



DIRECTORATE OF POSTGRADUATE STUDIES, RESEARCH, TECHNOLOGY TRANSFER AND CONSULTANCY (DPRTC)

POSTGRADUATE STUDENT REGISTRATION STEP BY STEP GUIDE

Location of DPRTC offices*: SUA Main Campus, Administration Main Building, 3rd Floor

STEP No.	Procedure/Task	Contact Person	Mobile No.	E-Mails	Office No.	Required Items/Documents
1 st Step	Report to Postgraduate Studies Coordination Office	Mr. D. L. Malack	0715326905	damasi.liduke@sua.ac.tz	307	<ul style="list-style-type: none"> Bank Pay slips (Original) (<i>application & University fees or SMS</i>) Original/ Transcripts & degree Certificates & their photocopies (3 copies each). Original O' & A' Level Certificates & their 3 photocopies 3 Recent Passport size photos Original Birth Certificate & its 3 copies. Medical Examination form (<i>Available at SUA Department of Hospital Services</i>) Original Admission letter and its 3 copies Original Health Insurance ID Card and its 3 copies Evidence for sponsorship (<i>if applicable</i>) Study Leave/permission letter (<i>employed candidates only</i>) Concept Note: (<i>for PhD students only</i>) Original Passport and its 3 copies (personal particulars page)- (<i>for Foreign students only</i>)
		Ms. L. Madalla	0764597545	lucy.madalla@sua.ac.tz		
2 nd Step	Register in SUASIS at DPRTC	Mr. Noel Kakunya	0786775812	noel.kakunya@sua.ac.tz	306	
3 rd Step	Report to Finance Office for Billing and generation of payment Control Number (GePG)	Ms. Faiza Mshery	0714077351	faiza.msheri@sua.ac.tz	304	
		Mr. Yusuph Ngosomwile	0714913833	yusuphngosomwile@gmail.com		
4 th Step	Pay University fee at CRDB Bank (SUA Branch)/CRDB Agents/Mobile phone-based money transfer services e.g. <i>M-pesa, tiGOpesa, Airtel Money or Halopesa</i>	Branch Manager (Ms. Isabela & Mr. Joseph)	0714968952/ 0763600835	isabela.kitila@crdbbank.com boniphace.kiganga@crdbbank.com	CRDB Bank SUA Branch	
5 th Step	Submit bank pay-in slip or SMS (<i>mobile phone-based payment</i>) to Finance Office and collect SUA receipts	Refer Step 3 above			304	
6 th Step	Present SUA fee receipts and personal documents for final registration and opening of file to Coordination Office	Refer Step 1 above			307	

*During the 1st Week of University Opening (i.e. 29.10.2018 to 02.11.2018), registration will be conducted at the New Lecture Theatre (Main Campus) grounds and thereafter it will continue at DPRTC Offices.