

Instructions on how to apply to various Programmes at UDSM

Stage 1: Registration for an Admission Account (<https://udsm.admission.ac.tz>)

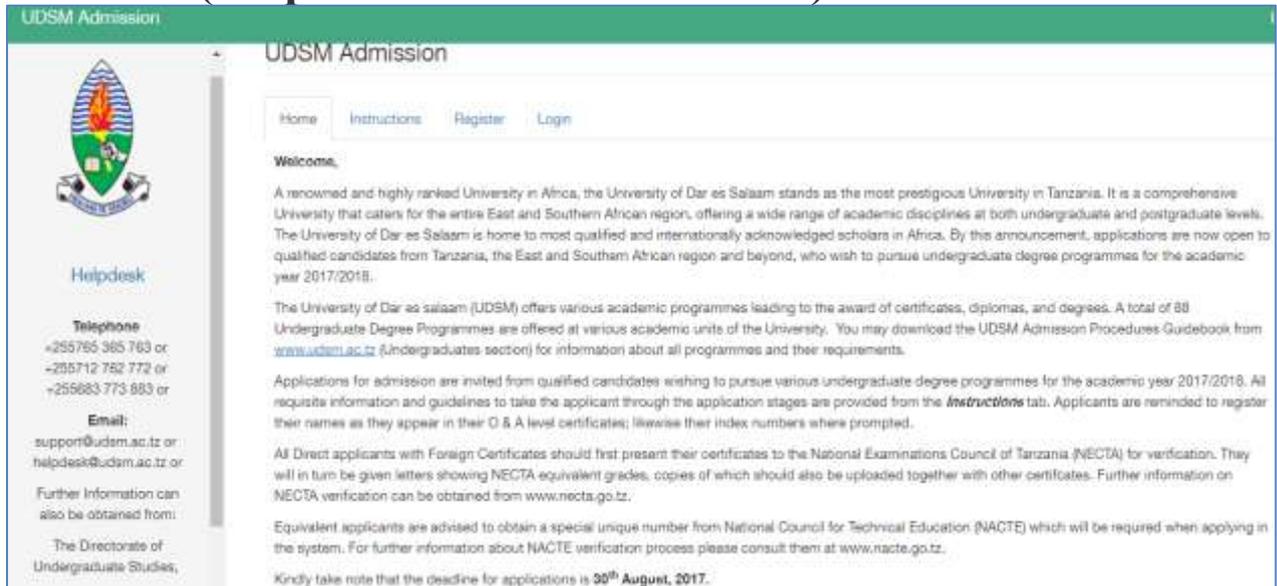
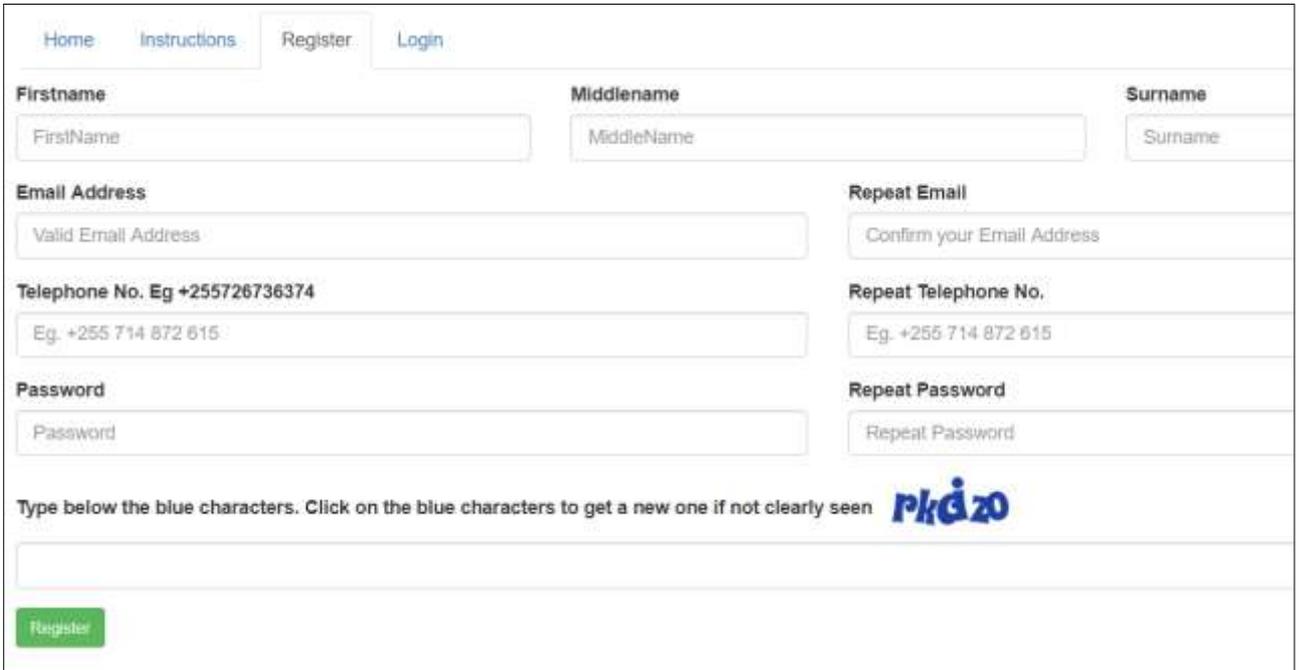


Figure 1: Screen shot showing UDSM Admission system

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.

