RUHA CATHOLIC UNIVERSITY
PAYMENT INFORMATION AND GUIDELINES (ONLINE PAYMENTS)

WE WOULD LIKE TO INFORM ALL STUDENTS (BOTH NEW AND CONTINUING) THAT ALL PAYMENTS (TUITION FEES, ACCOMMODATION, PROGRESSIVE REPORT ETC) WILL BE DONE ONLINE FOLLOWING THE STEPS INDICATED BELOW IN THE UNIVERSITY NEW SYSTEM (SIMS) using the link below

sims.rucu.ac.tz

STEP NO 1
EVERY STUDENT IS SUPPOSED TO LOG IN TO THE SYSTEM

   PASSWORD: YOUR LAST NAME

2. CONTINUING STUDENTS: USER NAME: YOUR REGISTRATION NUMBER (in CAPITAL letters)
   PASSWORD: YOUR LAST NAME (in CAPITAL letters)

*You can change your password once you have logged in and put a password of your own choice.

STEP NO 2
In order to make payments, you need to create an invoice to get a CONTROL NO that will be used while paying.

N/B Each payment will have its unique Control number e.g. For Direct cost and Tuition fees, Accommodation, NHIF, etc.

In order to create an invoice follow this procedure:

- Click payments (on the menu that appears on the left side of your logged in page)
- Click create invoice and 3 options will appear (FEE STRUCTURE, ACCOMODATION, OTHER PAYMENTS)
- Choose what you want to pay for, for example for Tuition Fees and Direct cost Click fee structure;
- If you are paying for all the three items, you have to create 3 different invoices, one for each
- Once you have a created the invoice(s) a control number will be generated that you will have to use as your reference during payments.
- The payments can be made by directly depositing cash through TPB bank or use TIGO PESA, M-PESA or Air –TEL money following the procedures indicated on the invoice.

For any information regarding the payments you can call:
0656 383 793, 0753 252 888, 0653 318 44