

Tanzania Commission for Universities



Call for Applications for Admission into Higher Education Institutions through the Central Admission System (CAS) for academic year 2015/2016

Tanzania Commission for Universities (TCU) in collaboration with National Council for Technical Education (NACTE) hereby inform all prospective applicants seeking admission into higher education institutions in the academic year 2015/2016 can start lodging their applications through the Central Admission System from **Thursday, 28th May 2015**.

The application through CAS will involve:

- a) Form Six applicants who completed their studies between the year 1988 to 2014;
- b) Applicants with Recognition of Prior Learning (RPL) Certificates who passed RPL examination in 2014.
- c) Applicants with Diploma in teacher education who completed in 1988 to 2014;
- d) Applicants with Full Technician Certificates (FTC) who completed in 1988 to 2014;
- e) Applicants who completed their Ordinary Diploma in technical education (NTA Level 6) in 1988 to 2014;
- f) All applicants with other diplomas (non-NTA level 6) from Tanzanian institutions recognized by TCU/NACTE;
- g) All applicants with diplomas from outside Tanzania which have been recognized by TCU/NACTE.
- h) Applicants with foreign certificates who completed their advanced level certificates and their final examination results

1.0. Minimum entry qualifications for Admission into Higher Education Institutions (HEIs).

The minimum entry requirements set by TCU and NACTE to join HEIs are as follows:

- a) For Form.6 applicants who completed their advanced level education before 2014, the minimum entry qualification is two principal passes (**Two E's**) at A-Level with a total of 2.0 points (Under the Old Grading System)
- b) For Form.6 applicants who completed their advanced level education from 2014 onwards, the minimum entry qualification is two passes (**Two D's**) at A-Level with a total of 2.0 points (Under the New Grading System)
- c) RPL Candidates who **passed** RPL examination from 2013 and all who are eligible to **apply and sit** for RPL examination in 2015 and attained minimum entry qualifications as per RPL guidelines.
- d) For the Diploma applicants the minimum entry qualification is at least four O level passes (D's and above) or NVA level III with less than four level passes or equivalent foreign qualifications as established by either NECTA or VETA;

AND

- i. Ordinary Diploma (NTA Level 6) with at least GPA of 2.7; or Full Technician Certificate (FTC) with at least points average of 2.7 (where A=5, B=4, C=3 and D=2 points for Old Grading System);
- ii. Diploma in Teacher Education with an average of 'C' grade; or Health related awards such as Clinical Medicine and others with average of 'B' grade; or Credit class diploma for classified diplomas and certificates in terms of 'distinctions, credit or pass' or Lower Second Class diploma for classified non-NTA diplomas; or Average of 'B' grade or lower second class in recognized pre-entry programme offered by technical institutions accredited by NACTE for both A-level and Diploma holders with lower than minimum entry requirements.

2.0 How to apply

Applications for undergraduate admission shall be done online through internet via the Central Admission System (CAS). Applicants should not submit their applications to TCU or NACTE by e-mail, fax, or deliver them in person.

Applicants should ensure that they have paid the application fee through prescribed procedures before starting application.

2.1 Mode of payment

Application fee for category A (Form Six – NECTA and Non NECTA applicants) Tanzanians shall be required to pay a non-refundable application fee of Tshs. 50,000/= payable through recommended mode of payment.

Applicants shall pay for application fee through *Maxmalipo Agents, M-Pesa and TigoPesa* only. *Airtel Money and Easy-Pesa* will be incorporated soon.

2.2 How to pay via MaxMalipo agents:



Steps

1. Visit the nearest Maxmalipo agent with your Tshs 50,000/-
2. The agent will take your cash and request for your mobile phone number.
3. The agent will process your payment and issue you a receipt that contains a voucher number.
4. You will shortly receive an SMS as well as a voucher number.

- ❖ Use the voucher number as payment ID for registration to apply on TCU Central Admission System (CAS).

