

**THE NELSON MANDELA AFRICAN INSTITUTION OF  
SCIENCE AND TECHNOLOGY (NM-AIST)**



**ADMISSION INFORMATION PACKAGE FOR THE ACADEMIC**

**YEAR 2018/19**

*This additional package serves to inform prospective international students for the 2018/19 academic year to have some important information as they prepare to report at NM- AIST. The main joining instruction is sent together with this piece of information.*



## VARIOUS IMPORTANT INFORMATION FOR INTERNATIONAL STUDENTS

### 1. APPLICATION FEE AND TUITION FEE PAYMENT

All the financial dues have to be paid to NM-AIST. You will be required to request for **CONTROL NUMBER FOR ANY PAYMENTS** via this email [revenue@nm-aist.ac.tz](mailto:revenue@nm-aist.ac.tz)

### 2. IMMIGRATION INFORMATION FOR FOREIGN STUDENTS

Applications for Residence Permits Class 'B' and 'C' should obtain their Residence Permit prior to coming into the country, except for Residence Permit Class "A". For further information on the residence permit classes and their fees, please visit: <http://www.immigration.go.tz/index.php/en/services/residence-permits>

#### 2.1 REQUIRED DOCUMENTS FOR STUDENT TO APPLY FOR STUDY PERMIT

S/N	REQUIREMENTS
1.	TIF1 Forms in duplicate duly filled in
2.	Certificate of Registration
3.	Academic certificates
4.	Copy of passport authenticating nationality and validity of passport (all pages)
5.	Curriculum Vitae
6.	Constitution
7.	Birth certificates
8.	Copy of valid RP/EC of parents or guardian
9.	Evidence of sponsorship/scholarship
10.	Parent consent if under guardian
11.	Original permit (for replacement application)
12.	Admission letter/Joining instruction
13.	Letter of approval from Ministry of Education for Intern student
14.	Any other necessary document as required by Commissioner General of Immigration
15.	Covering letter
16.	Six passport size photographs
17.	Data sheet

**NB: All copies should be certified. Also note that the cost for study permit for non East African students is not covered by the University. Please arrange to pay by yourself or through your sponsor upon communication between you and your sponsor.**

## **2.2 SPECIAL PREFERENTIAL TREATMENT FOR East African Community NATIONALS**

Students from East African Community Partner States are not required to apply for Residence Permit Class 'C'. Instead, they are issued with the Exemption Certificate, which is not paid for.

### **3. TANZANIA COMMISSION FOR UNIVERSITIES (TCU)**

The Tanzania Commission for Universities (TCU) as a body corporate established under the Universities Act, No. 7 of 2005, is mandated to assess and hence to recognize awards given by higher education institutions outside Tanzania.

Evaluation of Award is the process of verifying that an award attesting to the knowledge, skills, competencies and education obtained in another country is comparable to the standards established for Tanzanian awards. A foreign award is an award which has been made by an awarding body outside of Tanzania.

#### **3.1 Lodging an application and payment of evaluation fee**

- a) A proper and complete application will include the following:
  1. Fill in the online application form located in TCU website [www.tcu.go.tz](http://www.tcu.go.tz) or go directly to: <http://faas.tcu.go.tz/login.php>
  2. A complete set of documentation (see section A of the online application form)
  3. Payment or proof of payment of fee of Tshs 150,000 for a Postgraduate award and Tshs 100,000 for an undergraduate award. The payment should be made through CRDB Bank, A/C Name - Tanzania Commission for Universities(TCU), A/C No. 01J1026795701
- b) Certified copies of award are acceptable. The right is reserved, however, to request original documents and /or have the authenticity of documents verified by the relevant authorities in the country of origin.
- c) Certificate in foreign language must be accompanied by certified translations into English. Note that both the document in the original language and the translation are required.
- d) Secondary school certificates must be issued and endorsed/homologated by official examining/certification body in the country of original. Certificates issued by schools will not be accepted when the examination were conducted by external examining body.
- e) For Evaluation of postgraduate awards applicants must issue their undergraduate certificates and transcripts.
- f) TCU creates a database which contains information you have supplied. This record is used solely in dealing with your application and may be extracted for general statistics purposes or in fulfillment of other legal requirements.

N.B: Documents (b-e) must be uploaded within the respective section in the application form.

Proof of payment (receipt of payment) must be shown in the time of collecting the certificate of evaluation.

#### **3.2 Issuing of certificate of assessment/evaluation**

Applicants are required to bring the original certificates which were uploaded in the system and receipt of payment of evaluation fee for verification when issuing evaluation certificate.

#### **3.3 Registration into NM-AIST**

Prospective students with a degree award from outside Tanzania shall be registered/enrolled upon submission of certificate of verification from TCU.

#### **4. STUDY BUDDY PROGRAM**

The Study-Buddy Program was launched by the Admission office to provide information to international newcomers/students, and to help them adjust to their new environment. Every international student is matched with a “Buddy”, i.e. a Tanzanian student who is familiar with the university's structures and is willing to give a helping hand during their stay abroad in Tanzania.

