

THE OPEN UNIVERSITY OF TANZANIA

DIRECTORATE OF UNDERGRADUATE STUDIES



APPLICANT USER GUIDE FOR 2024-2025 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.

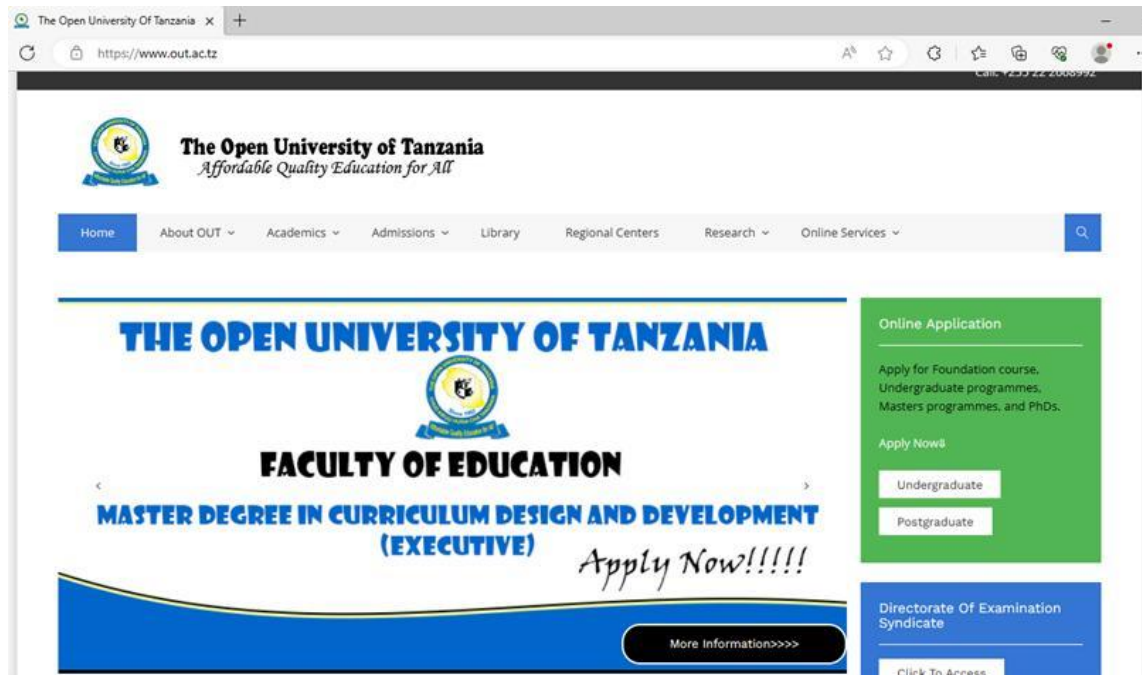
Payments

Online application is a fee of Tanzania Shillings Tshs 10,000/- (Ten Thousand only)

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

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



ON Clicking the **Undergraduate** 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)

The screenshot shows a web browser window with the URL `admission.out.ac.tz/Registration`. The page features a blue header with the Open University of Tanzania logo and a navigation menu on the left with options: Apply, Requirements, and How to Apply. The main content area is a registration form with the following fields:

- How did you learn of Open University and the Programme: Fellow Student or Friend
- Center/Region: Pemba
- Application Type: Degree
- Completed O-Level in?: 2004
- E-Mail: moza.abdulrahmaan@gmail.com
- Index Number: S0671/0031/2004
- Mobile No.: 0716441819
- First name: MOZA
- Second Name: A
- Surname: ABDALLAH

A "Register" button is located at the bottom of the form. To the right, a pop-up box titled "Instructions on how to register" provides guidance: "Fill in all information in the form provided on your left. Note that the description of each item is provided if you highlight the blue icon with question mark sign. Once completed, click next button. You will be prompted with the name. Confirm that the name provided is yours. Then click Register button. You will be prompted with the username and password. This information will also be sent to the email address you provided. Hence you have successfully register for application. Use the username and password provided to login into the system as registered user and complete your application." A "More Information" button is also present in the pop-up.

