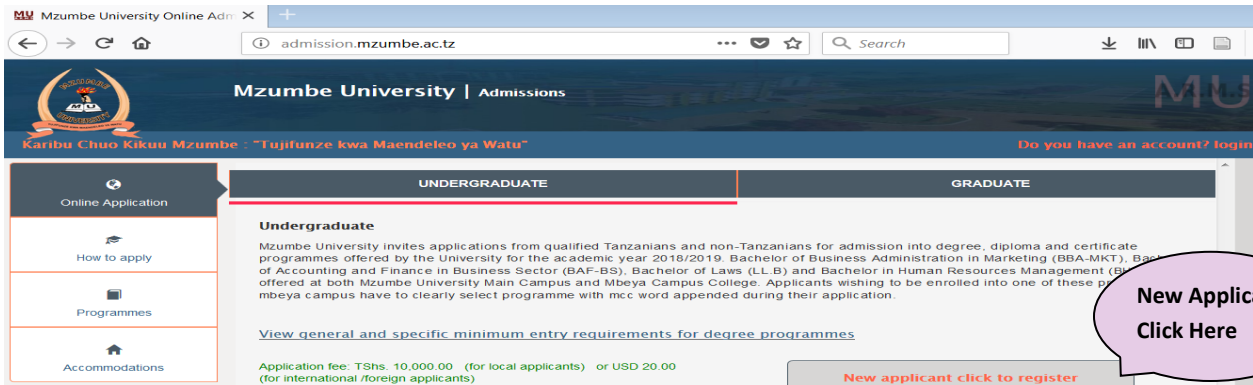




Mzumbe University
(Chuo Kikuu Mzumbe)

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



Before you Start your Application

- > 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)

Preliminary Steps for Completing your Registration for Application Process

Step 1 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."**

User Name

Email Address

Password

Repeat Your Password

CREATE ACCOUNT

Note down your user name and memorize your password exactly the same way you typed them. However, the system will allow you to reset if you forget your password

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"**.

You will see this message

Your account is now activated. You can log in here.

Click here to go on step 2

Step 2 Sign in to your Account

Sign in to MU-OAAP

Don't have an account? New applicant! [Start application.](#)

Username:

Password:

[Forgot your password? Reset it.](#)

SIGN IN

Write your User Name and Password Here

Click to Reset a Password

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.

Provide basic information

Dear applicant, before you proceed with the next application steps please provide basic information about your planned level of study, country of study your ordinary level education and entry mode.

Select the country other than Tanzania, if you studied abroad in any of the (O-level/A-level/Diploma) education or if you are an international applicant

Choose Country:



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.

Select the country other than Tanzania, if you studied abroad in any of the (O-level/A-level/Diploma) education or if you are an international applicant

Choose Country:

Malawi

What have you planned to study at Mzumbe University?

Choose study level: ☐ Master's ☒ Bachelor ☐ Diploma ☐ Certificate

NOTE:

- If you have Foreign Secondary Certificates you will be required to upload the National Examination Council of Tanzania (NECTA) Equivalence translations.
- If you have Foreign Certificates (Equivalent Qualifications) you will be required to upload the National Council for Technical Education (NACTE) Equivalence translations.

SAVE AND CONTINUE

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

Select the country other than Tanzania, if you studied abroad in any of the (O-level/A-level/Diploma) education or if you are an international applicant

Choose Country:

Tanzania


What have you planned to study at Mzumbe University?

- ☒ Bachelor using Form Four and Form Six Results
☐ Bachelor using Form Four and Diploma Results
☐ Bachelor using RPL Results
☐ Diploma using Form Four and Form Six Results
☐ Diploma using Form Four and Certificate Results
☐ Diploma using RPL Results
☐ Certificate using Form Four Results
☐ Certificate using RPL Results
☐ Master's programme

SAVE AND CONTINUE

If studied in Tanzania you will see this window

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



Mzumbe University

Online Application and Admission Portal (OAAP)

Welcome: P45102Application number: 427155-MU-2018Application level: BachelorLast login:Logout

1. Accept terms of use

2. Fill personal details

3. Make payment

4. Confirm previous training

5. Select programmes

6. Check and submit

This is step one of the application process, please finish it to continue ...

