studies.

22. DRESS CODE

During your studies at IFM, you are required to observe appropriate dress code as provided by student by-laws on dress codes for students. Posters showing allowed and NOT allowed cloths/wear are attached.

23. CONTINGENCIES

(i) All payments must be made one week before commencement of classes in any semester.

- (ii) All administrative costs; (Registration fee, Caution Money, Student ID fee and IFMSO fee, & NACTE Exam fees) are payable during registration.
- (iii) No student will be allowed to attend classes or to sit for any tests or examinations if the appropriate tuition fee is not paid as required.
- (iv) It is the practice of the Institute that once paid, and the student has been registered, fees are neither refundable nor transferable.
- (v) The schedules (in Appendix A) indicate the Institute's tuition fees for the various programmes

**THANK YOU AND YOU ARE WARMLY
WELCOME AT IFM.
THE BEST CHOICE YOU HAVE MADE EVER!**

APPENDIX A: ANNUAL TUITION FEE DISTRIBUTIONS FOR LOCAL STUDENTS

S/N	PROGRAMME	TUITION FEE (Tshs.)	
1	Basic Certificate	All	800,000
2	Ordinary Diploma	Non-computing:	1,200,000
		Computing:	1,400,000
3	Bachelor Degree	Non-Computing:	1,500,000
		Computing:	1,700,000

APPENDIX B: OTHER COSTS FOR LOCAL STUDENTS

S/N	PROGRAMME	IFMSO	CAUTION MONEY (1 st Yr Only)	REGISTRATION (1 st Yr Only)	NACTE EXAM FEES (1 st Yr Only)	ID CARD (once a year)	FIELD WORK/ RESEARCH PROJECT	TOTAL OTHER COSTS	ANNUAL HEALTH INSURANCE COVERAGE
1	Basic Certificate	10,000.00	50,000.00	50,000.00	15,000.00	20,000.00	100,000.00	245,000.00	50,400**
2	Ordinary Diploma	10,000.00	50,000.00	50,000.00	15,000.00	20,000.00	100,000.00	245,000.00	50,400**
3	Bachelor Degree	10,000.00	50,000.00	50,000.00	20,000.00	20,000.00	100,000.00	250,000.00	50,400**

**** 50,400/=:** This amount to be paid in addition to the total amount only for those who does not possess valid health insurance coverage card.

APPENDIX C: PAYMENT INSTALLMENTS SCHEDULE (FOR STUDENTS WHO CAN NOT PAY AT ONCE)

IFM has made arrangement for installment payment to ease the financial pressure to its students if you are unable to pay the amounts above in a lump sum; the following arrangements have been approved for this purpose:

S/N	PROGRAMME		1 ST INSTALLMENT 60%	2 ND INSTALLMENT 40%
1.	Basic Certificate	All	625,000.00	420,000.00
2.	Ordinary Diploma	Non-computing:	865,000.00	580,000.00
		Computing:	985,000.00	660,000.00
3.	Bachelor Degree	Non-Computing:	1,050,000.00	700,000.00
		Computing:	1,170,000.00	780,000.00

Note: 1st Installment comprises: 60% of tuition fee plus other costs.
 2nd Installment comprises: 40% of the tuition fee plus field work costs.
 3rd This schedule is not applicable to all students at Simiyu Teaching Centre.



THE UNITED REPUBLIC OF TANZANIA
 CHUO CHA USIMAMIZI WA FEDHA
THE INSTITUTE OF FINANCE MANAGEMENT
 (ESTABLISHED UNDER THE ACT No.3 OF 1972)



Our Reference: IFM/ADM/2020/2021

FORM NO.2

ACCEPTANCE OF ADMISSION OFFER

Your Ref. No. _____
 (Quote the Ref. No. on your admission letter)

Date: _____

To: The Rector
 Institute of Finance Management
 5Shaaban Robert Street
 P.O. Box 3918

11101 DAR ES SALAAM

Telephone: 255-22-2112931/4
 Fax: 255-22-2112935
 Telegrams: E-mail rector@ifm.ac.tz
 Website: <http://www.ifm.ac.tz>

Dear Sir,

I acknowledge receipt of the **2020/2021 JOINING INSTRUCTIONS** and confirm my acceptance of a place of study at your Institute, I understand that I shall be registered for the course of _____ I confirm that my admission to the Institute is on the understanding that I will complete the course I have been admitted into unless required otherwise by the Institute. **I also confirm that I have read all information in form 1 and accept them all.**

I confirm that during my course of study my Institute fee will be paid through _____ (state whether through scholarship award, private means, parastatal bursary, etc.)

Yours faithfully,

_____ (Signature)

NAME: (In Capital) _____

Admission number: _____

This form to be returned at the date of registration. If we don't receive by that date your admission place may be open to another application.