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

OUT Online Application System

admission.out.ac.tz/Registration

Click Here to Login

Dear MOZAYour Registration for online application is Successful. Please use the username of S0671/0031/2004 and a password 123456 . By Click Here http://http://admission.out.ac.tz/index.php you will be prompted to enter your username and password to finish/proceed with the application. Use the control number **991440324375.** Click to pay 10,000/= application fee. You can use mobile money channels or Banks (NMB,CRDB or NBC) for payments. Click Here if you do not see your control number

For registered users click here

Instructions on how to register

Fill in all informtion in the form provided on your left. Note that the description of each item is provided if you highlight the blue icon with question mark sign.

Once completed, click next button. You will be prompted with the name. Confirm that the name provided is yours. Then click Register button.

You will be prompted with the username and password. This informtion will also be sent to the email address you provided. Hence you have successfully register for application. Use the username and password provided to login into the system as registered user and complete your application

More Information

How did you learn of Open University and the Programme? Fellow Student or Friend

Regional Center? Pemba

Application Type? Degree


Completed O-Level in ? 2004

E-Mail? moza.abdulrahmaan@gmail.com

Mobile number. 0713123456

Next

After having supplied username (olevel index no) and password then use click [here](#) link to proceed with your application. . But you have to pay application fee of Tanzania Shillings Tshs 10,000 in order to proceed with the application



OUT - Online Application System

✔ Please pay TZS 10,000/= using control number 991440324375 before you proceed

Username


Password

Login

Forgot password?. Click [HERE](#) to Recover.



Before paid the application fee, when log in, it will prompt like below:



OUT - Online Application System

✔ Please pay TZS 10,000/= using control number 991440324375 before you proceed

Username

Password

Login


Forgot password?. Click [HERE](#) to Recover.

After paid the application fee, when log in,you will be directed to the page to fill details in order to complete your application

OUT Online Application System x +


Not secure | admission.out.ac.tz/Myaccount

S0671/0031/2004

 Online Application System

My Account
Other Details
Qualifications
Program
Grades
Change Password
logout

Applicant No	AA00000133584
First Name*	MOZA
Middle Name*	A
Surname*	ABDALLAH
Gender*	--Select--
Marital Status*	--Select--
Disability*	No
Program Category*	Degree
Birth Date	mm/dd/yyyy
Birth Place*	



Upload Photo No file chosen

Your Sponsor*
Private

Country of Birth* --Select--

Citizenship --Select--

O-level Index No.* S0671/0031/2004

NIDA ID.*

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

OUT Online Application System

admission.out.ac.tz/Myaccount

S0671/0031/2004

Please continue with your application by filling the required information and clicking Next button

Applicant No	AA00000133584	
First Name*	MOZA	
Middle Name*	A	
Surname*	ABDALLAH	
Gender*	Female	Upload Photo
Marital Status*	Married	<input type="button" value="Choose File"/> No file chosen
Disability*	No	Your Sponsor*
Program Category*	Degree	Private
Birth Date	10/09/2007	Country of Birth*
Birth Place*	PEMBA	Tanzania
		Citizenship
		Tanzania
		O-level Index No.*
		S0671/0031/2004
		NIDA ID.

