

# THE OPEN UNIVERSITY OF TANZANIA



## USER GUIDE ON HOW TO APPLY THROUGH ONLINE APPLICATION SYSTEM

*The Open University of Tanzania uses the online application system to receive and processes admissions; currently the University has 4 intakes in November, January, April and July.*

## Preparations

---

1. For Direct applicants (Those with form iv and/ or form vi) make sure you have both A-level and O- level index numbers. Index numbers should have the following format (S0000/0000/0000) eg. S1122/0333/2017.
2. For Equivalent applicants (Those with diplomas) must have Award verification number (AVN) which can be found on NACTE website through the following link [award verification number \(AVN\)](#) you may be required to pay amount of money eg. (19NA12212ME)
3. For applicants with foreign certificates and those who wish to apply for diplomas must have scanned copies of their certificates (.pdf) format for uploading on the system.

# Payments

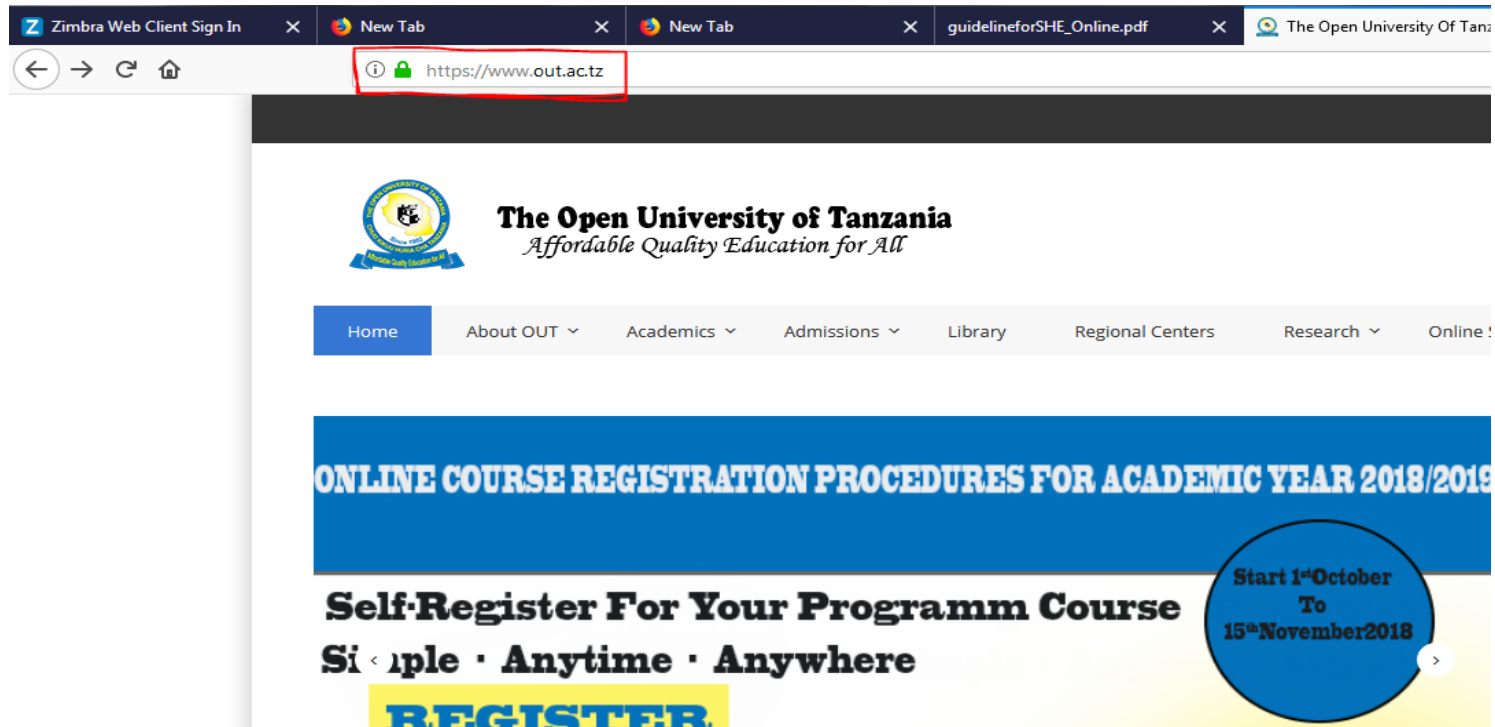
---

Online application is **TOTALLY FREE** however you will be charged for your internet by your service provider

