

**MARIAN UNIVERSITY COLLEGE**  
**ONLINE PAYMENT INFORMATION AND GUIDELINES FOR ACADEMIC YEAR**  
**2024/2025**

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

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

**1. FOR NEW STUDENTS:**

- **USER NAME: YOUR FORM IV 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 account.**

**Note:** You **ARE ADVISED TO 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, most preferably through MPESA.

**For any information regarding payments or any support you may call during working hours (7:30 Hrs to 15:30 Hrs): 0763538861 or 0716980086 or 0684442413.**