

# ARDHI UNIVERSITY



## ARRIVAL AND RECEPTION OF FIRST YEAR STUDENTS – 2024/2025

### GET TO KNOW THE IMPORTANT STEPS ON ARRIVAL

#### A: Key arrival and registration steps

- 1) Arriving first year students will be received by Staff from the Directorate of Students' Services (DSS) and representatives from Ardhi University Students' Organisation (ARUSO) at the two entrance gates where they will be directed to the Office of the Director for Students' Services (DSS);
- 2) At the DSS's office students will:
  - i) Receive students' Guide Book, other important documents including Students' By-Laws and Academic Almanac are available online at [www.aru.ac.tz](http://www.aru.ac.tz)
  - ii) Register their particulars (names MUST be written in the same way as they appear in their academic certificates; and in respective admitted programmes);
- 3) Visit respective School's pavilion where students will be given the necessary explanation regarding the school and respective programmes into which they have been admitted;
- 4) Students will also visit ARUSO/ICT pavilion where they will be assisted to create registration accounts in the Academic Management Information System (**amis2.aru.ac.tz**);
- 5) Registration will be done online through the Academic Management Information System (**amis2.aru.ac.tz**). Registration is subject to payment of at least 50% of annual tuition fee and 100% of direct cost. In order to evoke the registration process, students will be will be guided to create accounts (register) in the Academic Management Information System (AMIS). Thereafter, students will:
  - a) Log into their AMIS accounts using their registration numbers as username and their surnames (in capital letters) as their password;
  - b) Go to registration menu to fill in their basic details. NB. Make sure you fill PROPER email address, Mobile Number, and Mailing Box;
  - c) Upload all required certificates (i.e. academic certificates and birth certificates) into AMIS;

- d) Upload a proper and current passport size photograph;
- e) Then go to invoices under the financial menu, and click Add. Then click **Direct Cost Only** to generate a **control number** for the direct costs.
- f) Then click Add to generate Control Number for tuition fee payment;
- g) Pay the requisite University fees for the respective programme as indicated in the acquired control number. It is EMPHASIZED that direct costs be paid in full while tuition fee can be paid in semester-basis, i.e. at least 50% of the annual fee must be paid by the end of the registration period for Semester I;
- h) Proceed to respective Heads of Department where you will present your original academic and birth certificate for verification. You will also register for Semester I courses; and be assigned with an academic supervisor;
- i) Proceed to the office of the Director Undergraduate (DU) with your original copies of academic certificate and Birth Certificate for final verification. Kindly note that non-submission of original Form IV/Form VI/Diploma/Birth certificates at the time of verification will disqualify you from being registered in the admitted program; and
- j) After verification of certificates at DU's Office, you will download the filled registration form from your AMIS account and submit the same to DU's Office to complete the registration process.

#### **B: Important things to note**

- 1) Reporting students will only be recognized as students of Ardhi University and be given an Identity card upon accomplishing all due registration processes;
- 2) Arriving first year students will be received at the University from 08:00hrs to 18:00hrs. Accommodation into ARU student's hostels will be allocated on a fair basis of first come first served. Any arrivals beyond 18:00hrs are not encouraged as the University is officially closed by then. Should arriving student wish to get an accommodation outside the students' hostels, may be assisted to get one by ARUSO but related costs must be borne by the student;
- 3) Students who are expecting to receive loans from the Higher Education Students' Loan Board (HELSEB); the Zanzibar Higher Education Students Loans Board (ZHESLB); or Mama Samia Scholarships; are advised to bring with them enough cash to sustain their living till when their loans from HESLB; ZHESLB; and/or Mama Samia Scholarship will be ready. Sufficient cash to support a student for at least one-month duration is recommended;
- 4) Students will be able to process **on their own**, NHIF registration and payment of NHIF fees through ARU - NHIF Online Student Registration Portal (NHIF Student Portal at [www.aru.ac.tz/NHIFstudentsportal](http://www.aru.ac.tz/NHIFstudentsportal));
- 5) After successful registration for studentship, students will be able to login into the ARU-NHIF Student's Portal using their username and passwords (created during AMIS registration). Once in the NHIF online system, students will request

control numbers which they will use to pay a minimum of TZS 50,400/-for NHIF fee. It is EMPHASIZED that NHIF fee will **NOT** be paid to Ardhi University;

- 6) For the purpose of fee payment and registration for studentship, each student will be required to generate a control number for payment of tuition fees and direct cost. Note that **medical capitation fee** is directly paid to NHIF as explained in Section B (3) – (6); and
- 7) Students will not be allowed to change names for the entire period of study.

**Issued Jointly by the Offices of the DVC-ARC and DVC-PFA**