

# Instructions on how to apply to various Programmes at UDSM

## Stage 1: Registration for an Admission Account

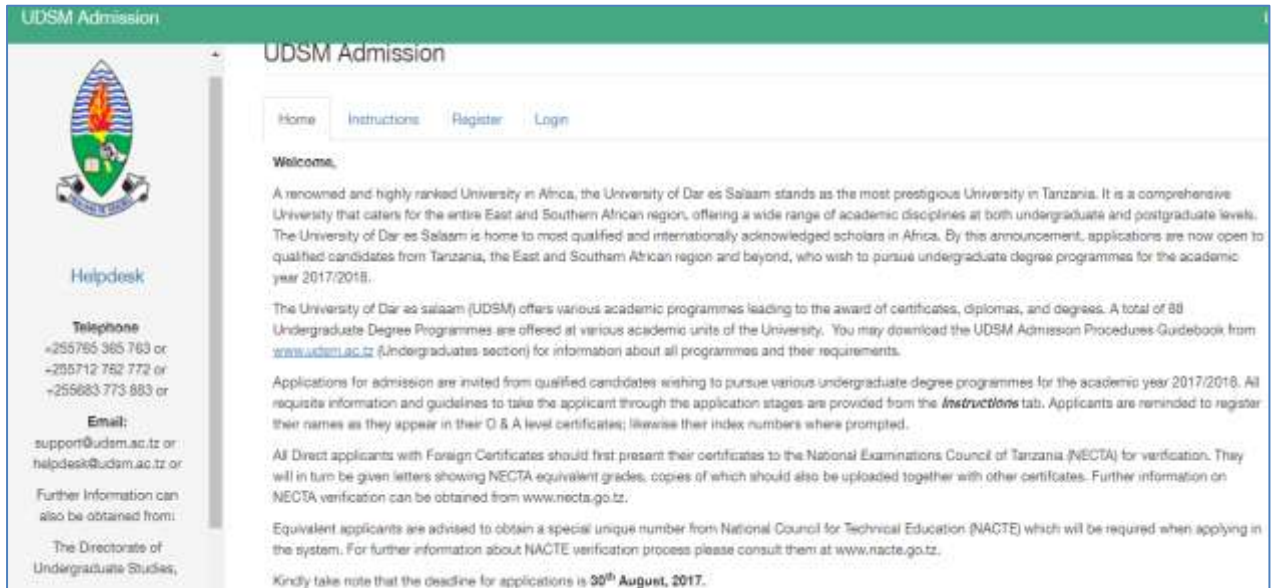


Figure 1: Screen shot showing UDSM Admission system

1. Register for an account in our system through the **register** tab as shown in Figure 1.

**Note: to register for an account in the admission system you will need the following information.**

- a) First name
- b) Middle name (optional)
- c) Sur name
- d) Email Address**
- e) Mobile Telephone Number**
- f) To finalize registration you will need to supply a password that you will use whenever you wish to log into the system. And lastly fill in the characters **capcha** as will be shown at the bottom of the register form (See an example in Figure 2) and then click the **register** button at the bottom to register for an account.

Home   Instructions   Register   Login

**Firstname**

**Middlename**

**Surname**

**Email Address**

**Repeat Email**

**Telephone No. Eg +255726736374**

**Repeat Telephone No.**

**Password**

**Repeat Password**


Type below the blue characters. Click on the blue characters to get a new one if not clearly seen 

Figure 2 Screen shot showing the registration form

2. If you are successfully registered, then the system will send an email to your email address, please log into your email account to use the instructions in the e-mail sent to you by the system in order to activate your admission account.
3. Use the link sent into your email to log into the Admission system.  
**Note: Your username is:** your email address  
**Your Password is:** the password you supplied during registration

Home   Instructions   Register   Login

Please Login by providing your username and Password. You must register first if you don't have an account.

**Username**

**Password**

Figure 3: Screen shot showing the login screen

## Stage 2. Make an Application

When you are successfully logged into your account you will find a notification that your account is successfully activated.