Most of the Tanzania students participating in the Study Buddy Program are aware of the problems that might arise, and therefore may be able to offer possible solutions. Your personal "Study Buddy" can provide you with valuable advice on everyday life in the university. By participating in the Study-Buddy Program, you will not only be able to get a head-start but you will also come into contact with other Tanzanian students more easily. In the past, we have found that the program really helped to foster friendships, mutual understanding, and broadened the cultural horizon of all its participants.

The program's activities also include various events organized by the Nelson Mandela African Institution of Science and Technology Student's Organization -(NM-AIST-SO) NM-AIST which is an excellent opportunity to meet people from all over the world. Plus, the Study-Buddy Program is free of charge.

#### **5. GUIDANCE AND COUNSELING FOR INTERNATIONAL STUDENTS**

Students with academic, psychological, social and economic problems receive guidance and counselling through the Department of Students' Welfare. The department helps students to intensify the capacity of taking rational control over their feelings and actions, to impart them with skills, awareness and knowledge to confront social inadequacies and make their life at NM-AIST campus more comfortable.

NM-AIST recognizes that guidance and counseling is an integral part of the school's existence. It is not limited to the Guidance Office but implies that everyone involved in the school experience of the student has a part in helping him/her develop; hence, the University implements a comprehensive guidance and counseling service to assist students enhance their psychological growth, emotional well-being and learning potentials.

#### **6. ORIENTATION AT NM-AIST AND ARUSHA CITY**

Admission office tends to organize an orientation program within the registration week whereby newcomer students are made familiar with the important places within the NM-AIST. Furthermore, students are familiarized with other important places outside NM-AIST and in the Arusha City so as to make them comfortable in a foreign country.

## **7. TANZANIA IMMIGRATION ACT, 1995**

Dear our international students, we would very much like to encourage each one of you to familiarize oneself on the Immigration laws of Tanzania. The law imputes knowledge of all laws to all persons within its jurisdiction and thus, ignorance of the law is not an excuse. Accompanied herewith is a link with the Tanzania Immigration Act, 1995 for your read-through:

<http://tanzania.eregulations.org/media/Immigration%20Acts%201995.pdf>



# **NELSON MANDELA AFRICAN INSTITUTION OF SCIENCE AND TECHNOLOGY**

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## **Information Package for International Students- NM-AIST**

**Dates: January 14<sup>th</sup>, 2019**

**Venue: Amphitheatre - NM-AIST**

**Arrival Details (At KIA for onward transfer by Taxi to NM-AIST.)**

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**NM-AIST: P.O. Box 447 Arusha Tanzania Direct line +255 0 27 2970002/3 Mobile Phone: +255 784 777**

**580 Academia for Society and Industry**

## Useful Information

<b>NM-AIST</b>	Nelson Mandela African Institution of Science and Technology
<b>Address</b>	P.O. Box 447, Arusha, Tanzania.
<b>Arrival</b>	Students are expected to have arrived by Monday 14.01.2019
<b>Pick up details</b>	<p>Arrangements are being made for your pick up from the airport (Kilimanjaro International Airport) upon arrival (only for those who have shared their itinerary), <b>whereby specific taxis will be picking guest destined to NM-AIST</b></p> <p>It will take around 40 minutes to travel from the airport to NM-AIST. However, it takes longer when traffic is heavy.</p>
<b>Accommodation</b>	Accommodation will be provided to all international students. Masters and PhD Students will be accommodated at Hostel A and PhD students at the Researchers' Village (upon availability).
<b>Internet</b>	Internet is available at the Amphithietre, Hostels, Researchers' Village, Classroom,
<b>Weather</b>	NM-AIST being near the Mount Meru generally keeps temperatures relatively low and alleviates humidity. Cool dry air is prevalent for much of the year. Temperature typically ranges between 5 and 30°C with an average annual high temperature around 25°C. It has distinct wet and dry seasons.
<b>Banking</b>	There are numerous banks in Tanzania. The major ones include CRDB, NMB, Stanbic Bank, Standard Chartered, Barclays Bank, Exim

