

**CHUO CHA USIMAMIZI WA FEDHA
THE INSTITUTE OF FINANCE MANAGEMENT
OFFICE OF THE DEPUTY RECTOR-ACADEMICS, RESEARCH AND CONSULTANCY**



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11101 DAR ES SALAAM, EA
TANZANIA

FORM NO. 1

(UNDERGRADUATE JOINING INSTRUCTIONS)

JOINING INSTRUCTIONS FOR STUDENTS IN CERTIFICATE, DIPLOMA AND BACHELOR DEGREE PROGRAMMES FOR THE 2018/2019 ACADEMIC YEAR.

1.0 IMPORTANT

Every student admitted to a programme of study tenable at the Institute of Finance Management must carefully read, understand and abide by the instructions stated below. Failure to do so will not be accepted as an excuse for breach of part or any of the instructions, rules and regulations proclaimed by the Institute in the Prospectus or any other document.

2.0 REGISTRATION PROCESS

The registration process will start on **Monday 24th September, 2018** for those who are nearby, for Diploma and Certificate students will start on **Monday 1st October, 2018**. Students may come to register and return home until the week of orientation. Before registration all student are required to pay the minimum amount as shown in the appendix B.

3.0 DATE OF ARRIVAL

All students' are required to report officially at the Institute on **29th October, 2018 for orientation. New entrants will attend an orientation week from 29th October to 2nd November, 2018..** Registration of students and payment of tuition and other fees must be completed as soon as possible to secure their places. Details of the orientation programme will be provided to new entrants on arrival. Take note that **it is mandatory for each student to register within the first week of commencement of each semester.**

4.0 COMMENCEMENT OF CLASSES

Classes will commence on **Monday 5th November, 2018** for all programmes. With the exception of full-time programmes whose classes start at 7:00am and Part-time classes starts at 5:00pm Monday to Friday. Timetables will be availed during the orientation week.

5.0 MEDICAL EXAMINATION

New students are required to be medically examined by a registered physician who will complete the Medical Examination Form No.3. (Can be downloaded from the IFM website). The confidential medical report should be signed, sealed by the medical practitioner and submitted by hand to the Institute at the time of registration.

All charges associated with the medical examination should be met by the student/sponsor.

6.0 IMMIGRATION

All foreign students are advised to settle their immigration/residential status with the Immigration Service Department before the commencement of classes.

7.0 STUDENT ACCOMMODATION

The Institute does not guarantee availability of hostel space for students. To avoid inconveniences, students are advised to make their own arrangements for accommodation outside the Institute well in advance prior to commencement of the academic year. However, the Dean of student's office may assist students in securing accommodation in privately operated facilities.

8.0 RELEASE LETTER

In-service (employee) students should submit a letter from their employer indicating they have been released to pursue the selected course of study. The letter must be produced at the time of registration.

9.0 TUITION FEES AND ASSOCIATED COSTS

9.1 The applicable tuition fee must be paid in full, in advance, immediately after initial verification of the documents to complete registration through the following mode of payment:

Steps in making payments through Government e-Payment Gateway

1. Go to (www.ifmsis.ac.tz/studentis)
2. Click **Not Registered**
3. **Follow procedure as shown in the GUIDE TO STEP BY STEP ONLINE REGISTRATION**
4. GO to **Fee Payment Records**
5. Click the see your a **Control number** and Amount for **First installment**
6. Record your control number and go to any of the following banks for payments (CRDB, NBC, TPB or NMB).

Important Note:

- Upon your arrival at any of the banks listed, provide the control number to a teller to process the payment.

“Namna ya Kulipa kwa Kutumia mfumo wa Kielektroniki (Government e-Malipo kwa ajili ya Ada (Kwa Wanafunzi wapya tu)

1. Ingia kweye www.ifmsis.ac.tz/studentis
2. Click **Not Registered**
3. Fuata utaratibu uliooneshwa chini kwenye step-by-tep online registration
4. Nenda kwenye **Fee Payment Records**
5. Utakuta namba yako ya malipo (Control number) na kiasi cha chini cha kulipia
6. Nakili namba yako ya malipo (control number) na kisha tembelea mojawapo ya Benki zifuatazo kwa ajili ya kulipia (CRDB, NBC, TPB na NMB)”

Muhimu:

- Baada ya kuwasili katika mojawapo ya Benki zilizo orodheshwa, mpatie Mhudumu wa benki (teller) namba yako ya malipo (control number) pamoja na kiasi cha fedha ili aweze kukamilisha malipo hayo.