Click on the “My Application” menu link to start the application process. Once you do this, you will be presented with four [4] steps to complete your application as follows:

### Step 1: My Profile

Update your profile by filling the information required in the profile form as shown in figure 4 below.

Step 1: My Profile   Step 2: Application Fee   Step 3: Academic Qualification   Step 4: Programme Choices

Status : **Not Completed**

Please update the following details, be sure you provide the correct information as you won't be able to change it again. The names should be exactly the same as the names in your certificates.

**Programme Type**

Bachelor

-----SELECT PROGRAMME TYPE -----

PhD

Masters

Postgraduate

Bachelor

Diploma

Certificate

Male

**Category**

Direct Applicant (Form six) with Both A-Level & O-Level Certifir

**Surname**

Mbele

**Disability Type**

None

**Mailing Address**

P.o.Box 6254, DSM

Save and go to Step: 2

Figure 4 Screen shot for editing/updating applicant profile

- Choose programme type *i.e. bachelor, diploma, certificate etc.* from *Programme Type* drop down list. Choose Bachelor for this case.
- Choose the Entry Category for the programme type from the *Category* drop down list

- c) Write names as they appear in your academic certificates
- d) Provide other remaining information i.e. *sex, country of citizenship, disability (if any) and mailing address.*
- e) Click “*Save and go to Step 2*” button to save the information and proceed to step 2 of the application process where the system will provide you a reference number which you will need to pay admission fee.

## **Step 2: Application Fee**

Use the reference number shown in red colour (**Payment Ref #:99143xxxxxxx**) at the Application fee Tab to pay application fee by using mobile money services (*M-Pesa, Tigo-Pesa and Airtel Money*).

The required application fee amount is as follows:

- **Tshs. 10,000/-** for Bachelor degree programmes

Following is the instructions on paying application fees using mobile operators:

**(Note: the reference number shown in Figure 5 is only an example)**

The screenshot shows a web interface titled "My Application". At the top, there are four tabs: "Step 1: My Profile", "Step 2: Application Fee" (which is active), "Step 3: Academic Qualification", and "Step 4: Programme Choices". Below the tabs, there is a "Status" section with a red box indicating "Application Fee NOT Paid". A large red box contains the text "Payment Ref#: 991430000370" and "Pay your Fee by following the instructions below:-". Below this, a dropdown menu is open, showing the text "---PLEASE SELECT MODE OF PAYMENT---" and three options: "PAY USING M-PESA", "PAY USING TIGO PESA", and "PAY USING AIRTEL MONEY".

Figure 5: Screen Short for Payment of Application Fee – Reference number example

### a) Vodacom M-Pesa

- i. Dial \*150\*00#
- ii. Choose Option 4 --- *“Pay by M-Pesa” (“Lipa kwa M-Pesa”)*
- iii. Choose Option 4 --- *“Enter Business Number” (“Weka namba ya kampuni”)*
- iv. Enter Business Number (Weka Namba ya Kampuni) --- **888999**
- v. Enter Reference Number (Weka Kumbu kumbu ya Malipo) --- *You will be given this unique reference number by the system.*
- vi. Enter your pin number (Weka namba yako ya siri)
- vii. Confirm payment (Thibitisha malipo)

### b) Tigo-Pesa

- i. Dial \*150\*01#
- ii. Choose Option 4 --- *“Pay Bills” (“Lipia Bili”)*
- iii. Choose Option 3 --- *“Enter Business Number” (“Ingiza Namba ya Kampuni”)*
- iv. Enter Business Number (Ingiza namba ya kampuni) --- **888999**
- v. Enter Reference Number (Weka Kumbu kumbu namba) --- *You will be given this unique reference number by the system.*
- vi. Enter Amount (Ingiza kiasi)
- vii. Enter pin number to confirm (Ingiza namba ya siri kuhakiki)

