

**MARIAN UNIVERSITY COLLEGE  
ONLINE PAYMENT INFORMATION AND GUIDELINES**

We would like to inform all students (both new and continuing) that all payments will be done online following the steps indicated below in the University College system (SIMS) by clicking here [[sims.simsmaruco.ac.tz](http://sims.simsmaruco.ac.tz)]

**STEP NO. 1: LOG IN TO THE SYSTEM**

**1. FOR NEW STUDENTS:**

- **USER NAME: YOUR FORM 4 INDEX NUMBER (The one used during application – EXAMPLE: S1234/0000/2020);**
- **PASSWORD: YOUR LAST NAME/SURNAME in CAPITAL LETTERS**

**2. FOR CONTINUING STUDENTS:**

- **USER NAME & PASSWORD are those currently used to access your profile.**

**Note:** You can change your password once you have logged in and put a password of your own choice for security purposes.

**STEP NO. 2: UPDATE PROFILE**

Update Profile by clicking the **Update Profile** menu on the left hand side of the screen.

- Fill in correct **Basic information** then Click **Update**;
- Select your **Health Insurance (Private, NHIF, Jubilee, AAR, Strategies etc)**, then Click **Update**;
- Fill in your correct **Bank account** information, then Click **Update**, and finally
- Click **Submission**

After you have submitted, you will see **Payments Menu** on the left hand side of your screen

**STEP NO. 3: CREATE AN INVOICE UNDER PAYMENT MENU TO GET A CONTROL NUMBER**

- Click **Payments**, then
- Click **Create Invoice**, then
- Click **Tuition Fee** and fill in the information required, then
- Click **Preview Invoice** to see what you are going to pay, finally click **create invoice** button.

**STEP NO. 4: MAKE PAYMENT FOLLOWING INSTRUCTIONS GIVEN ON THE INVOICE.** Use the **CONTROL NUMBER** to make payments.

**For any information regarding payments or any support you may call during working hours (7:30 Hrs to 15:30 Hrs): 0628 148 832 or 0743 857 261**

