

INFORMATION TO NEW FIRST-YEAR STUDENTS

The management of IPRC Gishari wishes to inform all new students that the **Academic Year 2022/2023** will start on **06th March 2023**.

Key dates to note.

1. Registration period new students (20/02-05/03/2023)
2. Induction and orientation week for new students (27/02-03/03/2023). It is mandatory for all new students to attend this induction and orientation week period.
3. Teaching Activity will start **06th March 2023**
4. **Fresh students** will report at IPRC Gishari on **Sunday, 26th February 2023** starting from **10:00 am-5:00 pm** for reception and allocation of accommodation.

LATE REGISTRATION

In case of late registration, the following RP rules and regulations in the RP student Hand book will apply;

Article 28: Requests for Late registration applications are submitted in writing to the Registrar who appraises their eligibility based on the supporting documents within fifteen (15) days after registration deadline. The special late application and registration will be considered by the Academic office of Registrar after consulting the concerned colleges. **Article 29:** In such case there shall be a mandatory penalty amounting to twenty-five thousand Rwandan Francs (**25,000 RwF**).

DOCUMENTS TO SUBMIT TO THE REGISTRATION OFFICE IN THE FIRST WEEK OF THE ACADEMIC YEAR

Article 34: A student shall submit to the Directorate of Academic Services in hard copies within one month after the start of the academic year the following documents:



- ✓ One notified copy of S.6/Level 5/advanced certificate for nationals or its equivalent for foreigners.
- ✓ Copy of national identity card or passport for foreign students.
- ✓ One colored recent passport-size photograph.
- ✓ Admission letter
- ✓ Proof of registration form.

All the above documents used for online registration should be submitted in hard copies within one month after the start of the academic year to the registration office at the respective IPRC.

FEEDING FEES AND OVERALLS

All new first-year students are requested to own a personal overall, which is used mainly during practical training. No student is allowed to attend practical training without wearing an overall.

Accommodation fees (**40,000Frw**) will be paid on **Ac No: 7022144** Opened at **Zigama CSS**, The feeding fees (**30,000 Frw**) **per month** for those allocated in hostels and Overall fees (**14,000 Frw**) will be paid on **A/C No: 00007-01390171662-95** with the name of **GIPSU** opened at **Cogebank**

For more information, contact the following:

SN	Information on	Person Responsible	Contact Number
1	Admission and registration issues	Ms. Phoebe UWASE	0784040463
2	Finance	Alex NTAGANDA	0788224830
3	Welfare	BAHIRE Emmanuel	0785237107
4	Signing of BRD Contracts (College support staff)	James NKURUNZIZA	0785839178
5	Feeding and Overall issues	SGT HABINEZA Pascal	0788241134
6	Accommodation	Niyibizi Jean paul	0789271897

Done at Gishari on 22nd February, 2023

for **Dr. Gervais MWITENDE**

Deputy Principal Academics and Training