2.3 How to pay via M-Pesa: Dial *150*00#



Steps

1. Dial *150*00#
2. Select option # 4: Pay via M-PESA
3. Select option #4: Enter Business number: 240027
4. Enter payment reference number: 123456
5. Enter Amount: 50,000/-
6. Enter your PIN
7. Enter 1 to confirm

- ❖ You will receive an M-PESA notification SMS confirming your transaction.
- ❖ You will then receive another SMS from TCU with voucher Number that you can use as payment ID on the Central Admission System (CAS) for registration

2.4 How to pay via Tigopesa: Dial *150*01#



Steps

1. Dial *150*01#
2. Select option # 4: PayBill
3. Select option #2 to enter the Business number
4. Enter the Business number: 240077
5. Enter reference of payment: 123456

6. Enter amount: Tshs 50,000/-
7. Enter your PIN

- ❖ You will receive a Tigopesa notification SMS confirming your transaction.
 - ❖ You will then receive another SMS from TCU with voucher number that you can use as payment ID on the Central Admission System (CAS) for registration
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- Non-Tanzanians will be required to pay US\$60 through CAS Account at any CRDB bank branches countrywide (TCU-CAS Account No. **02J1026795700**). the swift code is: **CORUTZTZ**.
 - Non-Tanzanians residing outside Tanzania will be required to pay US\$60 through CAS account number (TCU-CAS Account No. **02J1026795700**). The swift code: **CORUTZTZ**.
 - After paying a non-refundable fee of US\$60, Non-Tanzanians residing inside and outside Tanzania should **EITHER** submit physically proof of payment together with **certified copies** of their academic certificates and NECTA equivalence letter to TCU **OR** send through email: **admission@tcu.go.tz**; **dad@tcu.go.tz** or Fax Number: **+255-22-2772891** to enable TCU to send them **Payment ID Number** which is necessary during application. They must also attach their valid personal emails or mobile numbers for communication purpose.

2.5 Instructions on How to Apply Using the Central Admission System (CAS)

a) Introduction

Four groups of applicants can apply for admission into Higher Education Institutions (Universities and Colleges) as follows:

- ❖ Recognition of Prior Learning (RPL) applicants
- ❖ Form Six Leavers who sat for NECTA Examinations

- ❖ Form Six Leavers who sat for Examinations of Other Foreign Examining Boards (Holders of Foreign Certificates either O-Level, A-Level or Both)
- ❖ FTC or Diploma holders from colleges and Institutions under NACTE

Each of these types of applicants has a different route of application as explained hereunder. Kindly read carefully and follow instructions.

b) Before you apply

Holders of Foreign certificates from other examination Boards different from NECTA should first present their certificates to the National Examination Council (NECTA) for verification. They will in turn be given letters showing NECTA Equivalent grades. The equivalent letters and certified copies of certificates should then be presented to TCU for application approval. **This step should be done before they make any payment.**

c) Information Requirements

After you have paid the required application fee, make sure you have the following information before you start the application process

Form six applicants (NECTA) Information

1. Payment Transaction ID
2. **Form four index number** in the format *S0101/0002/2015* or *P4003/0200/2013*
3. Postal address, E-mail address, Mobile number, District of domicile, Date of birth and National ID number (if available),
4. Form six index number in the same format as form four above
5. In case you re-sat form four or form six examinations, then the index numbers for the re-sit(s) will be needed

Form six applicants (Non NECTA) Information

1. Payment transaction ID
2. Certified copies of NECTA equivalence letter and your foreign certificates **presented to TCU** for entry of the information into the system and for record purposes
3. **Form four index (or Exam) number** exactly as appearing on your foreign certificates including the year of the examination e.g. **U0101/0002/2015 or U4003/0200/2013.**
4. Postal address, E-mail address, Mobile number, District of domicile, Date of Birth and National ID number (if available),
5. **Form Six Index (or Exam) number** (exactly as appearing on your foreign certificates including the year of the examination),
6. In case you re-sat form four or form six examinations, then the index numbers for the re-sit(s) will be needed

d) How to Apply Step by Step Form Six Applicants (both NECTA and Non NECTA)

1. Go to TCU website (www.tcu.go.tz) and click on **CAS or Central Admission System** link. The Central Admission System will open. (Alternatively go directly to <http://cas.tcu.go.tz> and follow steps a - d below)
2. Click on “**F6 and Foreign Certs Registration**” link to register.
 - a) Enter your **form four index number** and the **Year of completion** (*as per indicated format*) and **Password** (*You need to create your own password and make sure it is simple enough to remember*)
 - b) Select applicant **category**

- c) Enter **payment ID** (This is the number you have received after you have made a payment through proposed mode of payment)
- d) Click “**Submit**” button