9.2 FIELDWORK, RESEARCH AND DISSERTATION

Sponsors are requested to set aside a substantial amount for a student to complete fieldwork and dissertation (e.g data collection and analysis). It is recommended that sponsors have to measure this cost is based on the current living costs and writing up period of two (2) months which can be extended to six (6) months, depending on the research topic and students effort to complete.

- 9.3 All payments must be done one week before commencement of classes in any semester.
- 9.4 All administrative costs; (Reg., Caution Money, Student ID and IFMSO, & NACTE Exam fees) except field work fees may be paid in the first semester.
- 9.5 Among other requirements no student will be registered before paying the relevant fees.
- 9.6 No student will be allowed to attend classes or to sit for any tests or examinations if the tuition fee is not paid as required.
- 9.7 It is the practice of the Institute that once paid; and the student has been registered, fees are neither refundable nor transferable.
- 9.8 The schedules (in Appendix A) indicate the Institute's tuition fees for the various programmes

10.0 ENTRY REQUIREMENT AND AUTHENTICITY OF DOCUMENTS.

- 10.1 The burden of proof for the authenticity of documents submitted during applications process lies on applicant. IFM reserves the right at any time before or during the progress of your programme to revoke the admission and/or registration status should it be found that the applicant used false documents or does not meet our standards.
- 10.2 Verification of documents presented during application process is only the beginning of both internal and external verification process which is continuous throughout the duration of your programme.
- 10.3 If at any time it is discovered that an admitted/registered student presented false document or the submitted document are below our standard as described in the invitation for application, IFM reserves the right to cease the admission/registration and if found that the violation of laws country's law, the student will be open for prosecution.
- 10.4 In case of revocation of students' admission/registration, the said student will be ineligible for any refund of the paid amount so far.

APPENDIX A: ANNUAL TUITION FEE DISTRIBUTIONS FOR LOCAL STUDENTS

| S/N | PROGRAMME | TUITION FEE | |
|-----|-------------------|----------------|-----------|
| | | | TSHS. |
| 1 | Basic Certificate | | 800,000 |
| 2 | Ordinary Diploma | Non-computing: | 1,200,000 |
| | | Computing: | 1,400,000 |
| 3 | Bachelor Degree | Non-Computing: | 1,500,000 |
| | | Computing: | 1,700,000 |

APPENDIX B: PAYMENT INSTALLMENTS SCHEDULE (FOR STUDENTS WHO CAN NOT PAY AT ONCE)

IFM has made arrangement for installment payment to ease the financial pressure to its students if you are unable to pay the amounts above in a lump sum; the following arrangements have been approved for this purpose:

| S/N | PROGRAMME | | 1ST INSTALMENT 60% | 2ND INSTALMENT 40% |
|-----|-------------------|----------------|--------------------|--------------------|
| 1 | Basic Certificate | | 625,000.00 | 420,000.00 |
| 2 | Ordinary Diploma | Non-computing: | 865,000.00 | 580,000.00 |
| | | Computing: | 985,000.00 | 660,000.00 |
| 3 | Bachelor Degree | Non-Computing: | 1,050,000.00 | 700,000.00 |
| | | Computing: | 1,170,000.00 | 780,000.00 |

Note: *1st Installment comprises: 60% of tuition fee plus other costs.
2nd Installment comprises: 40% of the tuition fee plus field work costs*

