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PROCEDURE FOR UNDERGRADUATE ADMISSION TRANSFER FOR NEWLY ADMITTED STUDENTS 2024-2025 ACADEMIC YEAR

FIRST YEAR STUDENTS TRANSFER PROCEDURE

First year students procedure are of two categories; Inter-University Transfer and Intra-University Transfer.

Inter-University Transfer

1. Inter university transfer is a processes of transferring admission of the newly admitted students from other universities to the Open University of Tanzania (OUT) during registration period before commencement of academic classes,it may be within the same or different programmes.

2. This is not credit transfer

3. The applicant wish to transfer at the OUT must possess a valid admission status from other university for 2023-2024 admission cycles.

4. Applications for transfer of admission must be done online through the OUT Online Application System (OAS) as follows Available at www.out.ac.tz undergraduate window.

    i) Log in OAS by using application account eg S0175/0012/2009 password 123456
    ii) Fill in all your academic qualification as directed by OAS.
    iii) Click transfer button at the end of application
    iv) Choose the university and programs which you were selected
    v) Click save button to submit your application

5. The deadline for change of programme for 2023-2024 academic year is 14th November 2023.

Intra_ University Transfer

This process allow students to change a programme within an Institution. The procedure is as follows:

i) The applicant wish to change programme must be registered in the programme which was first selected.

ii) Must meet the admission criteria of the programme wish to change as approved by the OUT Senate.

iii) All applications for change of programme must be done online through Online Application System (OAS).

iv) Log in OAS by using application account eg S0175/0012/2009 password 123456

v) Click show to create control number and pay 30,000 by using control number

vi) Select programme of your choice

vii) Click save button to submit your program change request