NB: Your examination results and some personal particulars will

be automatically fetched from NECTA database

- 3. After successful registration, on your left side of you profile, a menu will show your application progress. Finish the process by entering “**Additional Details**” such as *Nationality, Postal address, Form six index number, District of domicile, Date of birth, Mobile number, Email address and National ID* (If available).
- 4. You are strongly advised to setup a secret question and answer to be used later to recover your password in case you forgotten.
- 5. If you don’t have three (3) O-level credits, on your right menu, you can “**Add O-Level sit**” (*Form Four exam re-sit index number*). Likewise, if you don’t have Two (2) A-level passes, on your right menu, you can “**Add A-Level sit**” (*form six exam re-sit index number*).
- 6. The system provides you with links to view your O-level and A-level results and review information contained in your profile.
- 7. On the left hand side menu, the last link provides links that will enable you to edit your personal information such as *Date of birth, District of domicile, Health condition, Mobile number, Email Address and Postal Address*.
- 8. After you are registered and you have provided additional details, the system will validate your profile by:-
 - i) Comparing O-level and A-level names

- ii) Check if you have three (3) O-level credits (*C grade or above*)
- iii) Check if you have two (2) A-level passes (*grade D or above for graduates of 2014 or later and grade E or above for graduates of 2013 or earlier*)

9. Programme Selection

- i) If there is no problem in your registration, the system will automatically advance you to degree programme selection page. **(For RPL applicants, this will happen after you have sat and pass RPL examinations and results have been uploaded into the system)**
- ii) Each Form six applicant (both NECTA and non NECTA) **MUST** select at least **Three (3)** programmes and at most **Five (5)** degree programmes.
- iii) The maximum number of programmes one can select from the same institution is Two (2) degree programmes **ONLY**
- iv) Applicants are strongly advised to read **Students Admission Guidebook** before wrongly select the programmes.
- v) Applicants are strongly advised to read carefully the **Students Admission Guidebook** on priority and non-priority programmes to be aware on the possible loans offered and tuition fee charged per programme and institutions.

3.0 How to select programmes

On your **LEFT PART of your profile** click on “**Search**”. The list of all programmes showing programme code, programme name, institution name and programme cost will be displayed. You can narrow your search

(filtering) by typing keywords such as programme code e.g. **AJ004**, location like DODOMA or degree name like Engineering or Medicine. On your right there are two links against each programme that will allow you to view more details of the programme of interest or **ADD** to your profile if you are satisfied.

After adding a programme, you can:-

- View your selected programmes
- Add more programmes
- Delete any programme
- Reorder programme priorities

After completion of selection of programmes you can optionally print the summary of your profile by clicking on the link “**Print my profile**” for future reference.

Note: If you had logged out before selecting programmes, you can login using your username and password to continue with the process

NB:

1. Applicants should remember their passwords, as they will be needed when reviewing their applications.
2. All applicants are advised to keep their password privately, to avoid malicious people who may try to change the applicant’s information.

Please Note: Your password is confidential and personal to yourself.

3. Holders of foreign certificates **MUST** submit to TCU certified copies of their academic certificates and NECTA equivalence letter to TCU OR send through email: admission@tcu.go.tz; dad@tcu.go.tz or Fax Number: +255-22-2772891 prior attempting any application.

4.0 Queries

In case of any problem concerning application process they should contact TCU or NACTE as follows:

- 1) All applicants under category A (**Form six, foreign certificates and RPL Certificates**) should contact TCU through:

The Executive Secretary,

Tanzania Commission for Universities,

P O Box 6562, Dar es Salaam.

Tel: +255 22 2772657; Fax: +255 22 2772891;

Email: dad@tcu.go.tz or admission@tcu.go.tz

Mobile Numbers: **+255 765 027 990, +255 674 656 237 and +255**

683 921 928. Physical address: Garden Road, Mikocheni (near

TPDC Estate), Dar es Salaam

- 2) All applicants under category B (**NTA level 6, Diploma in Teacher Education, FTC and other diplomas**) should contact NACTE through:

The Executive Secretary,

National Council for Technical Education,

P.O. Box 7109, Dar es Salaam.

Tel: +255 22 2780077 and +255 22 2780312; Fax: +255 22 2780060;

Email: es@nacte.go.tz or admissions@nacte.go.tz

Mobile Numbers: +255 767 129132 and +255 767 129134

Physical address: Mikocheni Light Industrial Area, Adjacent to

The Institute of Tax Administration, Dar es Salaam

5.0 Deadline for application

The deadline for applications for all applicants who completed their studies from 1988 to 2014 will be on 15th August 2015.

Issued by:
Executive Secretary
TCU
28th May, 2015.