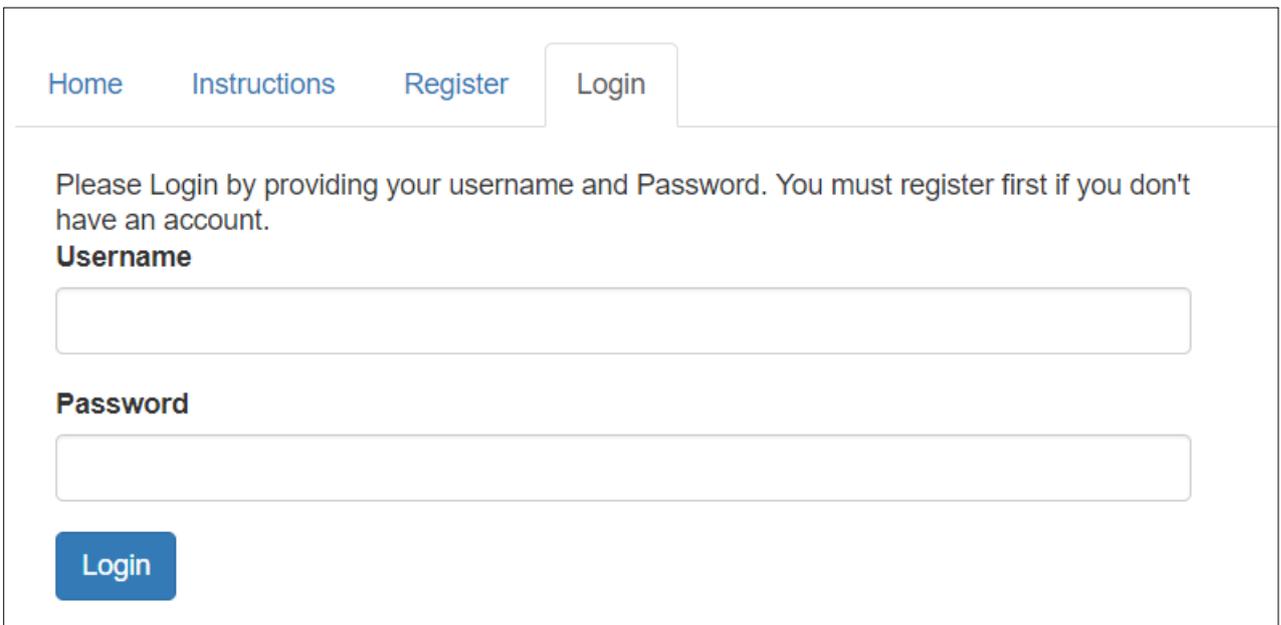
- a) First name
- b) Middle name (optional)
- c) Sur name
- d) Email Address**
- e) Mobile Telephone Number**
- f) To finalize registration you will need to supply a password that you will use whenever you wish to log into the system. And lastly fill in the characters **capcha** as will be shown at the 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.



The registration form includes a navigation bar with links for Home, Instructions, Register, and Login. The form fields are organized into three columns: Firstname (with placeholder FirstName), Middlename (with placeholder MiddleName), and Surname (with placeholder Surname). Below these are fields for Email Address (with placeholder Valid Email Address) and Repeat Email (with placeholder Confirm your Email Address). The Telephone No. field (with placeholder Eg. +255 714 872 615) is followed by a Repeat Telephone No. field (with placeholder Eg. +255 714 872 615). The Password field (with placeholder Password) is followed by a Repeat Password field (with placeholder Repeat Password). A CAPTCHA section asks the user to type characters from a blue logo (PKDZO) and includes a Register button.

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



The login screen features a navigation bar with links for Home, Instructions, Register, and Login. A message reads: "Please Login by providing your username and Password. You must register first if you don't have an account." Below this are fields for Username and Password, followed by a blue Login button.

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. 20,000/-** for Bachelor degree programmes

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

The screenshot shows a web interface for '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, the status is indicated as 'Status : Application Fee NOT Paid'. A prominent red box contains the text 'Payment Ref#: 991430000370' and the instruction 'Pay your Fee by following the instructions below:-'. Below this, a dropdown menu is open, displaying the following options: '---PLEASE SELECT MODE OF PAYMENT---', 'PAY USING M-PESA', 'PAY USING TIGO PESA', and 'PAY USING AIRTEL MONEY'. At the bottom of the dropdown, there is a small blue text that reads 'The candidate will be allowed to continue with the application process'.