Click **save/update** and then **next** to proceed

OUT Online Application System

admission.out.ac.tz/Appaddress

S0671/0031/2004

14% Completed

Please continue with your application by filling the required information and clicking Next button

Full Address*
P.O BOX 23409
DAR ES SALAAM

Mobile No.*
0716441819

Email Address*
moza.abdulahmaan@gn

Next of Kin*
ABDULRAHMAA ABDALLAH

Occupation*

Relationship*
FATHER

Full Address|required*

Mobile No.*
0716441819

Employer's Information

Employer*
THE OPEN UNIVERSITY OF TAN

Full Address*
P.O BOX 23409
DAR ES SALAAM

Mobile No.*
0716441819

Email Address*
vc@out.ac.tz

Save

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Click **save** to proceed

Qualification for O-Level

Enter your form four index number as shown below:

OUT Online Application System

Not secure | admission.out.ac.tz/Qualificationso

S0671/0031/2004

Online Application System

Welcome ABDALLAH MOZA : 2023/2024

Home / O-Level Qualifications

67% Completed

O-Level Qualifications

Index No*	S0671/0031/2004	firstname	MOZA
Completed O-Level in ?*	2004	midname	A
School	UBUNGO ISLAMIC HIGH	surname	ABDALLAH
Award	CSEE		
Division	II		
Points	20		

Save Next

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Click Save then Next to continue.

On clicking Next, the following window will pop up for you to select your entry qualification for the programme you are applying for:

The screenshot shows a web browser window with the URL `admission.out.ac.tz/Qualificationso`. The page is titled "O-Level Qualifications" and contains a form with the following fields:

- Index No*: `S0671/0031/2004`
- Completed O-Level in ?*: `2004`
- Fields for `firstname` (`MOZA`), `midname` (`A`), and `surname` (`ABDALLAH`)

A modal dialog titled "Choose other Qualifications" is open, with the following options:

- Form six Qualifications
- Diploma Qualifications
- Open University Foundation Programme
- I have another Degree

The dialog has "Close" and "Submit" buttons. Below the form, there is a table with the following data:

S/No	School level	School	Award	Index No	Class	Certificate	Delete
1	O Level	UBUNGO ISLAMIC HIGH SCHOOL	CSEE	S0671/0031/2004	II	No attachment	Delete

The footer of the page reads: "Copyright © 2023 OAS All rights reserved."

On selecting form six qualifications, it will prompt you to enter your form six index number and the system will detect your result automatically.

OUT Online Application System

admission.out.ac.tz/Qualificationsa

S0671/0031/2004

Welcome ABDALLAH MOZA : 2023/2024

Home / A-Level Qualifications

67% Completed

A-Level Qualifications

Index No*

Completed A-Level in ?*

firstname MOZA

midname A

surname ABDALLAH

Save Next

Search

<input type="checkbox"/>	S/No	School level	School	Award	Index No	Class	Certificate	Delete
<input type="checkbox"/>	1	O Level	UBUNGO ISLAMIC HIGH SCHOOL	CSEE	S0671/0031/2004	II	No attachment	Delete

Showing 1 to 1 of 1 rows

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On selecting Diploma qualifications, it will prompt you to enter Award Verification Number(AVN) which is obtained from NACTE website, it is like 23NA9754201ME

OUT Online Application System

admission.out.ac.tz/Qualificationsv

Not secure

S0671/0031/2004

Welcome ABDALLAH MOZA : 2023/2024

Home / Enter Diploma information

87% Completed

Enter Diploma information

AVN/Registration No*

Completion Year

Completed in ?

firstname

midname

surname

Save Next

Search

<input type="checkbox"/>	S/No	School level	School	Award	Index No	Classification	Certificate	Delete
<input type="checkbox"/>	1	O Level	UBUNGO ISLAMIC HIGH SCHOOL	CSEE	S0671/0031/2004	II	No attachment	Delete

Showing 1 to 1 of 1 rows

On selecting Open University Foundation Programme, it will prompt you to enter Registration number of Foundation Programme obtained from The Open University of Tanzania, example; N22-642-1325

OUT Online Application System

admission.out.ac.tz/Qualificationsf

Not secure

0671/0031/2004

Welcome ABDALLAH MOZA : 2023/2024

Home / Enter OFP information

87% Completed

Enter OFP information

Registration No*

Completion Year*

Completed in ?*

firstname*

midname*

surname*

<input type="checkbox"/>	S/No	School level	School	Award	Index No	Classification	Certificate	Delete
<input type="checkbox"/>	1	O Level	UBUNGO ISLAMIC HIGH SCHOOL	CSEE	S0671/0031/2004	II	No attachment	Delete

