

# Tanzania Commission for Universities



## PUBLIC NOTICE

### **Call for Applications for Admission into Higher Education Institutions through the Central Admission System (CAS) for academic year 2016/2017 for Applicants with NTA6/Diploma Teachers/FTC/Equivalent Qualification**

This is to inform the General Public and all prospective applicants for admission into various undergraduate degree programmes that they will start lodging their applications for admission into higher education institutions for the 2016/2017 academic year through the Central Admission System on, 16<sup>th</sup> August 2016.

#### **Minimum entry qualifications for Admission into Higher Education Institutions.**

Application through CAS for prospective applicants for the 2016/2017 academic year will involve applicants with the following Entry Qualifications:

<b>CATEGORY OF APPLICANTS</b>	<b>MINIMUM ADMISSION ENTRY QUALIFICATIONS</b>
NTA6/Diploma Teachers/FTC/Equivalent Qualification	<b>At least four O'-Level passes (Ds and above) or NVA Level III with less than four O'-Level passes or equivalent foreign qualifications as established by either NECTA or VETA; AND</b>
	i) <b>At least a GPA of 3.5</b> for Ordinary Diploma (NTA Level 6); OR
	ii) <b>Average of B</b> for Full Technician Certificate (FTC) (where A=5, B=4, C=3, and D=2 points); OR
	iii) <b>Average of 'B+' Grade</b> for Diploma in Teacher Education; OR
	iv) <b>Average of 'B+' Grade</b> for Health related awards such as Clinical Medicine and others; OR
	v) A <b>Distinction</b> for unclassified diplomas and certificates.
	vi) <b>Upper Second Class</b> for classified non-NTA diplomas.

**NOTE:**

- i. Applicants with foreign Diploma certificates will be required to submit their certificates to National Council for Technical Education (**NACTE**) for equivalence before lodging applications. Applicants with foreign O-Level or A-Level Certificates are required to submit to TCU the following documents for verification purpose: Certified copy (s) of equivalence letter obtained from **NECTA**; certified copy(s) of Certificate of Secondary Education (or Advanced Certificate of Secondary Education) obtained outside Tanzania or different from **NECTA** education system and a certified copy of Local Certificate of Secondary Education obtained from Tanzania or Advanced Certificate of Secondary Education (if any).

***NB. The documents can be submitted to TCU physically or by email or by post.***

**1.0 How to apply for NTA6/Diploma Teachers/FTC/Equivalent Qualification**

- i. Applications shall be done through Internet using the Central Admissions System (CAS) which is available on TCU websites [www.tcu.go.tz](http://www.tcu.go.tz). Applicants **should not** submit their applications to TCU by e-mail, fax, or deliver them in person.

**NB:**

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

Open <http://cas.tcu.go.tz> or [www.cas.ac.tz](http://www.cas.ac.tz) , to open the Central Admission System. Read and follow instructions in home page carefully before you proceed.

**Important Notes:**

To proceed with the application you must have the following:

- ✓ Valid and working email address
- ✓ Read guidebook
- ✓ Payment M-Pesa confirmation code

Preliminary Registration

**Prior learning qualification details**

Choose your prior learning qualification (CSEE – O-LEVEL), VETA, GCE (General Certificate of Engineering) OR foreign certificate (O' level Equivalence)

*Answer the following questions:*

**“Have you completed O’ Level (CSEE)”.**

- a) If the answer is “Yes, You will be provided with the next question

**“Where did you complete O’ Level (CSEE)”**

- i. If the answer is “Tanzania (NECTA)”, the selected box will show up to select examination year. Please choose the year of completion then fill in your index number and email address in the spaces provided.
- ii. If the answer is “Outside Tanzania (Foreign)”, the selected box will show up to select examination year. Then fill in your index number, email address, first name, middle name and last name in the spaces provided.

Note: If you studied in Tanzania and examination year is before 1988 follow a) (ii) above.

b) If the answer is “No”, You will be provided with the next question

**“Do you have VETA CERTIFICATE?”**

- i. If the answer is “Yes” then please fill in your **Index Number, Email Address, First Name, Middle Name and Last Name** in the spaces provided
- ii. If the answer is “No” you will be provided with next question

**“Do you have GCE?”**

- i. If the answer is “Yes” then please fill in your **index number, email address, first name, middle name and last name** in the spaces provided
- ii. If the answer is “No” then please obtain the necessary qualifications needed.

**Enter Payment details**

Enter **MPESA** confirmation code (e.g.BA54KP432) and your available phone number.

**NB:** The code contains combination of characters and letters watch out the difference between Zero (0) and Oo, character I and 1 (Number One).

**Select Application Category**

Choose “Bachelor Degree Programmes” and click “**Continue...**”.