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:

Index Number/Year:

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

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--
O Level
A Level

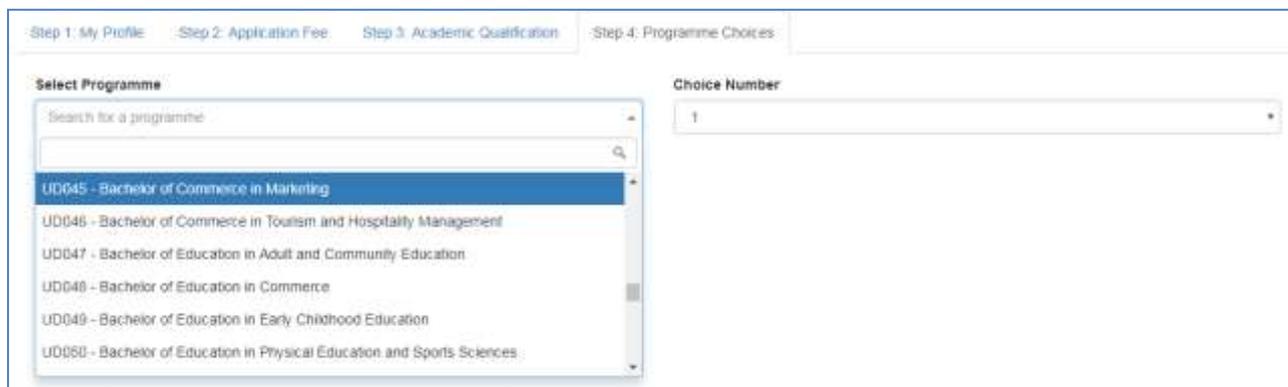
Index Number/Year:

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

Figure 7: Screen short for Academic Qualifications after adding results

Step 4: Programme Choices

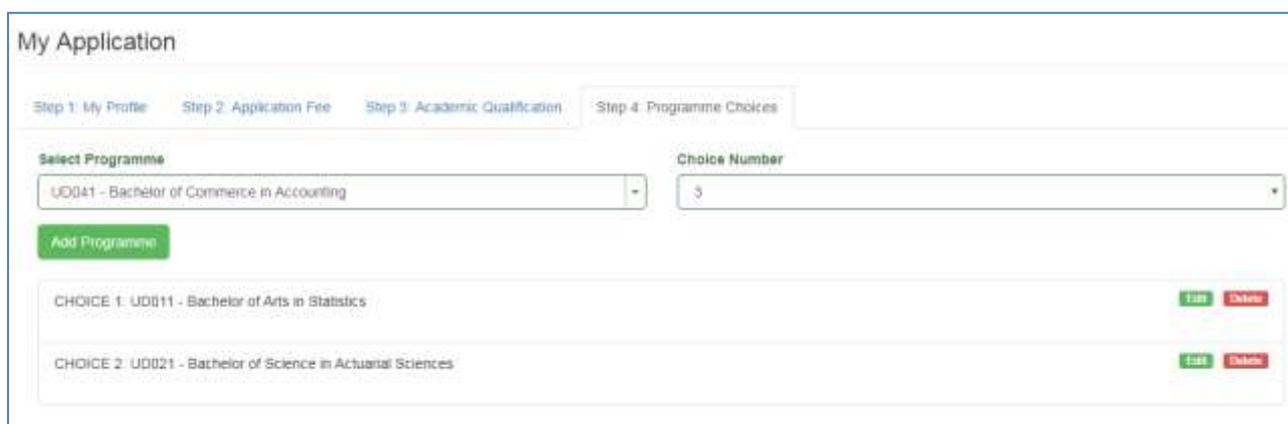
Choose from the List of available programmes and provide the choice number (for example if you put value for “*choice number*” as 1 it means the program is your first choice etc).



The screenshot shows the 'Step 4: Programme Choices' section of an application form. At the top, there are four tabs: 'Step 1: My Profile', 'Step 2: Application Fee', 'Step 3: Academic Qualification', and 'Step 4: Programme Choices'. Below the tabs, there is a 'Select Programme' section with a search bar and a dropdown menu. The dropdown menu is open, showing a list of programmes: 'UD045 - Bachelor of Commerce in Marketing', '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'. To the right of the search bar is a 'Choice Number' dropdown menu with the value '1' selected.

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 with the 'Step 4: Programme Choices' section. The 'Select Programme' dropdown menu is now closed, and the selected programme is 'UD041 - Bachelor of Commerce in Accounting'. The 'Choice Number' dropdown menu is set to '3'. Below the search bar and dropdowns is a green 'Add Programme' button. Below the button, there is a list of selected programmes. The first entry is 'CHOICE 1: UD011 - Bachelor of Arts in Statistics' with 'Edit' and 'Delete' buttons. The second entry 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 30th August 2017 which is the deadline date for applications.