



OFFICE OF THE UNIVERSITY REGISTRAR

Ref : MU/1/I1
To : All Students
From : University Registrar
Date : 8th April 2021
Subject : **ARRANGEMENTS FOR THE OPENING OF THE
2020/2021 ACADEMIC YEAR - 12TH APRIL 2021**

On behalf of the Management, I would like to welcome you all to the University as we open our new academic year 2020/2021 on Monday, 12th April 2021. Please take note of the following information:

A. Important Activities in the First Week

- Orientation for new students:

An orientation programme has been prepared and it is available to all new students. All new students are required to attend to all activities indicated on the Orientation Programme.

- Vice-Chancellor's Welcome Address

Due to the Corona Virus pandemic, Virtual Vice Chancellor's Welcome Address has been organised (See Orientation Programme).

- Registration will be conducted from **Monday 12th April, 2021 to 16th April, 2021.**
- The Academic Calendar will be circulated within the registration period.

B. TUITION FEES BY ALL STUDENTS

- Fees can be paid in full or in two instalments at the beginning of each of the two semesters in an academic year.
- Candidates are informed that **they should deposit at least half of the required fees per academic year on registration** for them to be registered.

Please note that the fees may change with or without notice.

C. PAYMENT OF TUITION FEES FOR ALL UNDERGRADUATE STUDENTS

- All face to face undergraduate students selected under the National Council for Higher Education (Harmonized University selection) should deposit their fees as stipulated in the Admission letter :

**NBS BANK, MZUZU BRANCH
MZUZU UNIVERSITY FEE COLLECTION
ACCOUNT NO. 14389172**

D. TUITION FEES FOR ALL POSTGRADUATE AND UPGRADING STUDENTS

- All Candidates should deposit the fees into the Bank Account as stipulated in the admission letters as follows:

- i) Those admitted into the **Faculty of Education** should deposit their fees into the following bank account:

Name of the Bank: National Bank of Malawi
Account Name : MZUNI Faculty of Education
Account Number : 1006560446
Branch : Mzuzu Branch

- ii) Candidates admitted into the **Faculty of Humanities and Social Sciences** should deposit their fees into the following bank account:

Name of the Bank: National Bank of Malawi
Account Name : MZUNI Faculty of Humanities and Social Sciences
Account Number : 1006607407
Branch : Mzuzu Branch

- iii) Candidates admitted into the **Faculty of Environmental Sciences** should deposit their fees into the following bank account:

Name of the Bank: National Bank of Malawi
Account Name : MZUNI Faculty of Environmental Sciences
Account Number: 1001837978
Branch : Mzuzu Branch

- iv) Candidates admitted into the **Faculty of Health Sciences and Faculty of Tourism, Hospitality and Management** should deposit their fees into the following bank account:

Name of the Bank : National Bank of Malawi
Account Name : Mzuzu University Bsc Health Education
Account Number : 620157
Branch : Mzuzu Branch

- v) Candidates admitted into the **Faculty of Science Technology and Innovation** should deposit their fees into the following bank account:

Name of the Bank : FDH Bank
Account Name : MZUNI ITCC
Account Number : 1470000005932
Branch : Mzuzu Branch

- vi) STUDENT ID (Mk5,500.00) Bank Account

Name of Bank ; NBS Mzuzu Branch
Account Name : MZUZU UNIVERSITY LIBRARY
Account Number : 18634929

- vii) ACCOMODATION BANK ACCOUNT NO. FOR RENTALS

Name of Bank : Standard Bank Ltd
Account Name : Mzuzu University Trust Fund
Account Number : 9100001010228
Account Type : Current Account

- viii) MEDICAL EXAMINATION FEE BANK ACCOUNT DETAILS

Name of Bank : Standard Bank Ltd
Account Name : Mzuzu University Trust Fund
Account Number : 9100001010228
Account Type : Current Account

Please make sure that you indicate your name and payment type *i.e.* **tuition**, on the bank deposit slip. You will be required to present the bank deposit slip to the University Cashier during registration in order to get a receipt.

Only students who will have paid fees and fulfilled the registration requirements will be given authority to attend classes and access other services.

The Banks and Mobile telephone service providers will be on Campus from Monday, 12th April 2021 to Friday, 16th April 2021 to assist students who want to open bank accounts on campus and to assist students wanting to register for some of the services offered by the mobile telephone service providers.

Students who cannot be registered should return home to mobilise the required funds for them to be registered and return to campus before expiry of late registration on 23rd April 2021. Those who will not fulfil the requirements shall be assumed to have withdrawn on financial grounds and will have their places reserved for one academic year.

Students with special circumstances on fees should write the University Registrar and they are advised to wait at home for feedback.

At the expiry of registration period, a list of registered students will be published.

D. Presentation on the Higher Education Students' Loans and Grants Board (HESL&GB)

Presentation on Higher Education Students' Loans by the Higher Education Students' Loans and Grants Board will be held on a day to be communicated.

E. Registration Process

The registration process begins with payment of fees. Therefore, students will not be registered until all fees and other financial obligations are paid as required.

The following will be the order of the registration process:

- POINT 1** : *Collection of Forms
(FROM THE UNIVERSITY REGISTRY / PORTERS LODGE).*
- POINT 2** : *Students fill in their details in ALL Sections on the Form
ALL SPACES MUST be filled in.*
- POINT 3** : *Presentation of bank deposit slips and completion of fee payment
details by Department of Finance (in the Registration Room)*
- POINT 4** : *Endorsement by University Registrar (in the Registration Room)*
- POINT 5** : *Registration with the Library (IN THE LIBRARY)*
- POINT 6** : *Room Allocation by the Trust Fund Office (See Orientation
Programme)*
- POINT 7** : *Online and manual Course registration with Heads of Academic
Departments (ICT Directorate, Heads of Dept and Deans of
Faculty) - See Orientation Programme*
- POINT 8** : *Endorsement of courses registered in by respective Deans of
Faculty*

POINT 9 : *Submission of forms in the Registrar's office - after the Dean will have approved course registrations, fully completed forms should be submitted to the University Registrar for approval of the Registration process.*

F. Code of Conduct

The Code of Conduct governing students conduct as stipulated in the Students Handbook. Students are being reminded to observe University rules and regulations.

G. Student Information Handbook

The Students Information Handbook can be accessed on the University Website; www.mzuni.ac.mw. All new students should familiarize themselves with the rules and regulations governing students' life and discipline. *Ignorance of the law is no defence.*

We wish you a pleasant experience at Mzuzu University.



Mercy Kaunda

FOR: UNIVERSITY REGISTRAR

cc: Vice-Chancellor
Deputy Vice-Chancellor
Director of Studies
Director of Finance
Director of Research
University Librarian
Deans of Faculty
Director, CODeL
Director, ICT
Director, QAE
University Internal Auditor Trust
Fund Manager
Projects and Estate Manager
Dean of Students
Heads of Department
Senior Assistant Registrars
Management Accountant
Financial Accountant
Assistant Registrars
Executive Officers
Heads of Section

