THE OPEN UNIVERSITY OF TANZANIA

Directorate of Undergraduate Studies

CALL FOR APPLICATIONS TO UNDERGRADUATE DEGREE, DIPLOMA AND CERTIFICATE PROGRAMMES FOR THE ACADEMIC YEAR 2016/2017

The Open University of Tanzania invites applications from suitably qualified candidates for the Academic Year 2016/17 in the following Undergraduate Degree, Diploma and Certificate Programmes;

DEGREE PROGRAMMES

- B.A (Tourism Studies)
- B.A (Sociology)
- Bachelor of Social Work
- B.A (Social Psychology)
- B.A (Journalism)
- B.A (Mass Communication)
- B.A (Economics)
- B.A (English Language & Linguistic)
- B.A (Kiswahili & Creative Studies)
- B.A (History)
- B.A (Natural Resource Management)
- B.A (Public Administration)
- B.A (International Relations)
- B.A (Literature)
- B.B.A (Finance)
- B.B.A (Marketing)
- B.B.A (HRM)
- B.B.A (International Business)
- B.B.A (Accounting)
- B.B.A (Education)
- Bachelor of Human Resources Management
- Bachelor of Library & Information Management
- Bachelor of Community Economic Development
- B.Sc. (General)
- B.Sc. (Education)
- B.Sc. ICT
- B.Sc. Data Management (BSc DM)
- B.A (Population and Development)
- B.Sc (Environmental Studies)
- B.Sc (in Food, Nutrition and Dietetics (BSc FND)
- B.Sc (Energy Resources (BSc ER)
- Bachelor of Laws (LLB)
- B.A (Education)
- B. Education (Special Education)
- B. Education Teacher Educator
- B. Education in Adult and Distance Learning (BED ADL)
- B. Education Policy and Management (BED EPM)
DIPLOMA PROGRAMMES

- Diploma in Distance Education and Open Learning (ODDEOL)
- Diploma in Commonwealth Youth in Development Work (CYP)
- Diploma in Primary Teacher Education (ODPTE)
- Diploma in Early Childhood Care and Education (ODECCE)
- Diploma in Poultry Production and Health (ODPPH)

CERTIFICATE PROGRAMMES

- Certificate in Foundation Course (OFC)
- Certificate in Distance Education (CCDE)
- Certificate in Tour Guiding
- Certificate in Early Childhood Care and Education (CECCE)
- Certificate in Poultry Production and Health (CCPPH)

APPLICATION INFORMATION

Eligibility for Admission into various degree programmes

To be eligible for selection into a degree programme, an applicant must have Certificate of Secondary Education Examination (C.S.E.E.) or East African Certificate of Education (Ordinary Level) or equivalent, with at least four (4) passes or 0.6 GPA, or VETA NVA Level 3 certificates (formerly Trade Test Grade One) with less than 4 passes at CSEE.

Plus A-Level certificate (ACSEE) with at least 0.7 GPA or 2 passes obtained in 3 combination subjects; or relevant Diploma or OUT foundation course certificate.

These requirements can be found in the University prospectus and Booklet for Admission into various undergraduate and non-degree programmes issued every academic year.

Who can apply through OUT?

- Those who possess OUT - foundation course
- Those who possess OUT - Diplomas
- Those who completed Form Four and Form six before 1989
- Those who completed NTA level 6, Education diplomas before 1988
- Those who are applying for OUT-Certificates and Diplomas

Those who do not fall under any category above but wish to study at OUT should channel their applications to TCU/NACTE through the Central Admissions System (CAS) and they should select OUT as their first choice.
Application fee

A fee of Tshs. 30,000/= for Tanzanian citizens or US $30 for Non-Tanzanians. Application fee payments should be made through NBC Ltd, City Corporate Branch A/c number 011103002558 or NMB Ltd, Bank House Branch A/c number 2011100105. Rwandese Applicants should use KCB A/c number 4401310896.

Information on how to apply at O U T

The application is done online through the Online Application System (OAS) of the Open University of Tanzania. The system can be accessed at www.out.ac.tz. Please make sure you complete all sections of the Online Application System carefully. Read the Online Application user manual (http://196.216.247.5:8090/uploads/stepbystep.pdf) carefully before applying online at the Open University of Tanzania.