APPENDIX C: OTHER COSTS FOR LOCAL STUDENTS

| S/N | PROGRAMME | IFMSO | CAUTION MONEY (1 st Yr Only) | REGISTRATION (1 st Yr Only) | NACTE EXAM FEES (1 st Yr Only) | ID CARD (once a year) | FIELD WORK/ RESEARCH PROJECT | TOTAL OTHER COSTS | ANNUAL HEALTH INSURANCE COVERAGE |
|-----|-------------------|-----------|---|--|---|-----------------------|------------------------------|-------------------|----------------------------------|
| 1 | Basic Certificate | 10,000.00 | 50,000.00 | 50,000.00 | 15,000.00 | 20,000.00 | 100,000.00 | 245,000.00 | 50,400** |
| 2 | Ordinary Diploma | 10,000.00 | 50,000.00 | 50,000.00 | 15,000.00 | 20,000.00 | 100,000.00 | 245,000.00 | 50,400** |
| 3 | Bachelor Degree | 10,000.00 | 50,000.00 | 50,000.00 | 20,000.00 | 20,000.00 | 100,000.00 | 250,000.00 | 50,400** |

**** 50,400/=:** *This amount to be paid in addition to the total amount only for those who does not possess valid health insurance coverage card. This should be paid to NBC Bank account no. 011139000094 with account name Institute of Finance Management*

11.0 REGISTRATION REQUIREMENTS

11.1 In order to qualify for registration, a student must fulfill the following requirements

- (i) Pay the applicable tuition fees in full (or installment when permitted). A copy of the IFM receipt must be produced during registration.
- (ii) Submit all original certificates and two copies of **Form IV, Form VI, Diploma, Degree Certificates etc** for verification.
- (iii) Submit personally dully filled Medical Examination Report at the time of registration.
- (iv) Pay Compulsory Caution Money: To be paid at the rate of Tshs 50,000/- (For Tanzanian students) or USD 50 (For International students).
- (v) Pay processing fees for Student Identity Card – Charged rate is Tshs 20,000/- for a new ID card and Tshs 20,000 for replacement.
- (vi) Pay NACTE quality assurance fee as follows:
 - NTA level 4-6: 15,000/= per year at every NTA level(Certificate and Diploma programmes)
 - NTA level 7-8: 20,000/= per year at every NTA level(Bachelor programmes)
- (vii) Letter of release from employer (for in-service students).
- (vii) Residence Permit – (for international students).

11.2 Upon fulfilling all registration requirements, the student will be issued with a registration number from the office of Registrar.

12.0 CHANGING FROM ONE PROGRAMME TO ANOTHER

- 12.1 It is allowed for student to change from one programme to another depending on the availability of spaces and entry criteria used during selection.
- 12.2 Due to changes on admission this year's programme change will very restricted to entry criteria and availability as specified by regulators.
- 12.3 Before asking for any changes students are advised to be certain with their request as changes are only executed once. There will be no reversal to the previous programme once changed.
- 12.4 All request for changes should be done after a student is registered to the programme admitted. No changes will be administered to unregistered student.

13.0 STUDENTS HEALTH INSURANCE

13.1 Students health contribution will be 50,400/= per year. This is compulsory to all students. Health insurance cards will be provided to each student. For those with cards already, will submit the copy of it to the Dean of Students Office for validity approval. **No student will be registered without fulfilling this requirement.**

14.0 PROPER USE OF MODERN FACILITIES

The Institute has installed ultra-modern State-of-the-art learning facilities for conducive learning environment. **Students are required to take care of such facilities available in lecture theatres and computer labs.** Stern disciplinary penalty will be taken for negligence.

15.0 MEALS

15.1 The Institute does not offer meals to students. Privately-run catering facilities are available on campus and around the Institute.

15.2 Students are free to take their meals wherever they choose at their own expense. Sponsors are advised to provide a sum of shs.7,500/= per day for full-time students to cover the cost of breakfast, lunch and dinner.

15.3 Money in respect of meals should be paid directly to the student.

16.0 BOOK AND STATIONERY ALLOWANCE

A sum of shs.300, 000/= per annum is recommended for the purchase of basic textbooks and stationery. The amount should be paid directly to the student.

17.0 STUDENTS' WELFARE

Students are encouraged to participate in different activities organized by their association. The IFM students Organization (IFMSO) is responsible for organizing and coordinating students' activities. Each student is required to pay a membership fee of Tshs 10,000/= annually.

18.0 WORSHIP

The Institute recognizes the individual's right of worship. However, it does not have any facilities designated for that purpose. Students are therefore advised to use the facilities available for religious services outside the campus. The Institute is centrally located for students to access numerous places of worship around the city center.

