

THE OPEN UNIVERSITY OF TANZANIA

DIRECTORATE OF UNDERGRADUATE STUDIES



APPLICANT USER GUIDE FOR 2019-2020 ACADEMIC YEAR

USER GUIDE ON HOW TO APPLY THROUGH ONLINE APPLICATION SYSTEM

The Open University of Tanzania (OUT) uses online application system (OAS) to receive and processes applications for admission in to various OUT programmes. The OAS is linked with Tanzania Commission for Universities (TCU) admission system, National Council for Technical Education (NACTE) and National Examination Council of Tanzania (NECTA) for degrees, certificates and Diploma verification.

Preparations

1. For Direct applicants in to degree and Foundation programmes (form IV and form VI holders) make sure you have both A-level and O- level index numbers which should be written in the following format (S0000/0000/0000) eg. S1122/0333/2017. If

the certificate is having three digits you must add zero (0) to make 4 digits. Eg. S1122/334/2017 a zero 0 must be added S1122/0334/2017. Do not upload any certificate.

2. For Equivalent applicants in to degree and Foundation programmes (Diploma holders) must have Award verification number (AVN) From NACTE. The AVN number can be obtained online from NACTE website through the following link [award verification number \(AVN\)](#). Please note that you may be required to pay certain amount of money. An Example of AVN is (19NA12212ME). Do not upload any certificate.
3. For applicants in to Diploma programmes and certificates (form IV and form VI holders) make sure you have both A-level and O- level index numbers which should be written the following format (S0000/0000/0000) eg. S1122/0333/2017. If the certificate is having three digits you must add zero (0) to make 4 digits. Eg. S1122/334/2017 a zero 0 must be added S1122/0334/2017. In addition, each certificate must be scanned in PDF format separately and must be uploaded in the OAS.
4. For applicants with foreign certificates must obtain translation of their certificates from NACTE for Diploma holders, NECTA for O level and A Level certificates and TCU for degree holders. Upon completion of online application certified Copies of original and translated certificates must be scanned and sent to dugs@out.ac.tz and copy to records.dugs@out.ac.tz and admission@out.ac.tz .
5. All applicants must apply online by using names as appears in their form four(Olevel) certificates.

Payments

Online application is **TOTALLY FREE** of charge.

Start your application

Application link can be found on OUT website or click the following link [CLICK TO APPLY ONLINE](#) the link can also be found on OUT website

The screenshot shows a web browser window with the URL <https://www.out.actz> highlighted in red. The website header features the Open University of Tanzania logo and the tagline "Affordable Quality Education for All". A navigation menu includes links for Home, About OUT, Academics, Admissions, Library, Regional Centers, Research, and Online. The main content area has a blue banner with the text "ONLINE COURSE REGISTRATION PROCEDURES FOR ACADEMIC YEAR 2018/2019". Below this, it says "Self-Register For Your Programm Course" and "Simple · Anytime · Anywhere". A prominent yellow button labeled "REGISTER" is visible. A blue circular callout on the right indicates the registration period: "Start 1st October To 15th November 2018".

Online application button can be found on the top-right side on the website page see the image below



Annual Main Timed Test And Annual/Supplementary Examinations

Start 10th December 2018
And

Self-Register For Examination
Simple · Anytime · Anywhere

Apply Now

Apply for Foundation programme,
Undergraduate programmes,
Masters programmes, and PhDs.

Online Application

ON Clicking the online application button the application form will be seen

Filling the application form

1. Select nearest Centre, that will be your regional Centre
2. Select entry category it's important
3. Choose Application type
4. Choose when/where you completed your olevel
5. Click next to proceed(if you have completed olevel in Tanzania-after 1987 your names will appear automatically)



196.216.247.245/index.php/registration



Open University of Tanzania

Applicants Information System

M E N U

Apply

Program Qualifications

Instruction on how to apply

For registered users click [here](#)

Center/Region*

Kilimanjaro

For those who completed secondary education in Tanzania (NACTE) after 1987 Your names will appear automatic

Entry Category*

Direct

Application Type*

Degree

Completed O-Level in ?*

Tanzania (NECTA) after 1987

O-Level Index No.

S0156/0086/2003

Make sure your form 4 index number is in this format

e-Mail.

smniko@yahoo.com

Mobile.

255621005190

First name.

MNIKO

Your names should remain as retrieved from NECTA database Make sure names are yours otherwise you have enter wrong index number

Second Name.