READ THE ONLINE APPLICATION USER MANUAL BELOW
**A STEP-BY-STEP GUIDE ON HOW TO USE THE OUT ONLINE APPLICATION SYSTEM**

This manual provides a detailed guidance for the applicants to apply online at the Open University of Tanzania (OUT). To ensure that you correctly use this system, it is recommended that you read this manual carefully before you make your online application.

### 1. APPLICANT’S REGISTRATION

To start your application you should register by following the link [http://196.216.247.5:8090/index.php/registration](http://196.216.247.5:8090/index.php/registration). The link will take you directly to the page below.

Before you start filling the form, please do the following:-

- View the program qualification by following the left item “Program Qualification”.
- Get the APPLICATION CODE (voucher no.) from any of the OUT regional centers.
- Make sure you have a softcopy of your transcripts and certificates.
- Make sure you have your passport size photo in digital or soft copy.

You can start filling the form as shown below.
IN THE APPLICATION FORM (as indicated above)

- Enter your Voucher No (e.g. 0016100031846134)
- Enter O-Level index No (e.g. S0156/0086/2003) - Include the year of completion
- Enter First Name (e.g. PHILBERT).
- Enter Middle Name (e.g. S).
- Enter Surname (e.g. MTATIRO).
- Enter E-Mail address (e.g. philbert@yahoo.com).
- Enter Password (e.g. 138759).
- Select Course (e.g. Degree).
- Select Qualification Mode (e.g. Direct or Equivalent).

**Note:** Please indicate your full names which appear on your O-level certificate. Changes of names will generally not be allowed.
2. MESSAGE DESCRIPTION

By clicking “Register” you will receive a message that your registration is successful, and providing you a username and password. You will then be asked to click “Click Here” to proceed with the application. By Clicking “Click Here”, you will be prompted to enter your username (S0156/0086/2003) and your password (123429) to login.
3. ENTERING GENERAL INFORMATION

This page requires an applicant to give more information/particulars as it has been indicated below. The applicant’s programme category cannot be changed. Therefore, every applicant should be more careful when selecting a programme category on the first page “registration page”. See the image below.

1. First, middle and surname: as on your certificates
2. Birth Date: Select the year, month and the date of birth.
3. Birth Place: Enter the place/region where you were born.
5. Citizenship: Select your citizenship.
6. Your Sponsor Select “HESLB” or “Private”.
7. Photo: Upload your digital/scanned passport size photo

Click “Update” to proceed.

4. ENTERING CONTACT INFORMATION (other information)

On this part, an applicant is supposed to fill the fields as indicated below with accessible and existing contacts. The University will communicate with an applicant via those contacts in case there will be such need.
1. Full Address: Enter your P. O. Box number and the district and region where you reside.
2. Mobile Number: Enter your phone number.
3. Email Address: Enter your E-mail address.
4. Employer: Enter employer's name (if you are employed).
5. Full Address: Enter employer's P. O. Box number, district/region.
6. Mobile Number: Enter employer's phone number.
7. Email Address: Enter employer's E-mail address.
8. Next of Kin: Enter the name of your next of kin.
10. Relationship: Enter the nature of the relationship.
11. Full Address: Enter his/her P.O. Box number and the district/region that you next of kin reside.
12. Mobile Number: Enter his/her phone number.

Clicks “Save” to proceed.

**5. SELECT A PROGRAMME**

Here an applicant is required to choose a study course/programme of his/her choice. Our programmes are found on the drop down list as it is indicated on the image below.
6. SCHOOLS AND COLLEGES ATTENDED

This page requires an applicant to fill in the fields with the schools and colleges that he/she has attended.

1. O-LEVEL: Enter the school attended; Index No, award, and division attained.
2. A LEVEL: Enter the school attended; Index No, award, and division attained.
3. CERTIFICATE/DIPLOMA/DEGREE: Enter the Institute Name, select award and select Grade/class;

Click “Save” to proceed

Note: make sure you scan the original documents and not photocopies.
WARNING!

The Open University of Tanzania has access to the data base for certificates of all accredited institutions in the country. Applicants should not present any forged certificates. All cases of forgery will be subject to legal action. You have been warned!

7. ENTER GRADES ATTAINED

On this page, you are provided with a list of subjects that are/were studied in the Tanzanian syllabi. An applicant is required to use the drop down list to choose the grade he/she obtained in each subject in O-level and A-level studies.