19.0. SCHOLARSHIPS AND FINANCIAL ASSISTANCE

The Institute does not have any scholarship funding scheme. Accordingly, it does not extend financial assistance to students.

20.0 COMMUNICATION

Students registered for a course of study at IFM are required to regularly consult notice boards designated for reach faculty as well as the Registrar's office. Students should also regularly consult the IFM website (www.ifm.ac.tz) for any information that may have a bearing on their studies or welfare. For internal communication, students are advised to use the communication module in their Student Information System (SIS) accounts. If necessary student may received

non-reply SMS via a number +255785462173. **Caution:** Students are advised to note this number if possible to serve it as “IFM-SMS Service” other people may send them SMS which might be misleading from other numbers. IFM will not be responsible for any SMS sent with any other number.

21.0 Every student must read the Institute’s prospectus, which will be available upon arrival and in the IFM website.

22.0 **DISCIPLINE**

22.1 Students are required to demonstrate good behavior within and outside the Institute. Students must follow the institute’s rules, regulations and students bylaw stipulated in the prospectus.

21.2 Failure to observe and fulfill the Institute’s rules, regulations and student by-laws will attract a disciplinary action which may include expulsion from the studies.

**THANK YOU AND YOU ARE WARMLY
WELCOME AT IFM.
THE BEST CHOICE YOU HAVE MADE EVER!**

**CHUO CHA USIMAMIZI WA FEDHA
THE INSTITUTE OF FINANCE MANAGEMENT
(ESTABLISHED UNDER THE ACT No. 3 OF 1972)**



5 SHAABAN ROBERT STREET
P. O. BOX 3918
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FAX: 255 22 2112935
E-MAIL: rector@ifm.ac.tz
WEBSITE: [http:// www.ifm.ac.tz](http://www.ifm.ac.tz)
11101 DAR ES SALAAM, EA
TANZANIA

Our Reference: IFM/ADM/2018/2019

FORM NO.2

ACCEPTANCE OF ADMISSION OFFER

Your Ref. No. _____
(Quote the Ref. No. on your admission letter)

Date: _____

To: The Rector
Institute of Finance Management
5Shaaban Robert Street
P.O. Box 3918

11101 DAR ES SALAAM

Telephone: 255-22-2112931/4
Fax: 255-22-2112935
Telegrams: E-mail rector@ifm.ac.tz
Website: <http://www.ifm.ac.tz>

Dear Sir,

I acknowledge receipt of the **2018/2019 JOINING INSTRUCTIONS** and confirm my acceptance of a place of study at your Institute, I understand that I shall be registered for the course of _____ I confirm that my admission to the Institute is on the understanding that I will complete the course I have been admitted into unless required otherwise by the Institute. **I also confirm that I have read all information in form 1 and accept them all.**

I confirm that during my course of study my Institute fee will be paid through _____
(state whether through scholarship award, private means, parastatal bursary, etc.)

Yours faithfully,

_____ (Signature)

NAME: (In Capital) _____

Admission number: _____

This form to be returned immediately. If we don't receive by that date your admission place may be open to another application

All correspondence should be addressed to the Rector

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Our Reference: IFM/ADM/2018/2019

FORM NO.3

MEDICAL EXAMINATION FORM

Admission to the Institute of Finance Management is conditional upon receipt of a satisfactory Medical Report.

PART ONE

PARTICULARS OF THE APPLICANT

(TO BE FILLED BY THE APPLICANT)
(FILL YOUR NAME AS APPEARED IN YOUR CERTIFICATES)

LAST NAME: _____ FIRST NAME: _____

INITIALS: _____ AGE _____ SEX _____ MARITAL STATUS _____

FACULTY: _____

PART TWO

A: PERSONAL HISTORY

Has the examinee suffered from any of the following?