Showing 1 to 1 of 1 rows

On selecting I have other degree, prompt you to enter your other degree details

OUT Online Application System

admission.out.ac.tz/Qualificationsb

S0671/0031/2004

67% Completed

Enter Degree information

Important : For those with foreign degree, you are required to upload your foreign certificate and verification certificate from TCU

Registration No*

Classification*

Completion Year*

GPA*

Institute*

Award*

Important : To be consider for admission, you are highly recommended to scan both your certified transcript and certificate in one PDF document and upload

Upload Certificate No file chosen

Search

<input type="checkbox"/>	S/No	School level	School	Award	Index No	Classification	Certificate	Delete
<input type="checkbox"/>	1	O Level	UBUNGO ISLAMIC HIGH SCHOOL	CSEE	S0671/0031/2004	II	No attachment	Delete

Showing 1 to 1 of 1 rows

After filling the other degree details,as shown below:

OUT Online Application System x +

Not secure | admission.out.ac.tz/Qualificationsb

S0671/0031/2004

Enter Degree information

Important : For those with foreign degree, you are required to upload your foreign certificate and verification certificate from TCU

Registration No*

Classification*

Completion Year*

GPA*

Institute*

Award*

Important : To be consider for admission, you are highly recommended to scan both your certified transcript and certificate in one PDF document and upload

Upload Certificate No file chosen

Search

<input type="checkbox"/>	S/No	School level	School	Award	Index No	Classification	Certificate	Delete
<input type="checkbox"/>	1	O Level	UBUNGO ISLAMIC HIGH SCHOOL	CSEE	S0671/0031/2004	II	No attachment	Delete
<input type="checkbox"/>	2	Degree	The Open University of Tanzania	BSC ICT	UG201264114	UPPER SECO	aa00000133584-264309.pdf	Delete

Showing 1 to 2 of 2 rows

Confirmation

1. On Clicking Next button you will see your grades as shown below
2. Click **confirm** if they are ok

OUT Online Application System x +

Not secure | admission.out.ac.tz/Appgrades

99% Completed

S0671/0031/2004

Online Application System

- My Account
- Other Details
- Qualifications
- Program
- ★ Grades
- Change Password
- logout

Grades obtained

Back Confirm

Search

<input type="checkbox"/>	S/No	School Level	School Name	Subject	Grade
<input type="checkbox"/>	1	O Level	UBUNGO ISLAMIC HIGH SCHOOL	BASIC MATHEMATICS	C
<input type="checkbox"/>	2	O Level	UBUNGO ISLAMIC HIGH SCHOOL	Biology	C
<input type="checkbox"/>	3	O Level	UBUNGO ISLAMIC HIGH SCHOOL	Chemistry	B
<input type="checkbox"/>	4	O Level	UBUNGO ISLAMIC HIGH SCHOOL	Physics	C
<input type="checkbox"/>	5	O Level	UBUNGO ISLAMIC HIGH SCHOOL	Arabic Language	C
<input type="checkbox"/>	6	O Level	UBUNGO ISLAMIC HIGH SCHOOL	English	C
<input type="checkbox"/>	7	O Level	UBUNGO ISLAMIC HIGH SCHOOL	Kiswahili	C
<input type="checkbox"/>	8	O Level	UBUNGO ISLAMIC HIGH SCHOOL	Kislamu	C
<input type="checkbox"/>	9	O Level	UBUNGO ISLAMIC HIGH SCHOOL	Geography	C
<input type="checkbox"/>	10	O Level	UBUNGO ISLAMIC HIGH SCHOOL	Civics	D

Showing 1 to 10 of 10 rows

Select programme of studies

- My Account
- Other Details
- Qualifications
- Program
- Grades
- Change Password
- logout

