

STEP BY STEP ON HOW TO APPLY POSTGRADUATE ONLINE ADMISSION

1. REGISTRATION

- Select your regional centre
- Select Education level (Graduate)
- Select Application Type (Postgraduate or Masters or PHD)
- Select Completion in Olevel (Within Tanzania or Outside Tanzania)
- Fill as shown below



The screenshot shows the registration interface for the Open University of Tanzania. At the top left is the university's logo, and at the top right is the title "Open University of Tanzania Postgraduate Online Admission". A left-hand menu contains links for "Apply", "Program Qualifications", and "Instruction on how to apply". Below the menu, it says "For registered users click [here](#)". The main form area contains several fields: "Regional Center*" (a dropdown menu with "-- select regional center --"), "Education Level*" (a dropdown menu with "Graduate"), "Application Type*" (a dropdown menu with "Masters"), and "Completed O-Level in ?*" (a dropdown menu with "Tanzania (NECTA) after 1987"). Below these are text input fields for "O-Level Index No." (containing "S0334/0156/2003"), "e-Mail." (containing "john.mdoe@gmail.com"), and "Phone." (containing "255717123456"). A "Next" button is located at the bottom center of the form.

=>Click Next


=> Click Register

If successfully you will receive a message below your application page or an e-mail with your username and password

=>Click the link given to login using a given username as form four **index no e.g S0334/0156/2003** and **password** given to the message

2. Fill My Account Page

=>Fill all fields as indicated below and **click Update** to save and click **Next** to proceed



Open University of Tanzania

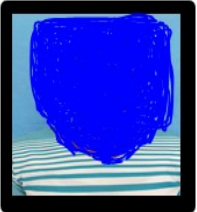
Postgraduate Online Admission

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

M E N U

- My Account
- Other Information
- Select Program
- O-Level attended
- A-Level Attended
- Degree Attended
- Grades Attained
- Password Change
- Logout

Please enter your basic Information—

Applicant No	<input type="text" value="AA00000000026"/>	
First Name*	<input type="text" value="SABUNIII"/>	
Middle Name	<input type="text" value="MTUTU"/>	
Surname*	<input type="text" value="GHARIKA"/>	
Sex*	<input type="text" value="Male"/>	Upload Photo <input type="button" value="Browse..."/> No file selected.
Marital Status	<input type="text" value="Married"/>	Country of Birth <input type="text" value="Tanzania"/>
Disability*	<input type="text" value="No"/>	Citizenship <input type="text" value="Tanzania"/>
Program Category*	<input type="text" value="Masters"/>	O-level Index No. <input type="text" value="S0215/0008/2013"/>
Education Level*	<input type="text" value="Graduate"/>	A-level Index No. <input type="text" value="S0216/0504/2015"/>
Birth Date	<input type="text" value="1980-03-01"/>	
Birth Place	<input type="text" value="Iringa"/>	
Your Sponsor*	<input type="text" value="Private"/>	

3. Select Program

=>Select Program you wish to study

=>If by Thesis attach your concept note (Mandatory)

=>If PHD attach your concept note (Mandatory)

For example if you select Master of Business Administration as shown below

=>Click **Save** and then **Next** to proceed

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M E N U

- My Account
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- Select Program**
- O-Level attended
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- Grades Attained
- Password Change
- Logout

Please select Program of your choice

Choice of Programmes

Programme*

To be filled by Postgraduate

Title(for PHd)

Supervisor

Contact

Upload Concept Note No file selected.

4. Fill O-level Attended

Fill index no in this format **S0480/0155/2002** completion year **2002** completed o-level in?(select **Tanzania Necta** or **Outside Tanzania**) wait 5 second for the system to pick your result from NECTA and Click **Save** and then Click **Next** to proceed

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M E N U

- My Account
- Other Information
- Select Program
- O-Level attended**
- A-Level Attended
- Degree Attended
- Grades Attained
- Submit Application
- 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 tor_jhris.pdf

S/No	School level	School	Award	Index No	GPA	Certificate	Action
1	O Level	NECTA SECONDARY SCHOOL	CSEE	S4480/0154/2015	0.0	No File	Delete
2	Degree	University of Dodoma	Bsc Economics	410/2011	3.6	aa0000051959-130175.pdf	Delete

5. Fill A-level Attended (Option if you did not pass through A-level leave blank). Click **Save** and then **Next** to proceed. If you went through A-level fill as shown in stage 4(O-level format)



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M E N U

- [My Account](#)
- [Other Information](#)
- [Select Program](#)
- [O-Level attended](#)
- [A-Level Attended](#)
- [Degree Attended](#)
- [Grades Attained](#)
- [Password Change](#)
- [Logout](#)

Enter A-level School(s) you have attended _____

Do you have another form six index number? If yes fill the form and click Save, if no click next to proceed

Index No*

Completion Year*

Completed A-Level in ?*

Upload Certificate No file selected.

6. Fill all degree related information

After filling all text box and attached transcript & certificate Click **Save** and then **Next** to proceed

=>your degree registration no e.g 41089/T.2016 it depend on other format from different college

=>Completion Year e.g 2015

=> Institute e.g University of Dodoma

=> Award e.g Bsc Education

=>Classification e.g Upper Second

=>GPA e.g 3.4

=> Upload your transcript and certificate in a single file of two pages (PDF format)

Note That: If your degree studied upcountry/outside Tanzania attach your certificate and accreditation letter from TCU that mean you will have three pages (transcript, certificate and TCU letter approved)

If you do not upload your transcript & certificate in a single file will lead to disqualification of your application.



The screenshot shows the 'Open University of Tanzania Postgraduate Online Admission' interface. At the top left is the university's logo. The main header reads 'Open University of Tanzania Postgraduate Online Admission' with links for 'User Manual' and 'Web Mail'. A left-hand menu lists options: My Account, Other Information, Select Program, O-Level attended, A-Level Attended, Degree Attended, Grades Attained, Password Change, and Logout. The main content area is titled 'Enter Undergraduate information' and contains several input fields: 'Registration No*', 'Completion Year*', 'Institute*', 'Award*', 'Classification*', and 'GPA*', each with a help icon and a text box. Below these is an 'Upload Certificate' section with a 'Browse...' button, the text 'No file selected.', and 'Save' and 'Next' buttons.

=>Click **Save** and then **Next** to proceed

7. Grades Attained.

This will display all 0-level result. Click **Confirm** if you filled all steps as shown above.

S/No	School Level	School Name	Subject	Grade

8. Submit Application

This is the preview form of all information filled and statement of the applicant.

Once you are sure that all information's is correct filled and attachment of degree transcript & certificate uploaded successfully.

Click **Submit**.

It is done; Admission Status/Notification will be received to your registered e-mail and our OUT website.

Any problem:

Visit our nearest centre for support

<https://www.out.ac.tz/regionalcenters/>

Send e-mail to:

ict.helpdesk@out.ac.tz

admissionchuo@gmail.com