Click “Next” to proceed

8. CONFIRMATION

By following the above instruction, the following page will appear on your screen. It shows every information you entered in this system. You can use the menu on the top left hand corner to edit/make changes in case you identify any mistake.
This is the overall information you have entered, click “I confirm” to submit the Form.
9. CONFIRMATION MESSAGE

This is the message which shows that you have successfully submitted your Application.

Now you can “Logout”.

For inquiries regarding admissions in general please contact the following or any nearest regional or coordination centre of the Open University of Tanzania.

The Deputy Vice-Chancellor (Academic),
The Open University of Tanzania,
P.O. Box 23409, Dar es Salaam, Tanzania
Tel. No. 2668820/2668992
Fax. (255) 022-2668759
E-mail: dvc-ac@out.ac.tz

AND

The Director of Undergraduate Studies (DUGS),
The Open University of Tanzania,
P.O. Box 23409, Dar es Salaam, Tanzania
Tel. No. 2668820/2668992
Fax. (255) 022-2668759
E-mail: dugs@out.ac.tz or admission@out.ac.tz
<table>
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<tr>
<th>No.</th>
<th>Centre Name</th>
<th>Address</th>
<th>DRC:</th>
<th>Tel. No</th>
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<td>Ansha Regional Centre</td>
<td>P.O. Box 19</td>
<td></td>
<td>0714 244956 &amp; 0682 090125</td>
<td>TANROADS Building, Arusha</td>
<td><a href="mailto:drcansha@out.ac.tz">drcansha@out.ac.tz</a></td>
</tr>
<tr>
<td>2.</td>
<td>Coast Regional Centre</td>
<td>P.O. Box 3042</td>
<td></td>
<td>0712-447241</td>
<td>Kibaha Education Centre</td>
<td><a href="mailto:drcocoast@out.ac.tz">drcocoast@out.ac.tz</a></td>
</tr>
<tr>
<td>3.</td>
<td>Dodoma Regional Centre</td>
<td>P.O. Box 1944</td>
<td></td>
<td>0713-291086</td>
<td>Former Dodoma Rural District</td>
<td><a href="mailto:drcododoma@out.ac.tz">drcododoma@out.ac.tz</a></td>
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<tr>
<td>4.</td>
<td>Geita Regional Centre</td>
<td>P.O. Box 417</td>
<td></td>
<td>0784 433364 &amp; 0762 495615</td>
<td>GEITA</td>
<td><a href="mailto:drcgeita@out.ac.tz">drcgeita@out.ac.tz</a></td>
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<td></td>
<td>0753 244956</td>
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<td><a href="mailto:drcilala@out.ac.tz">drcilala@out.ac.tz</a></td>
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<tr>
<td>6.</td>
<td>Iringa Regional Centre</td>
<td>P.O. Box 1458</td>
<td></td>
<td>0755 573911</td>
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<td><a href="mailto:drciringa@out.ac.tz">drciringa@out.ac.tz</a></td>
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<td>Kagera Regional Centre</td>
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<td></td>
<td>0713 544 216 &amp; 0765 549996</td>
<td>DRC: 0754</td>
<td><a href="mailto:drckaraga@out.ac.tz">drckaraga@out.ac.tz</a></td>
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<td></td>
<td>0725 2820463 OR 0736 505730</td>
<td>MPANDA</td>
<td><a href="mailto:drckatavi@out.ac.tz">drckatavi@out.ac.tz</a></td>
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<td></td>
<td>0754 2530319</td>
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<td><a href="mailto:drcdrkijoma@out.ac.tz">drcdrkijoma@out.ac.tz</a></td>
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<td>0755 573919</td>
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<td>30.</td>
<td>Egerton OUT Centre, Centre for Continuing and Distance Education, Egerton University, P.O. Box 536-20115, Egerton, KENYA</td>
<td>Tel. +254 51 2217849 Fax: +254 51 2217849</td>
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<td>Institute of Human Resources Management, P.O. Box 6132-00300, Nairobi, KENYA</td>
<td>Tel. No. +254(0) 202213745 Fax: +254(0) 202244557</td>
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<td>34.</td>
<td>Uganda Management Institute P.O.Box 20131 Kampala, UGANDA</td>
<td>Tel No. +256 774 386820 +256 752 259722</td>
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