

Marian University College

(A Constituent College of St. Augustine University of Tanzania)



JOINING INSTRUCTIONS FOR NEW STUDENTS SELECTED TO JOIN MARIAN UNIVERSITY COLLEGE (MARUCo) FOR THE ACADEMIC YEAR 2025/2026

Congratulations for being selected to join a bachelor's degree program at MARUCo in the academic year 2025/2026. Kindly read the instructions provided below.

LOCATION

MARUCo is located in Bagamoyo Town, some 60 km north of Dar es Salaam, and only a few meters (400 m) from the Indian Ocean beach. The University College can also be accessed from MSATA (63 km) located along the Chalinze-Segera road or from MLANDIZI (45 km). The main entrance road to MARUCo is opposite Stella Maris Mini Supermarket along Mango Street going to the Roman Catholic Museum.

ARRIVAL, ORIENTATION, REGISTRATION AND BEGINNING OF CLASSES

All selected students are required to report at Marian University College Campus in Bagamoyo from **Monday November 3, 2025** between 8.00 a.m. and 4.30 pm. The orientation week is compulsory for all new students and will run from **Monday November 3 to Friday November 7, 2025**.

Registration for new and continuing students will run parallel with the orientation week and is expected to **end on Friday 7th November, 2025**.

Classes for all Students will begin on **Monday 10th November 2025**.

ACADEMIC ACTIVITIES

MARUCo academic activities run from Monday through Saturday. Since English is the medium of instruction at University Level, ALL MARUCo students are urged to use English in all their communications.

REQUIREMENTS FOR REGISTRATION

Selected students shall be registered after fulfillment of the following:

(i) Fees Payment

- (a) **All fees are paid online through a control number generated by the student.** No student shall be allowed to register or attend classes unless the required fees have been paid as per the Fee structure and Payment Schedule that are available on the MARUCo website www.maruco.ac.tz

- (b) Fees once paid will not be refunded if a student withdraws or leaves the university without permission. Overpaid fees will be carried forward to the following year or, for finalists, be refunded after graduation through a student's bank account.
- (c) However, if a student receives prior permission from the Deputy Principal (Academic) to withdraw or to be away from the University College, and provided that the application in writing to withdraw or to be away from the University College is submitted within two weeks of the academic year, fifty percent (50%) of the fees may be refunded.

(ii) Documents for Registration

- (a) Note the **Admission Number** and **Programme admitted into**.
- (b) All students must bring **Original** Certificates of Form 4, Form 6, Diploma/Certificate (for candidates selected under equivalent qualifications), foundation program, and **Original** Birth Certificate. Note that photocopies, downloaded internet results, faxes, affidavits and certified results are not acceptable. However, Original Result Slips for only Form 6 may be accepted).
- (c) **No Student will be registered without submission of original certificates and transcripts (academic or non-academic).**
- (d) Students shall be registered under the names appearing in the certificates that they submitted for the application. No change of names shall be accepted unless all requirements provided under MARUCo Students' by - Laws have been observed.
- (e) Students must register for the course programme, which they have been admitted. Change of Programme must be duly authorized.

(iii) During and After Registration

- (a) **No** student shall be allowed to postpone studies after the academic year has begun except under special circumstances. Permission to postpone studies shall be considered after the student has produced satisfactory evidence to the Deputy Principal Academic. Special circumstances shall include ill-health or serious social problems.
- (b) **No** students shall be allowed to postpone studies during the four weeks preceding end of semester examinations, but may, for valid reasons, be considered for postponement of examinations.
- (c) Students shall commit themselves in writing to abide by the College's Rules and Regulations (**Students' By-Laws and Examination Regulations**) as required in the registration form. A copy of the students Rules and Regulations shall be made available to the student through the office of the Dean of Students. These rules are also available on the MARUCo website www.maruco.ac.tz. Students are encouraged to read and abide by them.
- (d) Each student shall be issued a one-year Student Identity Card, which must be shown whenever demanded by appropriate University College Officers. The identity card is not transferable and any fraudulent use may result in loss of student privileges or suspension.
- (e) Loss of the Identity Card should be reported to the Dean of students, where a new one can be obtained after paying an appropriate fee (**currently Tshs 20,000/=**) as stipulated under MARUCo Rules and Regulations.
- (f) A student registered for a course programme at Marian University College may not enroll concurrently in any other institution without special permission in writing of the appropriate Faculty Dean of the University College.

