



**DIRECTORATE OF POSTGRADUATE STUDIES, RESEARCH TECHNOLOGY TRANSFER AND CONSULTANCY  
(DPRTC)**

**POSTGRADUATE STUDENT TRAVEL ADVISORY NOTE AND REGISTRATION STEP BY  
STEP GUIDE**

Location of DPRTC offices\*: SUA Edward Moringe (Main) Campus, Administration Main Building, 3<sup>rd</sup> Floor

**TRAVEL ADVISORY NOTE AND REGISTRATION GUIDE TO NEW POSTGRADUATE STUDENTS (2022-23 ACADEMIC YEAR)**

STEP No.	Procedures/Task/Information
<b>Travel and arrival to SUA, Morogoro, TANZANIA</b>	<p>Sokoine University of Agriculture is located in Morogoro town on the foot-hills of the scenic Uluguru Mountains about 220 km west of Dar es Salaam along the Dar es Salaam – Zambia Highway. The Edward Moringe (Main) campus is 3 km from Morogoro town centre.</p> <p>There are no scheduled air services to Morogoro town. Those arriving by air via Mwalimu Julius Nyerere International Airport (JNIA) in Dar es Salaam can hire a Taxi/Travel Agency/Uber/Bolt to Magufuli Bus Terminal at Mbezi (in Dar es Salaam) for Morogoro bound buses. The most reliable buses are Abood Bus Service, BM Bus, and New Force Bus. One can get mini buses but these are not recommended because of their dangerous high speeds. It takes about 4-5 hours by bus from Dar es Salaam to Morogoro. Upon arrival at Morogoro Bus Terminal (Msamvu), one can hire a taxi for about Tanzanian Shillings (TZS) 8,000-10,000/= to SUA Edward Moringe (formerly known as Main) campus.</p> <p>On your arrival at SUA, report to the Office of the Dean of Students (situated in Central Administration Building – Ground Floor Room No. 009). The Dean of Students can be reached by the following number (023) 260 4245 or (023) 260 3411-14 during working hours. The working hours are from 7.30 a.m. to 3.30 p.m., Monday to Friday. In a very exceptional case, the Dean of Students’ mobile number (+255 (0)788101029) can be used.</p>
<b>Accommodation</b>	<p>Priority in getting a place in the hostels is given to International and Female students as well as those with health problems or physical disabilities. It is highly recommended that ALL international students be accommodated in hostels within the Edward Moringe campus. To apply for accommodation, kindly fill in the form “ACC 1” to request/reserve for a place in the hostels which has to reach the Dean of Students before your arrival.</p> <p><b>Contacts:</b> <a href="mailto:suasab@sua.ac.tz">suasab@sua.ac.tz</a> or phone +255(23)2603511-14. For more information visit: <a href="https://www.sua.ac.tz/academics/bureaus/accommodation-services">https://www.sua.ac.tz/academics/bureaus/accommodation-services</a></p>
<b>Medical Services/ Health insurance cover</b>	<p>It is our policy that every student MUST have a Health Insurance that covers medical expenses and associated costs should one fall sick or sustain injury while pursuing coursework or doing research during his/her studies. Some of the Health Insurance companies operating in Tanzania/Morogoro are the National Health Insurance Fund (NHIF); AAR Insurance; Strategies Insurance, etc. You will be required to present an Original Health Insurance ID Card and its 3 copies during registration process.</p>