## Start your application

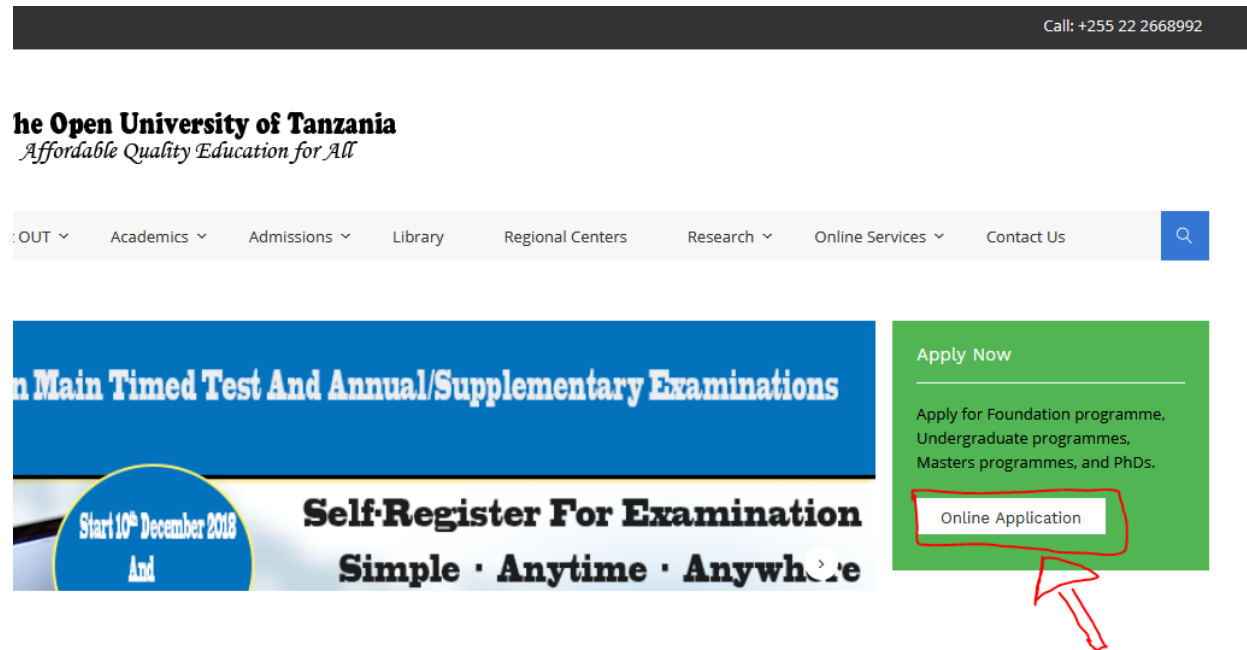
---

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.ac.tz> highlighted in the address bar. The website header features the logo of The Open University of Tanzania 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 displays a blue banner with the text "ONLINE COURSE REGISTRATION PROCEDURES FOR ACADEMIC YEAR 2018/2019". Below the banner, the text reads "Self-Register For Your Programm Course" and "Simple · Anytime · Anywhere". A prominent yellow button labeled "REGISTER" is visible. A circular callout on the right side of the banner indicates the registration period: "Start 1<sup>st</sup> October To 15<sup>th</sup> November 2018".

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



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 (NAECTE) 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.

SIMON

Surname.

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



# Open University of Tanzania

## Applicants Information System

- 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\*

Entry Category\*

Application Type\*

Completed O-Level in ?\*

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

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

Click save/update and then next to proceed



# 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 fill your physical address Information

Full Address*	<input type="text" value="P.O.BOX 23409&lt;br/&gt;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&lt;br/&gt;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&lt;br/&gt;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 is titled 'Please select Program of your choice' and contains a 'Choice of Programmes' section. A 'Programme\*' dropdown menu is open, showing a list of available programmes. The list includes:

- 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



## 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

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

Browse...

No file selected.

Save

Next


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

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

- 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



# 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

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

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

## 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



# Open University of Tanzania Students Information System

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

## M E N U

[My Account](#)

[Other Information](#)

[Select Program](#)

[Schools Attended](#)

[Grades Attained](#)

[Password Change](#)

[Logout](#)

Enter Diploma information

AVN/Registration No\*

Completed in ?\*

Upload Certificate

No file selected.

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

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

## 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

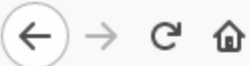
<b>[Applicant No: ]</b> AA00000051145			
1.0 <b>Surname.:</b> SIMON			
2.0 <b>First Name.:</b> MNIKO			
3.0 <b>Midle Name.:</b>			
4.0 <b>Birth Date:</b> 2016-01-12		5.0 <b>Birth Place:</b> KIGOMA	
		7.0 <b>Marital Status:</b> Married	
8.0 <b>Sex:</b> Male		9.0 <b>Citizenship:</b> Tanzania	10 <b>Country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



Tel. No:		Biology	C
Mobile:		Chemistry	A
<b>13 Secondary School(s) attended:</b>		English	C
13.1 <b>Level:</b> TANGA TECHNICAL SECONDARY SCHOOL		Kiswahili	B
13.1.1 <b>Index No:</b> S0156/0086/2003		Civics	A
Overall Grade (Class/Division) Points			
13.2 <b>Level:</b> TANGA TECHNICAL SECONDARY SCHOOL		<b>13.2.4 Subjects take at <b>Level:</b></b>	<b>13.2.5 Gra</b>
13.2.1 <b>Index No:</b> S0156/0547/2006		Maths	D
Overall Grade (Class/Division) Points		Chemistry	D
		Physics	E
		General Studies	S
<b>14 Details of further courses of study</b>		<b>Award</b>	<b>(Grade at</b>
<b>Statement by the Applicant</b>			
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 knowledge			

Print **Submit**

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



# 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](#)

*You have successfully Submitted Your Application ...*