- | | |
|--|--|
| 1. Tuberculosis | 15. Jaundice |
| 2. Pneumonia | 16. Dysentery |
| 3. Other respiratory disease | 17. Varicose Veins |
| 4. Pleurisy | 18. Kidney or Urinary disease |
| 5. Asthma | 19. Rapture |
| 6. Allergic disorder | 22. Diabetes |
| 7. Heart disease Gastric or duodenal ulcer | 21. Epilepsy |
| 8. Recurrent indigestion | 22. Poliomyelitis or other neurological disorder |
| 9. Nervous breakdown | 23. Skin disease |
| 10. Psychiatric disorder | 24. Malaria or other tropical disease |
| 11. Eye disorder | 25. Cholera |
| 12. Ear, Nose or Throat disorder | 26. Operations |
| 13. Gynecological disorder (female only) | 27. Serious accidents |
| 14. Anemia | 28. Any other serious disorder |
| | 29. Pregnancy (female only) |

B. PHYSICAL EXAMINATION

1. Height metres _____ Centimetres _____
2. Weight (kilograms) _____
3. Skin disease _____
4. Eyes Conjunctives _____ Pupils _____
Sight: without glasses Right _____
Left _____
With glasses Right _____
Left _____
5. Please state condition of ears (if any discharge) _____
Mouth and throat _____
6. **Respiratory system:**
Any abnormality? _____
7. **Cardiovascular system:**
Blood pressure: Systolic _____
Diastolic _____
Hearth: any murmur? _____
Arteries and veins _____
8. **Abdomen:**
Masses _____
Liver _____
Spleen _____
Kidneys _____
Any operation scan? _____
9. **Genitalia:**
Hernia _____
Hydrocel _____
10. Any clinical evidence of hyperacidity or gastric duodenal ulcer? _____

C: LABORATORY TEST

1. Urine: Albumin _____
Sugar _____
Leucocytes _____
Bilharzia _____
Stools: Special Emphasis on Hookworm or Bilharzia _____
2. Blood examination: Haemoglobin: _____
White cell count – Total _____
Different Count:
(a) Neutrophils: _____
(b) Eosinophils: _____
(c) Basophils: _____
(d) Lymphocytes: _____
(e) Monocytes: _____
(f) Erythrocyte Sedimentation Rate (ESR) mm/hr: _____

X-RAY EXAMINATION

1. X-ray Report _____

Name of the examiner _____

Title of examiner _____

Signature of examiner _____

Date of examination _____

**PART THREE
CONCLUSION**

I have examined Mr./Miss/Mrs. _____
And consider that **he/she is not / fit** to be admitted to the Institute to pursue studies.
Delete the word, which is not applicable.

| | | |
|---------------|--------------------|---------------|
| _____ DATE | _____ SIGNATURE | _____ NAME |
|---------------|--------------------|---------------|

Authorized Medical Practitioner

| | |
|-------|----------------|
| _____ | _____ Title |
|-------|----------------|

Qualifications: _____

Address _____ Registration No: _____

Official stamp or seal

PLEASE RETURN THIS FORM IN A SEALED ENVELOPE TO:

The Rector
Institute of Finance Management
5 Shaaban Robert Street
P.O. Box 3918
DAR ES SALAAM, TANZANIA

Telephone: 255-2-2112931/4
Fax: 22-2112935
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THE INSTITUTE OF FINANCE MANAGEMENT

FORM A:

REG. NO: _____

**STUDENTS REGISTRATION FORM FOR CERTIFICATE, DIPLOMA AND
BACHELOR DEGREE**

2018/2019 ACADEMIC YEAR

(To be completed by students joining the Institute for the first time)