STEP No.	Procedure/Task	Contact Person	Mobile No.	E-Mails	*DPRTC Office No.	Required Items/Documents
1 <sup>st</sup> Step	<b>SUASIS Login Credentials:</b> Find your SUASIS Login credentials (Username and password) shared in your email that has been used for the application. Should your encounter any difficult please email us: <a href="mailto:drpgs@sua.ac.tz">drpgs@sua.ac.tz</a> or call us: +255 734 552 259.	Mr. Peter L. M	0734 552 259	<a href="mailto:drpgs@sua.ac.tz">drpgs@sua.ac.tz</a>	307	<ul style="list-style-type: none"> <li>Bank Pay slips (Original) (<i>application &amp; University fees or SMS</i>)</li> <li>Original/ Transcripts &amp; degree Certificates &amp; their photocopies (3 copies each).</li> <li>Original O' &amp; A' Level Certificates &amp; their 3 photocopies</li> <li>3 recent passport size photos</li> <li>Original Birth Certificate &amp; its 3 copies.</li> <li>Medical Check Up report (<i>Can be done at SUA Department of Hospital Services or any Registered Hospital of your choice in Tanzania</i>)</li> <li>Original Admission letter and its 3 copies</li> <li>Original Health Insurance ID Card and its 3 copies</li> <li>Evidence for sponsorship (<i>if applicable</i>)</li> <li>Study Leave/permission letter (<i>employed candidates only</i>)</li> <li>Concept Note: (<i>for PhD students only</i>)</li> <li>Original Passport and its 3 copies (personal particulars page)- (<i>for international students only</i>)</li> </ul>
		Ms. Theresia Medard	0734 552 259	<a href="mailto:theresia.medard@sua.ac.tz">theresia.medard@sua.ac.tz</a>		
		Ms. Lucy Madalla	0734 552 259	<a href="mailto:lucy.madalla@sua.ac.tz">lucy.madalla@sua.ac.tz</a>		
		Ms. Martha Moshi	0734 552 259	<a href="mailto:martha.moshi@sua.ac.tz">martha.moshi@sua.ac.tz</a>		
2 <sup>nd</sup> Step	<b>Login</b> You may log in by using the link: <a href="#">Click Here</a> to log in provided in the email or visit SUA website and go to SUASIS (For Year 1, and 2) linked here: <a href="https://suasisuqf.sua.ac.tz/index.php/login">https://suasisuqf.sua.ac.tz/index.php/login</a>					
3 <sup>rd</sup> Step	<b>1<sup>st</sup> Self-registration for billing</b> After log in kindly self-register by duly fill out your information for the University fees <b>Billing</b> and generation of payment <b>Control Number</b> (GePG).	Ms. Nasero Muze	+255 23 2640 013	<a href="mailto:nasero@sua.ac.tz">nasero@sua.ac.tz</a>	304	
		Mr. Fulgence Msolla	+255 753 200 608	<a href="mailto:fulgence.msolla@sua.ac.tz">fulgence.msolla@sua.ac.tz</a>		
		Mr. Yusuph Ngosomwile	0714913833	<a href="mailto:yusuphngosomwile@gmail.com">yusuphngosomwile@gmail.com</a>		
4 <sup>th</sup> Step	<b>Payment</b> Pay University fees by using the provided <b>Control Numbers</b> at CRDB/NMB Banks or Agents/Apps/Mobile bank or Mobile phone-based money transfer services e.g., <i>M-pesa, tiGO pesa, Airtel Money, T-PESA, Ezy Pesa or Halopesa</i> . Note: You are required to pay at least 25% of the fee to be allowed for registration if you're a sponsored candidate please visit/contact our office.					
05 <sup>th</sup> Step	<b>02<sup>nd</sup> Self-registration for studentship activation</b> Log in and complete your registration; fill out your information and print out three copies of the registration form.					
6 <sup>th</sup> Step	Submit bank pay-in slip or SMS ( <i>mobile phone-based payment</i> ) to Finance Office and collect SUA receipts				304	
07 <sup>th</sup> Step	Present SUA fee receipts and personal documents for final registration and opening of file				307	

\* During the 1<sup>st</sup> Week of University Opening (i.e., 24.10.2022 to 28.10.2022), registration will be conducted at the **Postgraduate Seminar Room (third floor at the Main administration building)**

Our contact address: The Director, Directorate of Postgraduate studies, Research, Technology Transfer and Consultancy (DPRTC)  
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