Surname.

SIMON

Register

Press register to proceed

The system will supply username and password on the screen and an email that contain those details will be forwarded to you



196.216.247.245/index.php/registration



Open University of Tanzania

Applicants Information System

MENU

[Apply](#)

[Program Qualifications](#)

[Instruction on how to apply](#)

For registered users click [here](#)

Use this link to proceed with your application (Enter Username and Password)

Regional Center*	<input type="text" value="Kilimanjaro"/>
Entry Category*	<input type="text" value="Direct"/>
Application Type*	<input type="text" value="Degree"/>
Completed O-Level in ?*	<input type="text" value="Tanzania (NECTA) after 1987"/>

Next

Your Registration for online application is Successful, Please use the username of **S0156/0086/2003** and a password **123456**.
username and password to finish/proceed with the application. This information is also sent to your email address

SAVE USERNAME AND PASSWORD
ABOVE

After having supplied username (olevel index no) and password then use click [here](#) link to proceed with your application



The Open University of Tanzania Student Academic and Registration Information System

(SARIS)

Sign In

User Name*



S0156/0086/2003

Password*



•••••

Login

Basic information

1. Remember to click save after filling the form
2. Do not add extra names , your names should be the same as those appear on olevel certificate
3. Form six and AVN number field must be filled if required for your application
4. Note: If you have AVN NUMBER entry category must be equivalent



Open University of Tanzania Students Information System

[User Manual](#) | [Web Mail](#) |

MENU

My Account

Other Information

Select Program

Schools Attended

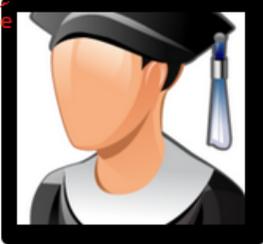
Grades Attained

Password Change

Logout

Please enter your basic Information

Do not add extra names, names must be the same as on your form iv certificate

Applicant No	<input type="text" value="AA0000051145"/>	
First Name*	<input type="text" value="MNIKO"/>	
Middle Name	<input type="text" value="X X"/>	
Surname*	<input type="text" value="SIMON"/>	
Sex*	<input type="text" value="Male"/>	Upload Photo <input type="button" value="Browse..."/> No file selected.
Marital Status	<input type="text" value="Married"/>	
Disability*	<input type="text" value="No"/>	Country of Birth <input type="text" value="Tanzania"/>
Program Category*	<input type="text" value="Degree"/>	Citizenship <input type="text" value="Citizen"/>
Entry Category*	<input type="text" value="Direct"/>	O-level Index No. <input type="text" value="S0156/0086/2003"/>
Birth Date	<input type="text" value="2016-01-12"/>	A-level Index No. <input type="text" value="S0234/0567/2006"/>
Birth Place	<input type="text" value="KIGOMA"/>	AVN No. <input type="text" value="18NE12121ME"/>
Your Sponsor*	<input type="text" value="Private"/>	

Click save/update and then next to proceed



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MENU

My Account

Other Information

Select Program

Schools Attended

Grades Attained

Password Change

Logout

Please fill your physical address information

Full Address*	<input type="text" value="P.O.BOX 23409"/> <input type="text" value="DAR ES SALAAM"/>	Next of Kin*	<input type="text" value="ANGEL KIDELA"/>
Mobile No.	<input type="text" value="255621005190"/>	Relationship*	<input type="text" value="SISTER"/>
Email Address	<input type="text" value="smniko@yahoo.com"/>	Full Address*	<input type="text" value="P.O.BOX 23409"/> <input type="text" value="DAR ES SALAAM"/>
Employer's Information		Occupation	<input type="text" value="TEACHER"/>
Employer	<input type="text" value="OPEN UNIVERSITY OF TANZANIA"/>	Mobile No.*	<input type="text" value="0756784576"/>
Full Address	<input type="text" value="P.O.BOX 23409"/> <input type="text" value="DAR ES SALAAM"/>		
Mobile No.	<input type="text" value="255621005190"/>		
Email Address	<input type="text" value="vc@out.ac.tz"/>		

Select programme of studies

The screenshot displays the 'Open University of Tanzania Students Information System' interface. On the left is a 'MENU' sidebar with options: My Account, Other Information, **Select Program**, Schools Attended, Grades Attained, Password Change, and Logout. The main content area features the university logo and title, followed by links for 'User Manual' and 'Web Mail'. Below this, a form titled 'Please select Program of your choice' contains a 'Choice of Programmes' field. A 'Programme*' dropdown menu is open, showing a list of 20 different bachelor's degree programmes.

