

SOKOINE UNIVERSITY OF AGRICULTURE



REGISTRATION PROCESS FOR STUDENTS FOR 2013/14 ACADEMIC YEAR

1 FIRST YEAR STUDENTS

STEP 1.1: Pay Tuition and Other Fees Using University Fee Invoice Provided in SUASIS account

Before making payment:

- (a) Log-in into your SUASIS account. (If you do not have a username and password contact staff at the registration desk).
- (b) Print university fee invoice
- (c) Submit the invoice at any CRDB bank and make fee payment

Note A:

Since we have limited rooms, it is strongly recommended that you do not pay for accommodation at this stage.

STEP 1.2: Present to the Registering staff the Following Documents:

- (a) Bank pay slip (original)
- (b) Secondary School Certificate (1 copy)
- (c) Advanced Level Certificate (Direct Students) (1 copy)
- (d) Certificate and Diploma Certificate (1 copy)
- (e) Passport size photo (2)
- (f) Birth Certificate (1 copy)
- (g) Medical examination form (1 copy)
- (h) Registration form (1 copy)
- (i) Admission Letter

Note B: at this stage you will have to inform the registering officer whether you need University accommodation or not.

STEP 1.3: Obtain Accommodation Invoice From Your SUASIS account

- (a) If you need university accommodation, login into your SUASIS account.
- (b) click on payments then choose accommodation invoice.
- (c) Print and present it at the bank ready for making your payment.

Note C: The accommodation invoice can only be made when rooms are still available.

STEP 1.4: Present Your Payment Slip to SUASAB (accommodation) Desk

- (a) Present your bank pay slip to SUASAB accountant
- (b) SUASAB officer will provide boarding information
- (c) Collect your keys and mattress

STEP 1.5: Register for Courses Online Using SUASIS account to make a minimum of 12 Credit per semester

- (a) After you have completed the above procedures be sure that you register for the elective courses
- (b) Registration of courses should be done online using your SUASIS account
- (c) Use the prospectus downloadable from www.suanet.ac.tz/docs/SUAPROSPECTUS2012-2013.pdf to view and choose elective courses of your interest.
- (d) Be sure that you have registered for enough courses (core^{\$} and electives) that make a minimum of 12 credits per semester.

^{\$} SUASIS registers all core courses automatically for you. You need to register for electives only

2 CONTINUING STUDENTS

All continuing students have provisional registration in SUASIS until the expiry of 14 days from the beginning of semester as per admission and examination regulation number 5.10. Provisional registration is completed after paying tuition and other fees for a particular semester.

STEP 2.1: Pay Tuition and Other Fees Using University Fee Invoice Downloadable from your SUASIS Account

- (a) Before making any payment, login into your SUASIS account
- (b) Print university fees invoice so as to be able to pay at any CRDB bank.
- (c) If you do not have login information (username and password) for SUASIS see our staff for assistance.

Note D:

Since we have limited rooms, it is strongly recommended that you **do not pay for accommodation at this stage.**

STEP 2.2: Present to the Student Accountant the Original Bank Pay Slip

- (a) This must be done within 14 days from the commencement of a semester.
- (b) Non-compliance will lead to registration withdrawal as per admission and examination regulation (2012) number 5.11.

STEP 2.3: Apply for University Accommodation (if needed)

All continuing students must apply for accommodation online through their SUASIS accounts. Rooms are automatically allocated.

- (a) Login into your SUASIS account
- (b) Click “accommodation”
- (c) While making sure that the correct academic year is chosen in the selection box click “apply”
- (d) Pay attention to the message that the system shall be displaying for your action.

STEP 2.4: Obtain Accommodation Invoice From Your SUASIS account*

- (a) If you need have applied for university accommodation, login into your SUASIS account
- (b) Click on “payments” then choose “accommodation invoice”.

* This step is necessary for semester 1, 3, 5, 7 and 9.

- (c) Print and present it at the bank ready for making your payment.

Note E: Invoices can only be made after if rooms are available.

STEP 2.5: Present Your Payment Slip to SUASAB (accommodation) officers*

After paying accommodation fee:

- (a) Present the original bank pay slip to SUASAB accountant so that your payments be posted into SUASIS
- (b) Boarding information, keys and mattress can be issued at this stage.

STEP 2.6: Register for Courses Online Using SUASIS account to make a minimum of 12 Credit per Semester

- (a) Be sure that you register for the elective courses that you shall be studying.
- (b) Registration of courses should be done online using your SUASIS account.
- (c) Use the prospectus which can be downloaded from www.suanet.ac.tz/docs/SUAPROSPECTUS2012-2013.pdf to choose elective courses of your interest.
- (d) Be sure that you have registered for enough courses (core and electives) that make a minimum of 12 credits per semester.

Note F:

Remember to register for elective courses online two weeks before the end of every semester to retain your provisional registration and allow proper timetabling.