99% Completed

Select Programme of your choice

Choice of Programmes

Programme*

- Select--
- Bachelor of Arts with Education
- Bachelor of Arts in Tourism Studies
- Bachelor of Arts in Sociology
- Bachelor of Social Work
- Bachelor of Arts (Journalism)
- Bachelor of Arts (Mass Communication)

OUT OFP RESULT SUBMISSION

1. If you have FOUNDATION, FOUNDATION REGISTRATION NUMBER is enough
2. If you correctly filled all fields your foundation details will be displayed automatic
3. CLICK NEXT TO PROCEED

- My Account
- Other Details
- Qualifications
- Program
- Grades
- Change Password
- logout

67% Completed


Enter OFP information

Registration No*	N21-642-0099
Completion Year	2022/2023
Completed in ?*	OUT
School	Open University of Tanzania
Award	Foundation Programme (OFP)
Division	Pass
Points	3.3


[Save](#) [Next](#)

SUBMISSION

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


Online Application System
S0671/0031/2004

- My Account
- Other Details
- Qualifications
- Program
- Grades
- Change Password
- Logout

[Applicant No:] AA00000133504		
1.0 Surname:	ABDALLAH	
2.0 First Name:	MOZA	
3.0 Middle Name:	A	
Programme Choice: Bachelor of Science in Data Management		
4.0 Birth Date: 2007-10-09	5.0 Birth Place: PEMBA	
6.0 Sex: Female	7.0 Marital Status: Married	
8.0 Citizenship: Tanzania	9.0 Country of Residence: Tanzania	
10 Contact Address: P O BOX 23409 DAR ES SALAAM	Employers Name: THE OPEN UNIVERSITY OF TANZANIA	
Postal Address: P O BOX 23409 DAR ES SALAAM	Contact Address: P O BOX 23409 DAR ES SALAAM	
Email Address: moza.abdulrahmaan@gmail.com	Tel. Number: 0716441819	
Mobile Number: 0716441819	Email Address: vc@out.ac.tz	
12 Name of next of kin: ABDULRAHMAA ABDALLAH	13.1.3 Subjects take at O-level:	13.1.4 Grades (i.e. A,B,C,D,E & F):
Occupation: FATHER	BASIC MATHEMATICS	C
Relationship: FATHER	Biology	C
Full address:	Chemistry	B
Tel. No: 0716441819	Physics	C
Mobile: 0716441819	Arabic Language	C
	English	C
	Kiswahili	C
	Kislamu	C
	Geography	C
	Civics	D
13 Secondary School(s) attended:	13.2.4 Subjects take at A level:	13.2.5 Grades (i.e. A,B,C,D,E,S & F):
13.1 O- Level: UBUNGO ISLAMIC HIGH SCHOOL		
13.1.1 Index No: S0671/0031/2004		
Overall Grade (Class/Division) Points II		
13.2 A-Level:		
13.2.1 Index No:		
Overall Grade (Class/Division) Points		
14 Details of further courses of study	Award	(Grade attained: Dist. Credit, Pass):
The Open University of Tanzania	BSC ICT	UPPER SECO
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 knowledge, the information given above is true and correct.		

Back Print Confirm Transfer

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

The screenshot shows a web browser window with the following elements:

- Browser Tab:** "OUT Online Application System x +"
- Address Bar:** "Not secure | admission.out.ac.tz/Success"
- Page Header:** A blue bar containing the system logo on the left, a user ID "S0671/0031/2004" on the right, and a "Home / Dashboard" link.
- Left Navigation Menu:** A vertical list of links: "My Account", "Other Details", "Qualifications", "Program", "Grades", "Change Password", and "logout".
- Main Content Area:** A large white box with the green text: *You have successfully Submitted Your Application ...*
- Footer:** A blue bar at the bottom with the text: "Copyright © 2023 OAS All rights reserved."