Step 1

Accept Terms and Conditions

Terms and Conditions of Use for MU-OAAP Service

Before you use this service you must carefully read and accept the following terms of use:

responsible for it. MUOAAAP allows its users to retrieve lost passwords and forgotten usernames by email. The user can click on "reset password and username" button and check his/her email box with further detailed instructions.

- MUOAAAP has the right to prevent any unauthorized access into the system whenever it deems necessary for the security of the system and user accounts.
- Use of the service requires that the browser accepts cookies and that JavaScript is enabled. Data for the service is produced as PDF documents. The user must have Adobe Reader or a similar PDF reader. Adobe Reader may be downloaded free of charge from the Adobe website (<https://get.adobe.com/reader/>).

☒ I agree to the terms and conditions.

SAVE AND CONTINUE

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



1. Accept terms of use

2. Fill personal details

3. Make payment

4. Confirm previous training

5. Select programmes

6. Check and submit

Application fee payment details

PAYMENT CONTROL NUMBER	99418 XXXX XXXX
AMOUNT DUE	10,000.00/=
PAYMENT STATUS	PAID

How to pay?
Visit any CRDB bank branch or Fahari Huduma agent with your control number and you will be assisted.
Other means of payment will be communicated later on this page.

Payment Summary

TRANSACTION DATE:	June 11, 2018
PAYMENT METHOD:	
PAYMENT CHANNEL:	
TRANSACTION ID:	FP5862115270353677
PAYER NAME:	
RECEIPT NUMBER:	FP5862115270353677

CONFIRM PAYMENT AND CONTINUE


Step 4


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 ix 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.

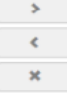
Confirm Previous Results-Direct Applicant

Enter your Form Four and Form Six number in the text boxes on the left side then click the > button to move the number into the right box. You can move as many numbers as you can to the right box. You can remove a single number from the right box by selecting it and clicking on the < button or all numbers by clicking on the X. After all click search results button to retrieve your results from NEQA.

Form Four Index  FORM FOUR INDEX NUMBER: FORMAT E.g S0100/12000/2015
Enter your Form Four Index Number

Form Six Index  FORM SIX INDEX NUMBER: FORMAT E.g S0100/12000/2015
Enter your Form Six Index Number

Move/push them here 



SEARCH RESULTS

Step 5

Select Programmes:

For Bachelors, Diploma and Certificate Applicants you will choose three programmes that you would like to be considered for admission. Click of 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.


1. Accept terms of use 2. Fill personal details 3. Make payment 4. Confirm previous training 5. Select programmes 6. Check and submit


You have successfully completed fourth step, please proceed with fifth step ...

Select Programmes of Study

To select a programme, click on the programme name on the left box then click the > button to move it to the right box. You can select up to three programmes. The first, second, and third programmes on the right box will correspond to your first, second, and third choices respectively. You can remove a single programme from your selection by selecting the programme and clicking on the < button or all programmes by clicking on the X. You can reorder your choices by clicking on the ^ and v buttons. You can search for a programme by typing a keyword in the Q search box. After all click SAVE AND CONTINUE to finish this step.


Any programme with the code starting with MU is offered at Mzumbe University - Main Campus while a programme with the code MMB is offered at Mzumbe University - Mbeya Campus College.

Select and Move/push programme by Clicking Here 

Click to set Programme preferences 

Search programme...

- Certificate in Business Management-->BMC-(MU)
- Certificate in Accountancy-->CA-(MMB)
- Certificate in Applied Statistics-->CAS-(MU)
- Certificate in Human Resource Management-->CHRM-(MMB)
- Certificate in Information Technology-->CIT-(MU)



Step 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