

STELLA MARIS MTWARA UNIVERSITY COLLEGE
(A Constituent College of Saint Augustine University of Tanzania.)
OFFICE OF THE DEPUTY PRINCIPAL FOR ACADEMIC AFFAIRS



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August 15, 2025

**RE: JOINING INSTRUCTIONS FOR NEW SELECTED STUDENTS TO JOIN
STeMMUCo FOR THE ACADEMIC YEAR 2025/2026.**

1. IMPORTANT NOTE TO ALL SELECTED STUDENTS.

All selected applicants are required to read, understand and abide by these instructions outlined here below.

2. DATE OF ARRIVAL AND REGISTRATION

All selected students for certificate, diploma and degree programmes are required to report at STeMMUCo on 3rd November, 2025.

3. REQUIREMENTS FOR REGISTRATION

A. TUITION FEE PAYMENT

- i. Bring the original pay in slip with you, Cheques, cash, faxes, scanned pay in slips, emails and texts of confirmation of payments and any other form of payments are not acceptable.
- ii. Fees paid will not be refunded if a student withdraws or leaves the university without permission.
- iii. However, if a student receives prior permission from the Deputy Principal for Academic Affairs to withdraw or to be away from the university and provided that the application in writing to withdraw or to be away from the university is submitted within two weeks of the academic year or semester, fifty percent of fees may be refunded.

B. DOCUMENTS FOR REGISTRATION

- i. All students must bring Original Certificates or Original result slip of form four, form six and diploma/ certificate (for candidates selected under equivalent qualifications) and Original Birth Certificate. Note that photocopies, downloaded internet results, faxes, affidavits and certified results are not acceptable.
- ii. Note your Admission/ Form four index number and programme selected
- iii. Students shall be registered under the names appearing in the Certificates they submitted for the applications, No change of names shall be accepted unless all

Signature



requirements provided under STeMMUCo Student by laws have been observed.

- (iv) Student must register for the course programme, in which they have been admitted.

4. STUDENTS UNDER EMPLOYMENT

All students who are employed (in service) are advised to settle their release from duties from their respective employers before reporting to STeMMUCo.

5. ACCOMODATION AND HOSTEL FACILITIES

You are cautioned that STeMMUCo has limited accommodation facilities. The accommodation policy of STeMMUCo is both on campus and off campus. Off campus students have to take care of their accommodation arrangements. The University is not directly involved in looking for off campus accommodation, however, assistance may be obtained from the office of dean of students.

Students who opt for on-campus accommodation should not pay for the accommodation until a room has been allocated. Rooms will be allocated after registration on request upon arrival. Allocation will be on the basis of first come first served.

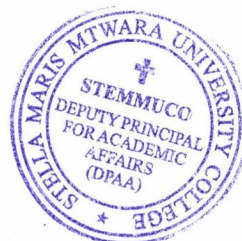
Sponsors are at liberty to arrange for the payment of Meals, Books and Stationery to their Sponsee. All sponsors other than those under formal agreement with STeMMUCo are required to pay directly to the student. **Do not pay them through STeMMUCo.**

6. SCHOLARSHIP AND FINANCIAL ASSISTANCE

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

7. WORSHIP

STeMMUCo recognizes the individuals right of worship. Students are there for advised to use the facilities available for religious services within and outside the campus without interfering academic activities.



8. STeMMUCo ACADEMIC ACTIVITIES

STeMMUCo academic activities run from Monday through Saturday.

9. COMMUNICATION

Students registered at STeMMUCo are required to regularly consult notice boards, website (www.stemmucol.ac.tz) for any information that may have a bearing in their academic and social impact for their stay at STEMMUCO such as timetable and any other information that may call for some immediate action.

10. CELEBRET

Priests are required to obtain their “celebret” from their respective local ordinary or superior general.

11. DISCIPLINE

- i. Students are required to demonstrate good behavior within and outside the campus. Student must follow STeMMUCo student by laws, rules and regulations.
- ii. Failure to observe and fulfill STeMMUCo rules, regulations and by laws will attract a disciplinary action which may include expulsion from studies.

Our MOTTO: *EDUCATION IS THE LIGHT OF HOPE.*

YOU ARE WARMLY WELCOME

KARIBUNI SAN



STeMMUcO FEE STRUCTURE FOR THE YEAR 2024/2025

Items	Degree Program				Diploma Program		Certificate Program
	Year I	Year II	Year III	Year IV	Year I	Year II	One Year Course
University Tuition Fees	1,240,000	1,240,000	1,240,000	1,240,000	840,000	840,000	790,000
Administrative Fees							
Examination Fee	165,000	200,000	200,000	200,000	80,000	100,000	50,000
Benewolent	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Student Identity Card	10,000	-	-	-	10,000	-	10,000
Sustainability Fund	30,000	30,000	30,000	30,000	30,000	30,000	30,000
Student Union	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Research&Field Supervision	60,000	75,000	75,000	75,000	60,000	75,000	-
TCU Quality Assurance	20,000	20,000	20,000	20,000	20,000	20,000	20,000
NACTE Registration Fee	-	-	-	-	20,000	-	20,000
Graduation Fee	-	-	70,000	70,000		70,000	50,000
Total	1,545,000	1,585,000	1,655,000	1,655,000	1,080,000	1,155,000	990,000

• Fourth year is for Bachelor Law Programme

Notes: Mode of Payments

(i) Fees will be paid in 2 instalments

Installments	Degree Program				Diploma Program		Certificate Program
	Year 1	Year 2	Year 3	Year 4	Year 1	Year 2	One Year Course
1st Installment-Upon Registration	925,000	965,000	965,000	965,000	660,000	735,000	595,000
2nd Installment-At Commencing of Second Semester	620,000	620,000	690,000	690,000	420,000	420,000	395,000
Total	1,545,000	1,585,000	1,655,000	1,655,000	1,080,000	1,155,000	990,000

(ii) Student's must separately seek for NHIF Membership, in accordance to the Directives Issues by the Ministry of Education, Science and Technology

Bank Details:

Account Name: SAUT SCHOOL FEES

Account Number: 0150054341502

Name of Bank: CRDB BANK PLC

Account Name: STELLA MARIS MTWARA UNIVERSITY COLLEGE

Account Number: 999STM10131235

Name of Bank: TCB BANK



Notes:

- i. Meals and accommodation allowances are arranged personally between the student and his/her sponsor as per companies/government scales.
- ii. Student required to pay half or full amount of University Fees and the whole amount of Administrative at the beginning of the first Semester.
- iii. All payments should be done using control number obtained through OSIM students accounts.