Click “**Continue with Application**” to proceed if information displaying on two section **BASIC PARTICULARS** and **PREVIOUS EDUCATION SCHOOLS** are correct, otherwise answer “**NO**” on the question “**Is the above information correct?**” and update accordingly and then continue by clicking “**Continue with Application**”.

**Registration Confirmation**

The after you have submitted last section of application the following page will display.

**Successfully Registered into Central Admission System (CAS)**

**YOUR USERNAME AND PASSWORD**

From now you are a registered Applicant.

Please note the username and password below and proceed to choose your admission Category.

**Username:** example@mail.com

**Password:** yTZJ6gGy

Write down this information and keep in a safe place for future use. Also check your e-mail box and your phone for more instructions to proceed with your application. Please check your Spam box if you cannot see the e-mail from your inbox. You can now proceed with admission by clicking continue with application button below.

**Note:** Remember to write it down and Keep for future use. If you studied form IV Tanzania after 1988 you are supposed to confirm your details below the page.

**Personal Details**

You’re required to fill in missing details

- i. This Basic particulars (**First Name, Middle, Last Name, Date of birth, Gender, Physical Impairment**)
- ii. Contact details (**Postal Address, Email Address, Phone number, Country of Residence, Region of Residence, and District of Residence**)

- iii. Next kin details (**Close Relative Full Name, Close Relative Address, Close Relative Phone Number, Close Relative Relation type, Close Relative Email Address, Close Relative Region of Residence**),
- iv. Previous education (**Primary School and O' level Secondary School**)

Click **“Update Details”**

**Note:** The system will show **“Your details successfully updated”** then you can scroll down on the page and Click **“continue with application”**. If you want to edit your details, click **“Profile”** at top of page then continue with application.

### **Choose Additional Qualification**

Choose additional qualifications that you hold from the list of qualifications. Click **“Yes”** if you have the qualification or **“No”** if you do not.

If your answer is **“Yes”** you will be required to fill in the details of your award and upload your award.

### **Choose Institution**

- i. Institution Name: Select institution/college basing on your preferences starting with most preferred by clicking drop down arrow that will provide you with a list of institutions/colleges.
- ii. Programme: Click **“drop down arrow”** to get a list of programmes offered by the institution you have selected which are available as described in a current admission guide book. You can always go back and change your selection at any time; always remember to save your selections or changes.
- iii. After selection the system will indicate program capacity and number of applicants who have applied so far, on the right hand side of your selection.

Click **“Save selection”** to proceed;

- ❖ During application process you will be receiving different notifications, so please read the notifications carefully before you continue; otherwise you will delay to complete your registration process.
- ❖ To finalize your application process, click **“Confirm”**. A message will appear indicating that you have successfully submitted your programme selection details. You will be notified of your application results when selection process is completed.
- ❖ Click **“continue to your profile”** to review your application process, edit selection or logout to exit. You have successfully completed the application process.

### **Note:**

- i. Make sure your email address is working.
- ii. Make sure you remember your password, as it will be needed when reviewing your application.

Your password is confidential and personal to yourself.

### **Applicant’s profile**

Your profile will contain all application information you provided during application steps (Basic detail, Prior learning details, Diploma details and Program selection details). You can also be able to change your program selection by clicking **“edit selection”** anytime during admission period.

## 2.0 Mode of payment (Non-refundable)

(Only those applying using NTA6/Diploma Teachers/FTC/Equivalent Qualification and should pay to NACTE) **Payment should be paid through M-PESA and below are the important instructions to follow:**

### Payment Instructions Using Vodacom Mpesa:

1. Dial \*150\*00#
2. Select 4. Payments
3. Select 4. Enter business number
4. Enter the business number (607070)
5. Enter reference No. (1234)
6. Enter Amount (e.g 50,000/=)
7. Enter PIN
8. Press 1 to Confirm:

After confirmation you will receive a message from Vodacom (e.g. "**3GQ05BR3F4** 28-07-2016 14:41:31 Pay bill to 607070 - NACTE acc. 1234 607070 - NACTE Completed TZS TSH-50,000.00").

*\*Use the code at the beginning of the message to enter on payment details text box (3GQ05BR3F4).*

## 4.0 Deadline for applications

The deadline for applications for all applicants who completed their studies from 1988 to 2016 will be **31<sup>st</sup> August 2016**.

For further information or clarification please contact the Tanzania Commission for Universities through the following numbers:

**Phone: +255 (0) 22 2772657**

**Hotlines: +255 (0) 683 921 928**

**+255 (0) 675 077 673**

**Fax: +255 (0) 22 277289**

**Email: [es@tcu.go.tz](mailto:es@tcu.go.tz)**

**Issued by:**

**Executive Secretary TCU**