PAYMENT OF ADMINISTRATIVE FEE

To register, the administrative fee structure outlined below must be followed.

Sn	Items	Tshs
1	Registration Fee	10,000
2	First Semester Examination Fee	72,500
3	TCU Quality Assurance Fee	20,000
4	Student ID Card	10,000
5	University Sustainability Fund	40,000
6	Internet Facility	10,000
	Total at registration	162,500

At registration a student **MUST** produce proof of payment of the following fees:

1. NHIF of Tshs 50,400/= (for those who have no valid health insurance) through the control number generated by the student
2. Students Union Fee of Tshs 10,000/= through
Account Name: MARUCSO ACCOUNT
Account Number: 0152321358300
Bank: CRDB
Branch: BAGAMOYO

Second Semester Examination Fee (**Tshs 72,500/=**) and Field Practical Training Fee (**Tshs 50,000/=**) **MUST** be paid before the beginning of the second semester 2025/2026 through the control numbers generated by the student

ACCOMMODATION

MARUCo has accommodation facilities on campus for students and there are lots of off-campus facilities. Students will only PAY for accommodation when a room has been allocated. Rooms will be allocated after registration and on request. Allocation will be on the basis of first come first served. Priority will be given to first year female students and students with physical disabilities.

Most students will be accommodated off-campus and will have to take care of their accommodation arrangements. Although the University College is not directly involved in looking for off-campus accommodation, assistance may however be obtained from the office of the Dean of Students.

CAFETERIA SERVICES

MARUCo does not provide meals to students, however, catering facilities are available on campus, around the campus, and around off-campus hostels. Students are encouraged to use the on-campus canteen, but are not allowed to cook in the hostel rooms.

MEALS, BOOKS, AND STATIONARY ALLOWANCES

- (a) **Meals:** Pegged on government rates, a total sum of **Tshs 10,000/=** is recommended for meals and accommodation per day.
- (b) **Books, Stationary and other Learning Facilities:** Students are required to purchase their own stationary, books and other learning materials as recommended by their course instructor(s). Pegged on government rates, a total sum of **Tshs 200,000/=** is recommended per annum.

- (c) Sponsors are at liberty to arrange for the payment of Meals, Books, and Stationery to their sponsee. All sponsors are required to pay those allowances directly to the student, not through the University College account.

RELEASES FROM EMPLOYERS

- (a) Students need to settle their permission for study with their employers. Marian University College is not responsible to any employed students who register without a letter of release from their employers.
- (b) Priests are required to obtain their “celebrate” from their respective Superior or Local Ordinary.

FINANCIAL ASSISTANCE AND SCHOLARSHIP

All students are required to settle their sponsorship arrangements before registration. Students under HESLB are reminded to read carefully guidelines and criteria for issuing loans for the academic year 2025/2026 under HESLB website (www.heslb.go.tz).

RELIGIOUS / SPIRITUAL SERVICES

Spiritual wellbeing of the community is directed by the office of the Chaplain. MARUCo recognizes the individual’s right of worship. Currently, students are advised to use the facilities available for religious services within the campus as advised by the office of the Chaplain without interfering with academic activities which run from Monday through Saturday.

GENERAL CONDUCT

- (a) In accordance with MARUCo Students’ By-Laws, students are required to demonstrate good behavior within and outside the Campus.
- (b) Failure to observe MARUCo rules, regulations, and By-Laws will attract disciplinary action which may include expulsion from studies.
- (c) Note that extracurricular activities like seminars and sports add value to your life.
- (d) As a responsible member of the Marian Family, we are committed to take care of our environment.

COMMUNICATION

Students registered at MARUCo are required to regularly consult notice boards and the University College website (www.maruco.ac.tz) for any information that may have a bearing on their academic and social life during their stay at MARUCo, such as timetable, almanac and examination results.

CONTACTS

Admissions Officer

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Tel. +255 23 2440052

Mobile number +255743440080 / 0743480034 / 0753780959

E-mail: admission@maruco.ac.tz

Website: www.maruco.ac.tz

Thanks

Admission Officer