

THE OPEN UNIVERSITY OF TANZANIA
OFFICE OF THE DEPUTY VICE CHANCELLOR (ACADEMIC)
Directorate of Undergraduate Studies

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Kawawa Road, Kinondoni
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Dar es Salaam,
TANZANIA

PROCEDURES FOR CREDIT TRANSFER 2024 - 2025 ACADEMIC YEAR
ISSUED AUGUST 2024

- (i) Before considered for transfer credit to OUT, the student must meet the admission criteria of the OUT as approved by Senate.
- (ii) Qualified student must write an application letter requesting credit transfer to the OUT. The letter should be accompanied by the followings:-
 - Academic certificates, transcript and Award Verification Number (AVN) for the Diploma holders used to apply at releasing university,
 - A letter from releasing university showing status of the student and reasons for transfer.
 - Official receipt of Tshs. 80,000/= for local and USD 100 for international students obtained at any nearest OUT regional centres.
 - The letter should be addressed to Deputy Vice Chancellor Academic ,Research &Consultancy, P.O Box 23409 Dar es Salaam. The documents should be sent through dugs@out.ac.tz and copy to admission@out.ac.tz.
- iii) Credit transfer shall be done at the beginning of new academic year 35 days prior to commencement of a particular academic year. No transfer of credits allowed in the mid of academic year.
- iv) Student will be informed the credit transfer status after they get approval by OUT Senate and verified by TCU.