Open University of Tanzania
Students Information System

[User Manual](#) | [Web Mail](#)

MENU

- My Account
- Other Information
- Select Program**
- Schools Attended
- Grades Attained
- Password Change
- Logout

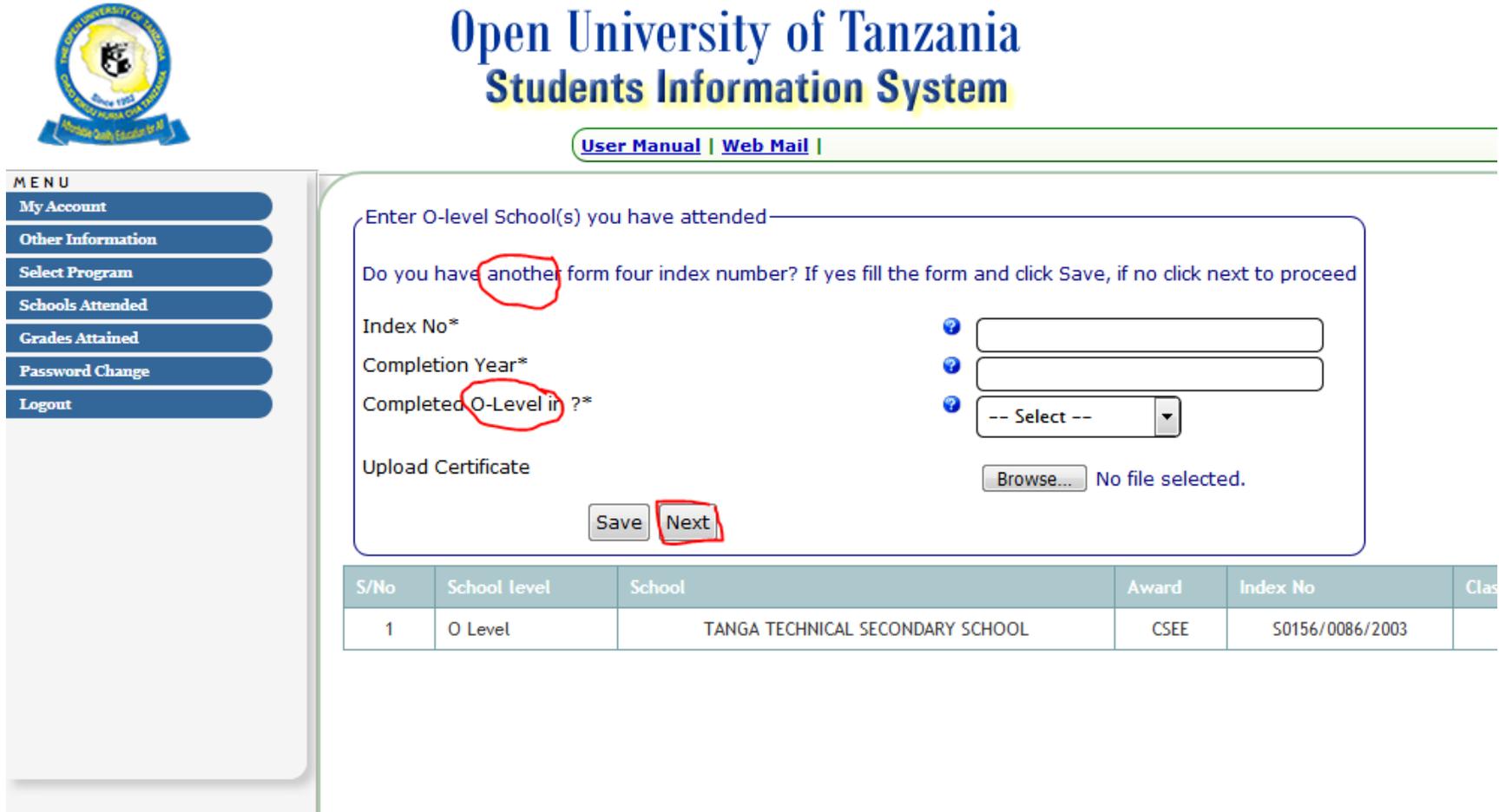
Please select Program of your choice

Choice of Programmes

Programme*

- Select--
- Bachelor of Arts with Education
- Bachelor of Arts (Tourism Studies)
- Bachelor of Arts (Sociology)
- Bachelor of Social Work
- Bachelor of Arts (Journalism)
- Bachelor of Arts (Mass Communication)
- Bachelor of Business Administration (Accounting)
- Bachelor of Business Administration (Finance)
- Bachelor of Business Administration (Human Resource Management)
- Bachelor of Business Administration (Marketing)
- Bachelor of Business Administration (International Business)
- Bachelor of Business Administration with Education
- Bachelor of Human Resource Management
- Bachelor of Science General
- Bachelor of Science Information Communication Technology
- BSc.Environmental Studies (Science)
- Bachelor of Science with Education
- Bachelor of Laws
- Bachelor of Education (Special Education)

Enter schools



The screenshot shows the 'Enter schools' page of the Open University of Tanzania Students Information System. On the left is a 'MENU' sidebar with options: My Account, Other Information, Select Program, Schools Attended, Grades Attained, Password Change, and Logout. The main content area has a header with the university logo and name, and navigation links for 'User Manual' and 'Web Mail'. The primary instruction is 'Enter O-level School(s) you have attended'. Below this is a form with the question: 'Do you have another form four index number? If yes fill the form and click Save, if no click next to proceed'. The word 'another' is circled in red. The form contains fields for 'Index No*', 'Completion Year*', and 'Completed O-Level in ?*', each with a help icon and a text input field. The 'Completed O-Level in ?*' field is a dropdown menu currently showing '-- Select --'. There is also an 'Upload Certificate' section with a 'Browse...' button and the text 'No file selected.'. At the bottom of the form are 'Save' and 'Next' buttons, with 'Next' circled in red. Below the form is a table with columns: S/No, School level, School, Award, Index No, and Class. The table contains one row of data.

Enter O-level School(s) you have attended

Do you have another form four index number? If yes fill the form and click Save, if no click next to proceed

Index No*

Completion Year*

Completed O-Level in ?*

Upload Certificate No file selected.

S/No	School level	School	Award	Index No	Class
