

How to Apply

Easy and straightforward application process

The Open University of Tanzania uses an online application system (OAS) to receive and process all applications for admission into various academic programmes. Submit your application before the indicated deadline, and our admissions team will receive and process it.

Click the “Online Application System” to begin your journey! If you need help, contact our admissions office at admission@out.ac.tz or call our hotline **+255 654 963 983** during office hours.

If you encounter challenges with the online application, you may fill the [Undergraduate Application Form](#) and submit it to any nearest OUT Regional Centre (Link the Undergraduate Application Form *(without year)*)

Make sure your application is complete by having the following:

- ✓ Form four index number
- ✓ Form six index number or Award verification number (AVN) from NACTVET for Diploma holders
- ✓ Active phone number
- ✓ Email address

Instructions on How to Apply for Various Undergraduate Programmes at the OUT

The OAS is linked with the Tanzania Commission for Universities (TCU) admission system, the National Council for Technical and Vocational Education and Training (NACTVET) and the National Examination Council of Tanzania (NECTA) for degrees, certificates and Diploma, and secondary education verifications.

Preparations

1. For the Direct applicants into bachelor degrees and the Foundation Programme (Form IV and Form VI certificates holders) make sure you have both A-level and O- level index numbers, which should be written in the following format: S0000/0000/0000 e.g. S1122/0333/2017.

If the certificate is having three digits you must add zero (0) to make 4 digits, e.g. S1122/334/2017 a zero 0 must be added at the beginning of the number i.e. S1122/0334/2017. Please do not upload any certificate.
2. For Equivalent applicants into bachelor degrees and the Foundation Programme (Diploma holders), the Award Verification Number (AVN) must be obtained from NACTVET. It can be obtained online from the NACTVET website. Please note that you may be required to pay a certain amount of money. An Example of AVN is (19NA12212ME). Please do not upload any certificate.
3. For applicants into Diploma and Certificates programmes (Form IV and Form VI certificates holders) make sure you have both A-level and O- level index numbers, which should be written in the format: S0000/0000/0000 e.g. S1122/0333/2017.

If the certificate is having three digits you must add zero (0) to make 4 digits, e.g. S1122/334/2017 should be S1122/0334/2017. In addition, each certificate must be scanned in PDF format separately and must be uploaded in the OAS.

4. Applicants with other degrees should apply through the OAS. In addition to the Form IV and Form VI index numbers where applicable, applicants must scan and upload their degree transcripts.
5. Applicants must write their names as they appear in their form four (O-level) certificates.

Payment of Application Fee

1. Applicants must pay the application fee through a control number that will be automatically generated from the application system after registration on the system.
2. Foreign applicants should contact the International Students Office through iso@out.ac.tz to obtain assistance on the payment procedure.

Filling the Application Form

1. Select the nearest OUT Centre that will be your Regional Centre
2. Select Entry Category
3. Choose Application Type
4. Choose when/where you completed your O-level
5. Click next to proceed (if you have completed O-level in Tanzania after 1987 your names will appear automatically)

Important Information

1. Remember to click "Save" after filling the form.
2. Please do not add extra names, your names should be the same as those appearing on your O-level certificate.