### c) Airtel Money

- i. Dial \*150\*60#
- ii. Choose Option 5 --- *“Pay Bills” (“Lipia Bili”)*
- iii. Choose Option 4 --- *“Enter Business Number” (“Ingiza Namba ya Kampuni”)*
- iv. Enter Business Number (Namba ya kampuni) --- **888999**
- v. Enter Reference Number (Kumbu kumbu ya malipo) --- *You will be given this unique reference number by the system.*
- vi. Enter Amount (Kiasi)

After payment, the system will automatically update and allow you to proceed to next steps

### Step 3: Academic Qualification

- a) For direct entry applicants with both form IV and VI results from NECTA, Add index number and year and choose either O-level or A-level.

Your index number should be followed by the year you sat for the exam and the information should be separated by a forward slash; e.g. S0110/0092/2014

- b) For equivalent applicants with form IV results from NECTA, add your NECTA results as instructed in (a) above, then submit your diploma certificates by entering required information and upload your diploma certificates in PDF format.
- c) For local applicants with foreign certificates, you will need to put results in the system and upload certificates in PDF format

My Application

Step 1: My Profile Step 2: Application Fee Step 3: Academic Qualification Step 4: Programme Choices

Level: --SELECT LEVEL--

Index Number/Year: Eg. S0131/0120/2014

Add Results

S2345/0022/2014 - O-Level; Div/Class Fail; Points/GPA 3.6  
CIV-C, HIST-C, GEO-C, KISW-C, ENGL-B, CHEM-B, BIO-B, BMATH-E

Delete

Figure 6: Screen Short for Academic Qualifications Form

My Application

Step 1: My Profile Step 2: Application Fee Step 3: Academic Qualification Step 4: Programme Choices

Level: --SELECT LEVEL--  
--SELECT LEVEL--  
"O" Level  
"A" Level

Index Number/Year: Eg. S0131/0120/2014

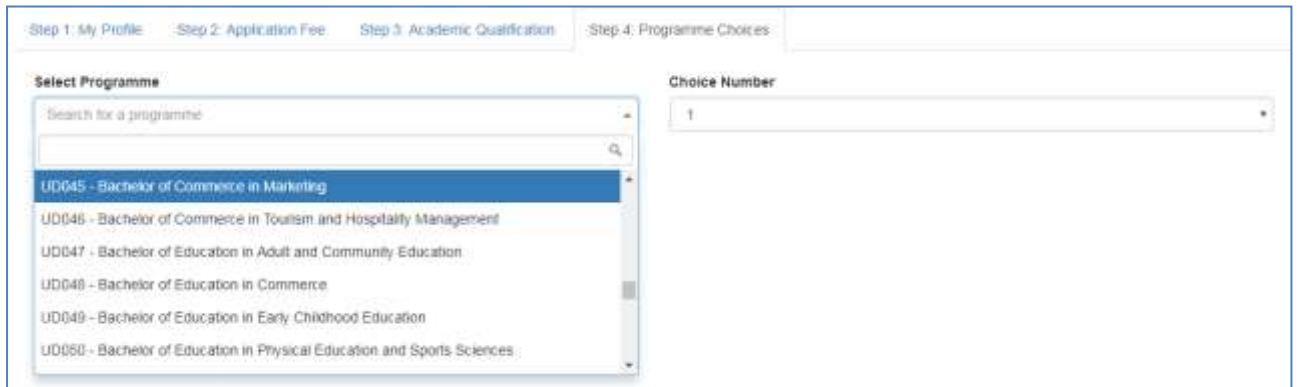
S2345/0022/2014 - O-Level; Div/Class Fail; Points/GPA 3.6  
CIV-C, HIST-C, GEO-C, KISW-C, ENGL-B, CHEM-B, BIO-B, BMATH-E