1	O Level	TANGA TECHNICAL SECONDARY SCHOOL	CSEE	S0156/0086/2003	

O-level will appear automatic if you have another sitting enter index number in full in provided field eg.S0156/0086/2003

Completion Year:eg 2004 and completed o-level in

After successful filling your school will appear

Click save if all details are correct don't worry about DIVISION AND POINTS



Open University of Tanzania

Students Information System

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MENU

- My Account
- Other Information
- Select Program
- Schools Attended
- Grades Attained
- Password Change
- Logout

Enter A-level School(s) you have attended

Index No*

Completion Year*

Completed A-Level in ?*

School

Award

Division

Points

S/No	School level	School	Award	Index No
1	O Level	TANGA TECHNICAL SECONDARY SCHOOL	CSEE	S0156/0086/2003



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MENU

My Account

Other Information

Select Program

Schools Attended

Grades Attained

Password Change

Logout

Enter A-level School(s) you have attended

Index No*



S0156/0547/2006

Completion Year*



2006

Completed A-Level in ?*



Tanzania (NECTA) ▼

Upload Certificate

Browse...

No file selected.

Save

Next

S/No	School level	School	Award	Index No	Classification
1	O Level	TANGA TECHNICAL SECONDARY SCHOOL	CSEE	S0156/0086/2003	
2	A Level	TANGA TECHNICAL SECONDARY SCHOOL	ACSEE	S0156/0547/2006	

AVN NUMBER SUBMISSION

1. If you have AVN number do not submit A-level results since in your case they are not useful, AVN NUMBER is enough
2. If you correctly filled all fields your diploma details will be displayed automatic
3. CLICK NEXT TO PROCEED



Open University of Tanzania Students Information System

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MENU

My Account

Other Information

Select Program

Schools Attended

Grades Attained

Password Change

Logout

Enter Diploma information

AVN/Registration No*

18NA1007301ME

Completed in ?*

NACTE

Institute

KILIMANJARO INSTITUTE OF TECHNICAL

Completion Year

2018

Award

Ordinary Diploma in Business Administration

Classification

4.2

GPA

4.2

Save

Next

S/No	School level	School	Award	Index No
1	O Level	TANGA TECHNICAL SECONDARY SCHOOL	CSEE	S0156/0086/2003
2	A Level	TANGA TECHNICAL SECONDARY SCHOOL	ACSEE	S0156/0547/2006



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M E N U

My Account

Other Information

Select Program

Schools Attended

Grades Attained

Password Change

Logout

Enter Diploma information

AVN/Registration No*

18NA1007301ME

Completed in ?*

NACTE

Upload Certificate

Browse... No file selected.