	<p>Bank, Equity Bank. CRDB has branches near NM-AIST(Usa and and Tengeru) and 24/7 Automated Teller Machines (ATM) within campus.</p> <p>Opening hours for banks is 8.30 am – 4.00 pm.</p>																											
<p><b>Telephone service</b></p>	<p>Mobile phones are the most common means of telephone communication.</p> <p>There are Four key players: Vodacom, Tigo, Airtel and Halotel. You can easily acquire a simcard to use but you need to register them before using.</p> <p>When calling Tanzania you should include +255 before the telephone number. The telephone system may also be used for financial transactions such as paying bills, transferring funds among others.</p>																											
<p><b>Meals</b></p>	<p>There are varieties of meals available. The Tanzania favourite is “Nyama choma” with “ugali”. Nyama choma is basically roast meat; usually goat/cow meat. Ugali is made from maize flour. Also rice is one of the commonest food in Tanzania.</p>																											
<p><b>Language</b></p>	<p>The official languages are: <b>English and Swahili.</b></p> <p style="text-align: center;"><b>Little Swahili dictionary</b></p> <table border="1" data-bbox="480 1360 1528 1869"> <thead> <tr> <th data-bbox="480 1360 751 1415">SWAHILI</th> <th data-bbox="751 1360 1008 1415"></th> <th data-bbox="1008 1360 1528 1415">ENGLISH</th> </tr> </thead> <tbody> <tr> <td data-bbox="480 1415 751 1470">Karibu</td> <td data-bbox="751 1415 1008 1470"></td> <td data-bbox="1008 1415 1528 1470">Welcome</td> </tr> <tr> <td data-bbox="480 1470 751 1524">Ahsante</td> <td data-bbox="751 1470 1008 1524"></td> <td data-bbox="1008 1470 1528 1524">Thank You</td> </tr> <tr> <td data-bbox="480 1524 751 1579">Habari yako</td> <td data-bbox="751 1524 1008 1579"></td> <td data-bbox="1008 1524 1528 1579">How are you</td> </tr> <tr> <td data-bbox="480 1579 751 1633">Shule</td> <td data-bbox="751 1579 1008 1633"></td> <td data-bbox="1008 1579 1528 1633">School</td> </tr> <tr> <td data-bbox="480 1633 751 1688">Boda boda</td> <td data-bbox="751 1633 1008 1688"></td> <td data-bbox="1008 1633 1528 1688">Motor bicycle/ bicycle</td> </tr> <tr> <td data-bbox="480 1688 751 1743">Matatu</td> <td data-bbox="751 1688 1008 1743"></td> <td data-bbox="1008 1688 1528 1743">Small Bus</td> </tr> <tr> <td data-bbox="480 1743 751 1797">Nyama choma</td> <td data-bbox="751 1743 1008 1797"></td> <td data-bbox="1008 1743 1528 1797">Roast Meat</td> </tr> <tr> <td data-bbox="480 1797 751 1869">Ugali</td> <td data-bbox="751 1797 1008 1869"></td> <td data-bbox="1008 1797 1528 1869">Cooked Corn Meal aka African Cake</td> </tr> </tbody> </table>	SWAHILI		ENGLISH	Karibu		Welcome	Ahsante		Thank You	Habari yako		How are you	Shule		School	Boda boda		Motor bicycle/ bicycle	Matatu		Small Bus	Nyama choma		Roast Meat	Ugali		Cooked Corn Meal aka African Cake
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Wali	Rice
Chakula	Food
Twende	Let's Go
Kuja/Njoo	Come
Nenda	Go
Asubuhi	Morning
Jioni	Evening
Usiku	Night
Leo	Today
Kesho	Tomorrow
Jana	Yesterday
Juzi	Yesterday but one
Ngoja	Wait
Hakuna Matata	No Worry
Simba	Lion
Rafiki	Friend
Jumapili	Sunday
Jumatatu	Monday
Jumanne	Tuesday
Jumatano	Wednesday
Alhamisi	Thursday
Ijuma	Friday
Jumamosi	Saturday
Mpenzi	My love/Darling/Sweetheart
Mtu	Person
Mtoto	Child
Dereva	Driver
Gari	Vehicle
Bwalo la Chakula/ Kafeteria	Cafeteria

<b>Numbers</b>	Moja=1, Mbili=2, Tatu=3, Nne=4, Tano=5, Sita=6, Saba=7, Nane=8, tisa=9, Kumi=10, Kumi na moja=11, Ishirini=20, Thelathini=30, Arubaini=40, Hamsini=50, Sitini=60, Sabini=70, Themanini=80, Tisini=90, Mia moja=100, Elfu=1000, Laki moja=100,000, Milioni=1000,000
<b>Currency</b>	<p>The Tanzania currency is called Tanzanian Shillings i.e. TSH or Shillings... Where 1 USD = 2,276.10 Tshs.</p> <p>The coins used are in denominations of 50, 100, 200 and 500 shillings.</p> <p>The bank notes used are 1000,2000,5000,10000 shillings.</p> <p>The current exchange rate has been around TSh 2633.73/Euro and TSh 2,276.10/USD</p>
<b>Public Transport</b>	Public transport is by minibuses that use various routes. There are also taxis available. Motorbikes known as <i>boda boda</i> are also commonly used.
<b>Smoking</b>	Most public are designated non-smoking. Special areas are provided for smoking. Smoking in non-designated places can lead to arrest and prosecution.
<b>Orientation week</b>	You are expected to participate in the orientation programme so as to get familiar with NM-AIST and important places in Arusha town.
<b>Catering Services</b>	There is a cafeteria in the campus.
<b>Meals preference</b>	Due to special requirements by some students, You are request to inform caterers in advance about any special requirements regarding meals. This include whether you are vegetarians/vegan or would be or NOT

	comfortable with game meat, prefer Halal etc
<b>Contacts</b>	<b>In case of any query contact:</b>  <b>Admission staff via: Email: <a href="mailto:admission@nm-aist.ac.tz">admission@nm-aist.ac.tz</a></b>

**Karibu Tanzania!!      Karibu NM-AIST**

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