Welcome to Mzumbe University Online for Admission and Application Portal (MU-OAAP.)

Make sure you have a Valid Email Address and Phone Number (They will be used for issuing feedback on your application status when the admission selection is complete)

Access the link for Online Application and Admission Portal (http://admission.mzumbe.ac.tz provided through Admission button on Mzumbe University Official Website)

Register by Creating a User Account if you never created any (You should Type a User name, A valid email address. Press a CREATE ACCOUNT Button). You will receive a message "Please check your email to complete the registration process."

Step 1
Go to your email and activate the account you created by clicking on the link you received from the Application Portal which reads: "To activate this account, please click the following link."

Step 2
Sign in to your Account

To reset your Password, you must enter the email address that you used in the registration process correctly. You will receive an email address with a link for resetting the password and the User name you used during Registration Process. Note that you can reset your user name.
Select the Country you attended O-level/A-Level/Diploma.

⚠️ Note: If you attended let say: O-Level in Tanzania and A-Level in Uganda or Kenya and if you are to use both Certificates to justify your admission qualifications, then the Country you should choose is Uganda or Kenya. This does not refer to the country of birth/nationality. If you Attended O-Level and A-Level in Tanzania choose Tanzania.

If studied outside Tanzania you will see this window. Note that later you will upload your certificates

If studied in Tanzania you will see this window

A window with all Important Application Steps will Open as shown below (Six steps)

Step 1
Accept Terms and Conditions

Click to accept, then press “SAVE AND CONTINUE” to see next window

Step 2
Fill personal details

Fill in personal details Correctly such as Date of Birth, Sex, Marital status, City/Region, District, Sponsorships, Phone Number and Postal Address. Then Click on ‘SAVE AND CONTINUE’. This will direct you to step Number 3.

⚠️ Note: For all Direct Applicants who attended both O-Level and A-level or with NACTE certificates received in Tanzania. Your names and Passes will automatically be fetched from either NECTA OR NACTE respectively. Such information should not be written manually or even edited at any point during the application process.

Step 3
Make Payment:

At this point, you will have received an auto-generated ‘Payment Control Number’ that will be used for payment of your application fee. This control number will be used to make payment of application fee at any CRDB Bank branch, Fahari Huduma agent, and or CRDB Mobile App.

After paying your application fee ‘Refresh your page’ or use CTRL + R to display your payment confirmation Details. Then Click on ‘CONFIRM PAYMENT AND CONTINUE’. This will direct you to step Number 4

Mzumbe University Payment Control Number starts with 99418 followed by other numbers
Confirm Previous Training:

Write your Form Four and Form Six Index Numbers correctly in the relevant boxes. Then press ‘>’ to move the number into the box. Then click on ‘SEARCH RESULTS’. Both Form Four and Form Six results will be retrieved together with your names. Make sure you confirm if all retrieved data are correct. Then click on ‘CONFIRM AND CONTINUE’. This will direct you to step Number 5.

Select Programmes:

For Bachelors, Diploma and Certificate Applicants you will choose three programmes that you would like to be considered for admission. Click on the Programme then Push/Move Forward ‘>’ or back ‘<’. They are arranged according to your preferences. Then click on ‘SAVE AND CONTINUE’. This will direct you to step Number 6.

Check and submit:

At this stage you can review all information on your application before you click on the submit button. You are allowed to Edit all the information except the Names, Results and the Application Fee Payment.

If you are satisfied click ‘SUBMIT APPLICATION’. You have completed the Application Process.

You now receive a text message through the Phone number you provided that reads “Thank you for submitting your application to Mzumbe University. You will be notified when the selection process is complete”

For Further Assistance Call or Email us at:

1. Main Campus: +255 767-086469 / +255 710-805711 / +255 786-570859 / +255 623-579621 and
2. Mbeya Campus College: +255 755036281 / +255 677561453 / +255 738 701452
3. General Email: admission@mzumbe.ac.tz