PLEASE USE CAPITAL LETTERS

1. SURNAME: _____

FIRST NAME: _____

MIDDLE NAME(S): _____

2. DATE OF BIRTH: DAY _____ MONTH _____ YEAR _____

PLACE OF BIRTH: _____ NATIONALITY _____

3. DISTRICT OF ORIGIN: _____ HOME VILLAGE _____

4. GENDER: _____ MARITAL STATUS: _____

5. PERMANENT HOME ADDRESS (POSTAL): _____

STUDENT'S TELEPHONE NUMBER: _____

E-MAIL: _____

7. RESIDENCE: _____

8. FINANCIAL SPONSOR: _____

9. EMPLOYER (IF ANY): _____

ADDRESS OF EMPLOYER: _____

JOB TITLE: _____

JOB RESPONSIBILITIES: _____

WORK STATION: _____

10. NAME OF FATHER: _____
HIS OCCUPATION: _____
HIS ADDRESS: _____
TELEPHONE: _____

NAME OF MOTHER: _____
HER OCCUPATION: _____
HER ADDRESS: _____
TELEPHONE: _____

NAME OF BROTHER: _____
HIS OCCUPATION: _____
HIS ADDRESS: _____
TELEPHONE: _____

NAME OF SISTER: _____
HER OCCUPATION: _____
HER ADDRESS: _____
TELEPHONE: _____

NAME OF SPOUSE: _____
HUSBAND/WIFE: _____
HIS/HER OCCUPATION: _____
HIS/HER ADDRESS: _____
TELEPHONE: _____

NAME OF NEXT OF KIN: _____
HIS/HER OCCUPATION: _____
HIS/HER ADDRESS: _____
TELEPHONE: _____

NAME OF ANY OTHER CLOSE RELATIVE: _____

HIS/HER OCCUPATION: _____

HIS/HER ADDRESS: _____

TELEPHONE: _____

11. SECONDARY SCHOOLS AND COLLEGE ATTENDED (GIVE DATES)

12. ORIGINAL CERTIFICATES PRESENTED (PLEASE TICK)

(A) NATIONAL FORM VI (A-LEVEL) OR EQUIVALENT: _____

13. NATIONAL FORM IV (O-LEVEL) EXAMINATION OR EQUIVALENT RESULTS

EXAMINING AUTHORITY: _____

INDEX NO.: _____ EXAMINATION CENTRE: _____

COUNTRY: _____

14. NATIONAL FORM VI A- LEVEL EXAMINATION OR EQUIVALENT RESULTS

EXAMINATION AUTHORITY: _____

INDEX NO: _____ EXAMINATION

CENTRE: _____

COUNTRY: _____

15. ANY OTHER EDUCATION QUALIFICATIONS:

16. POST SECONDARY SCHOOL ORIGINAL CERTIFICATES PRESENTED

(Please tick) _____

17. POST SECONDARY SCHOOL CERTIFICATES

| TYPES OF CERTIFICATE (e.g. ADVANCED DIPLOMA, UNDERGRADUATE, DEGREE etc.) | NAME OF INSTITUTION WHICH ISSUED THE CERTIFICATE | SUBJECTS TAKEN (i.e. 1,2,3, YEAR etc.) | GRADE/ MARK (A,B, etc.) | DIVISION YEAR CLASS (I, II etc) |
|--|--|--|-------------------------|---------------------------------|
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18. STATEMENT BY STUDENT:

I _____ HEREBY CERTIFY THAT
 THE
 FOREGOING INFORMATION IS CORRECT TO THE BEST OF MY
 KNOWLEDGE.

SIGNATURE: _____

DATE: _____

| |
|--|
| <p>FOR OFFICAL USE ONLY : FULL NAME OF IFM STAFF _____ I CERTIFY THAT THIS FORM WAS FULLY COMPLETED BY STUDENT AS CHECKED BY MYSELF. SIGNATURE _____ DATE _____ / _____ / 2018</p> |
|--|



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 11101 DAR ES SALAAM, EA
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Our Reference: IFM/ADM/2018/2019

Name in Full.....
Student admission number
Programme.....

Date...../...../ 2018

Mode of study: Full Time/Partime.....

A. Admissions Office

| ITEM | | | Approved | Not Approved | SIGNATURE |
|---|------------------|-----|----------|--------------|-----------|
| Verification of authenticity of documents | O-level | No. | | | |
| | A-level | No. | | | |
| | Diploma/Cert. | No. | | | |
| Verification of Fees | Tuition Fee | No. | | | |
| | IFMSO | No. | | | |
| | Registration Fee | No. | | | |
| | ID Fee | No. | | | |
| | Caution Money | No. | | | |

B. Head of Department

| | | | | | |
|--|----------------|-----|--|--|--|
| Verification of data on original documents | O-level passes | No. | | | |
| | A-level passes | No. | | | |
| | Diploma/Cert. | No. | | | |

C. Declaration by student

Ideclare that I shall abide by examination regulations, students bylaws and regulations as issued by the Institute.

Student's signature Date.....

D. Admissions Officer

I certify that the above named student has fulfilled all registration requirements.

Candidate's registration number..... Signature..... Date.....

NB: Deadline for registration of Fresh students is, 2018 at 4.00 p.m.