

MARIAN UNIVERSITY COLLEGE
ONLINE PAYMENT INFORMATION AND GUIDELINES FOR ACADEMIC YEAR
2025/2026

We would like to inform all students (both new and continuing) that all payments are done online following the steps indicated below in the Student Information Management System SIMS) by clicking here [sims.simsmaruco.ac.tz]

STEP NO. 1: LOG INTO THE SYSTEM

1. FOR NEW STUDENTS:

- **USERNAME: USE AS SHOWN IN 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 THE 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 through CRDB Bank, CRDB WAKALA or MPESA.

For more information regarding payments or any support, you may call us during working hours (7:30 Hrs to 15:30 Hrs): 0743480034 or 0743440080 or 0753780959.