Delete

Figure 7: Screen short for Academic Qualifications after adding results

## Step 4: Programme Choices

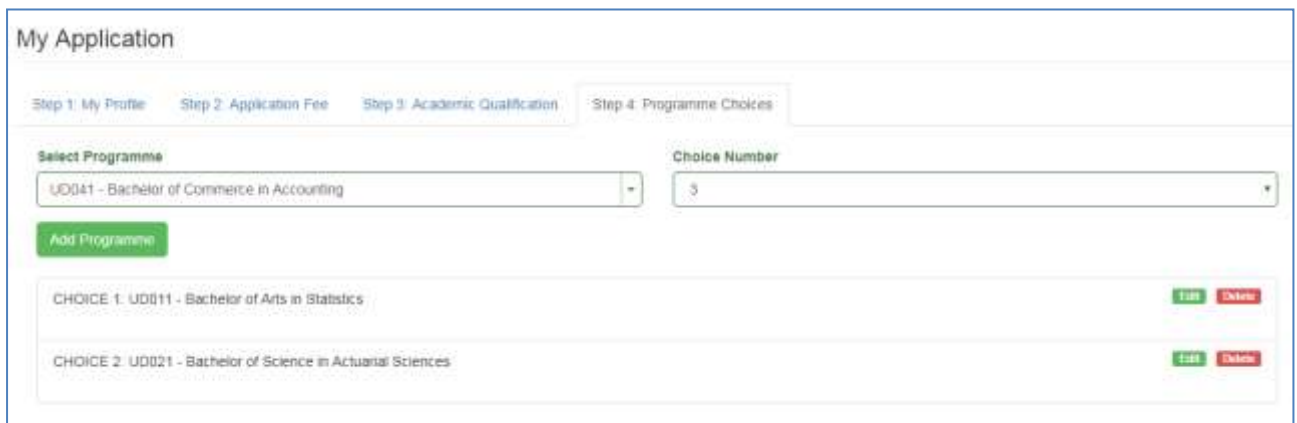
Choose from the List of available programmes and provide the choice number (for example if you put value for “*choice number*” as 1 it means the program is your first choice etc).



The screenshot shows the 'Step 4: Programme Choices' section of a web application. At the top, there are navigation tabs for 'Step 1: My Profile', 'Step 2: Application Fee', 'Step 3: Academic Qualification', and 'Step 4: Programme Choices'. Below the tabs, there are two main input areas: 'Select Programme' and 'Choice Number'. The 'Select Programme' dropdown menu is open, showing a search bar and a list of programs. The first program, 'UD045 - Bachelor of Commerce in Marketing', is highlighted. Other programs in the list include 'UD046 - Bachelor of Commerce in Tourism and Hospitality Management', 'UD047 - Bachelor of Education in Adult and Community Education', 'UD048 - Bachelor of Education in Commerce', 'UD049 - Bachelor of Education in Early Childhood Education', and 'UD050 - Bachelor of Education in Physical Education and Sports Sciences'. The 'Choice Number' dropdown menu is set to '1'.

Figure 8 Selecting program choices

Once you select the program and provide choice number, you can click “Add Programme” button to add the program to your list.



The screenshot shows the 'My Application' page. At the top, there are navigation tabs for 'Step 1: My Profile', 'Step 2: Application Fee', 'Step 3: Academic Qualification', and 'Step 4: Programme Choices'. Below the tabs, there are two main input areas: 'Select Programme' and 'Choice Number'. The 'Select Programme' dropdown menu is set to 'UD041 - Bachelor of Commerce in Accounting'. The 'Choice Number' dropdown menu is set to '3'. Below these input areas, there is a green 'Add Programme' button. Below the button, there is a list of selected programmes. The first program is 'CHOICE 1: UD011 - Bachelor of Arts in Statistics' with 'Edit' and 'Delete' buttons. The second program is 'CHOICE 2: UD021 - Bachelor of Science in Actuarial Sciences' with 'Edit' and 'Delete' buttons.

Figure 9 Screen shot showing applicant selected programmes

You can continue adding, deleting and editing your programmes until 30<sup>th</sup> August 2017 which is the deadline date for applications.