THE UNITED REPUBLIC OF TANZANIA
CHUO CHA USIMAMIZI WA FEDHA
THE INSTITUTE OF FINANCE MANAGEMENT
(ESTABLISHED UNDER THE ACT No.3 OF 1972)



Our Reference: IFM/ADM/2020/2021

FORM NO. 3

MEDICAL EXAMINATION FORM

PART I: PERSONAL PARTICULARS **(To be filled by the candidate)**

SURNAME: AGE: SEX:
 OTHER NAMES:.....
 MARITAL STATUS:
 FACULTY:

PART II: **(To be filled by a qualified and registered Medical Professional)**

A: PERSONAL HISTORY

Has the examinee suffering or have suffered from any of the following? Indicate YES or NO

- | | |
|--|---|
| 1. Tuberculosis..... | 15. Jaundice |
| 2. Pneumonia | 16. Dysentery..... |
| 3. Other respiratory disease..... | 17. Varicose Veins |
| 4. Pleurisy..... | 18. Kidney or Urinary disease |
| 5. Asthma | 19. Rapture..... |
| 6. Allergic disorder..... | 22. Diabetes..... |
| 7. Heart disease Gastric or duodenal ulcer | 21. Epilepsy..... |
| 8. Recurrent indigestion | 22. Poliomyelitis or other neurological disorder... |
| 9. Nervous breakdown | 23. Skin disease |
| 10. Psychiatric disorder | 24. Malaria or other tropical disease..... |
| 11. Eye disorder | 25. Cholera |
| 12. Ear, Nose or Throat disorder | 26. Operations |
| 13. Gynecological disorder (female only) | 27. Serious accidents |
| 14. Anemia | 28. Any other serious disorder |

B: PHYSICAL EXAMINATION

- | | |
|--|--|
| 1. Height (cm) | 8. Cardiovascular system: |
| 2. Skin disease | 9. Blood Pressure: Systolic |
| 3. Weight (kg) | Diastolic: |
| 4. Eyes: | Heart: Any Mummer?..... |
| Conjunctives | Arteries and Veins |
| Pupils | 10 Respiratory System: |
| Vision: Without glasses: Right: | Lung fields |
| Left: | 11 Abdomen: |
| With glasses: Right:..... | Hernia |
| Left:..... | Hydrocele |
| 5. Ears (state if any discharge) | Masses |
| 6. Mouth and throat | Kidneys |
| 6. Nose | Spleen |
| 7. Any abnormality | Liver |
| | 12. Any clinical evidence of hyperacidity or gastric duodenal ulcer? |

C: LABORATORY TEST

- 1. Urine:
Albumin
Sugar
Leucocytes
- 2. Blood Examination:
(a) Hb Level
(b) Neutrophils:
(c) Eosinophils:
(d) Basophils:
(e) Lymphocytes.....
(f) Monocytes:
(g) (ESR) mm/hr.....
- 3. Sorelogy:
Widal Test
VDRL
- 4. Stool: Special emphasis on
Hookworm or Schistosoma
- 5. X-ray examination – Chest
(Include Radiologist’s report)
- 6. Pregnancy Test (Females)

PART III: CONCLUSION

I have examined Mr./Miss/Mrs. and consider that **he/she is fit/not fit** to be admitted to the Institute to pursue studies. (*Delete the word, which is not applicable*).

Date:

Signature:.....

Name:

Title:

Qualifications:.....

Official stamp or seal

Address:
.....
.....

PLEASE RETURN THIS FORM IN A SEALED ENVELOPE TO:

The Rector
Institute of Finance Management
5 Shaaban Robert Street
P.O. Box 3918
DAR ES SALAAM, TANZANIA
Telephone: 255-2-2112931/4
Fax: 22-2112935
Email: rector@ifm.ac.tz
Website: www.ifm.ac.tz

OR HAND IT AT THE REGISTRATION DESK OF YOUR CAMPUS/CENTER.

FORM D: VERIFICATION AND REGISTRATION

Student's name:.....

Admission Number:.....

Admitted programme.....

For Official Use Only:

PHYSICAL VERIFICATION OF DOCUMENTS:

ITEM			SIGNATURE
Verification of authenticity of documents (e.g. index: S0000/0000/2019)	O-level	Index No.	
	A-level	Index No.	
	Bachelor/ Diploma/Cert.	No.	
Verification of Fees	GePG Receipts No.		
	Tuition Fee	Tzs.	
	Other Costs	Tzs. .	

Name of IFM Staff

Signature.....

Date / / 2020

NACTE VERIFICATION AND REGISTRATION (For Basic Certificates and Diploma Registrants only)

IS THE REGISTRANT NACTE VERIFIED? (<i>Tick appropriate</i>)	YES	NO
---	------------	-----------

Name of IFM Staff

Signature.....

Date / / 2020

ELECTRONIC VERIFICATION OF DOCUMENTS AND ISSUANCE OF REGISTRATION NUMBER

I declare that, all checklist have been electronically checked and all mandatory parts have been filled on the basis of the documentary evidence available in respect of statements made in all items above, the registrant is hereby registered

Student's Registration Number:

Name of IFM Staff

Signature.....

Date / / 2020



THE UNITED REPUBLIC OF TANZANIA
 CHUO CHA USIMAMIZI WA FEDHA
THE INSTITUTE OF FINANCE MANAGEMENT
 (ESTABLISHED UNDER THE ACT No.3 OF 1972)



MWONGOZO WA MAVAZI KWA MUJIBU WA KANUNI ZA WANAFUNZI ZA MWAKA 2013, KIFUNGU No. 57.
BAADHI YA MAVAZI YANAYOFAA KWA WANAFUNZI WAWAPO KATIKA MAZINGIRA YA CHUO



BAADHI YA MAVAZI YASIYOFAA KWA WANAFUNZI WAWAPO KATIKA MAZINGIRA YA CHUO