Save Next

S/No	School level	School	Award	Index No	Classification
1	O Level	TANGA TECHNICAL SECONDARY SCHOOL	CSEE	S0156/0086/2003	
2	A Level	TANGA TECHNICAL SECONDARY SCHOOL	ACSEE	S0156/0547/2006	
3	Diploma	KILIMANJARO INSTITUTE OF TECHNOLOGY AND MANAGEMENT	Ordinary Diploma in Business Administration	18NA1007301ME	4.2

Confirmation

1. Click grades attained to see your o-level and a-level grade
2. Click **confirm** if they are ok



Open University of Tanzania Students Information System

S0156/0086/2003

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- M E N U
- My Account
- Other Information
- Select Program
- Schools Attended
- Grades Attained**
- Password Change
- Logout

Enter Grades Attained in School

School/Institute --Select--

Select Subject --Select-- --Select--

S/No	School Level	School Name	Subject	Grade
1	A Level	TANGA TECHNICAL SECONDARY SCHOOL	Maths	D
2	A Level	TANGA TECHNICAL SECONDARY SCHOOL	Chemistry	D
3	A Level	TANGA TECHNICAL SECONDARY SCHOOL	Physics	E
4	A Level	TANGA TECHNICAL SECONDARY SCHOOL	General Studies	S
5	O Level	TANGA TECHNICAL SECONDARY SCHOOL	BASIC MATHEMATICS	B
6	O Level	TANGA TECHNICAL SECONDARY SCHOOL	Eng Science	D
7	O Level	TANGA TECHNICAL SECONDARY SCHOOL	Biology	C
8	O Level	TANGA TECHNICAL SECONDARY SCHOOL	Chemistry	A
9	O Level	TANGA TECHNICAL SECONDARY SCHOOL	English	C
10	O Level	TANGA TECHNICAL SECONDARY SCHOOL	Kiswahili	B
11	O Level	TANGA TECHNICAL SECONDARY SCHOOL	Civics	A

SUBMISSION

Preview your details and click **submit** if they are OKEY

[Go back](#)

As you have entered the following Information, please click confirm to submit

[Applicant No:] AA00000051145					
1.0 Surname.: SIMON					
2.0 First Name.: MNIKO					
3.0 Midle Name.:					
4.0 Birth Date: 2016-01-12		5.0 Birth Place: KIGOMA			
		7.0 Marital Status: Married			
8.0 Sex: Male		9.0 Citizenship: Tanzania	10 Country of Residence: Tanzania		
11 Contact Address		Employers Name:			
Postal Address:		Contact Address:			
Email Address: smniko@yahoo.com		Tel. Number: 255621005190			
Mobile Number: 255621005190		Email Address:			
12 Name of next of kin:		13.1.3 Subjects take at O level:		13.1.4 Grades (i.e. A,B,C,D,E & F):	
Occupation:		BASIC MATHEMATICS		B	
Relationship:		Eng Science		D	
Full address:		Biology		C	
Tel. No:		Chemistry		A	

Full address:		Biology	C
Tel. No:		Chemistry	A
Mobile:		English	C
13 Secondary School(s) attended:		Kiswahili	B
13.1 ♦O♦ Level: TANGA TECHNICAL SECONDARY SCHOOL		Civics	A
13.1.1 Index No: S0156/0086/2003			
Overall Grade (Class/Division) Points			
13.2 ♦A♦ Level: TANGA TECHNICAL SECONDARY SCHOOL		13.2.4 Subjects take at ♦A♦ level:	13.2.5 Gra
13.2.1 Index No: S0156/0547/2006		Maths	D
		Chemistry	D
Overall Grade (Class/Division) Points		Physics	E
		General Studies	S
14 Details of further courses of study		Award	(Grade att
Statement by the Applicant			
I have read and understood the entrance qualification for admission to Open University of Tanzania and the courses available, and certify that to the best of my knowledg			

Print **Submit**

By seeing the page below indicates that you have successful completed the application



Open University of Tanzania Students Information System

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MENU

[My Account](#)

[Other Information](#)

[Select Program](#)

[Schools Attended](#)

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[Password Change](#)

[Logout](#)

You have successfully Submitted Your Application ...