The Institute of Finance Management
Directorate of Computer Services

Online Application System
User Manual

Visit our Online Application System through web address link provided below:

http://www.ifmsis.ac.tz/oas

Apply as a new user by clicking the "*Apply Now*" link as shown in Figure 1.
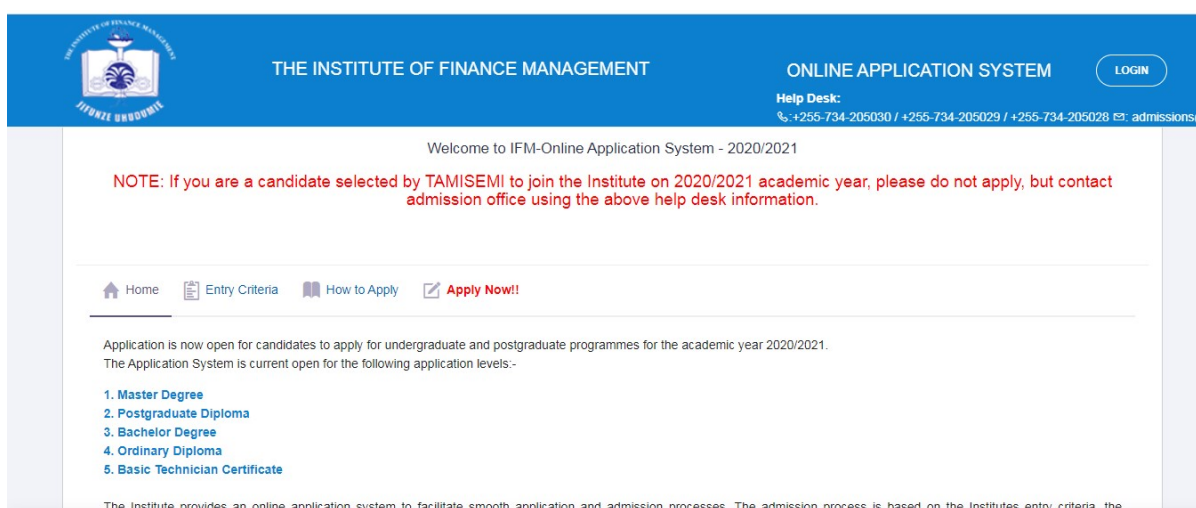

Figure 1: Online Application System

STEP 1: Choose the Application Level

After clicking the "*Apply Now*" link in Figure 1, the system will display the application levels as shown in Figure 2.
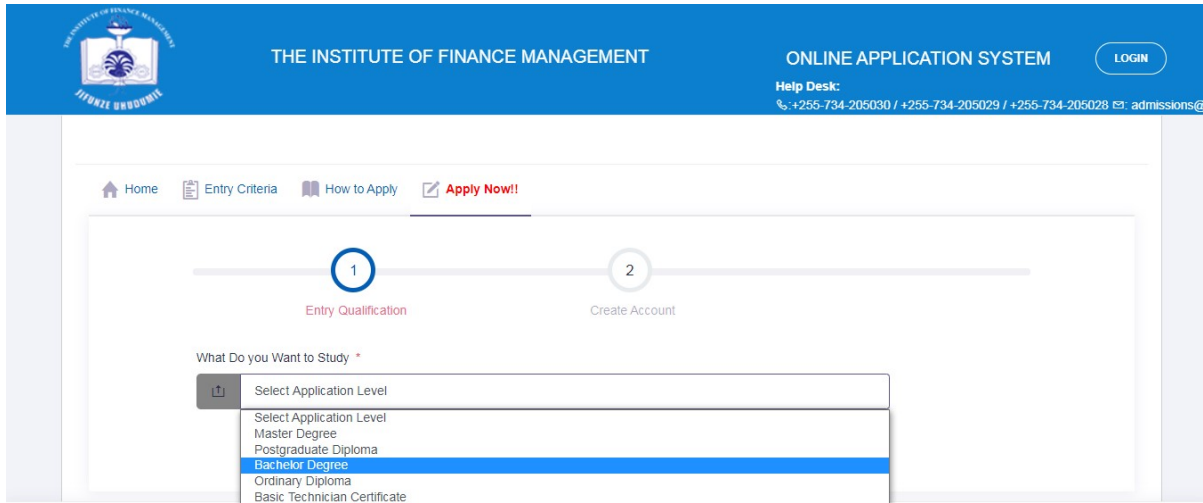

Figure 2: Application Level Window

Choose the Application Level you want to study (e.g. Masters, Postgraduate Diploma, Bachelor, Ordinary Diploma or Basic Certificate) by selecting the application level as shown in Figure 2.

Then select the Entry qualification which is based on your selected application level as shown in Figure 3.

Note: Entry qualification can be accessible through web address link provided below:

http://www.ifm.ac.tz/admission/entry-requirement

Figure 3: Entry Qualification Window

Enter the O- level Index number and choose the examination year as shown in Figure 4.

Note: If you have multiple O-level index numbers, the first sitting O- level index number should be used to create application account.

Figure 4: O-level Index Number Window

Alternatively, if you don't have the O- level index number from NECTA (you have foreign certificate), then enter the equivalent O-level index number given from NECTA as shown in Figure 5.

Then click "*Next*" button to proceed.

Note: * Means mandatory. You must fill the required information.

Figure 5: Alternative Information Window

STEP 2: Application Registration Form

After clicking the "*Next*" button in step 1, the system will display the window shown in Figure 6.

Note: Please confirm your information before proceeding with the registration process.

Figure 6: Application Registration Form

Fill in the password, valid Email address and Mobile phone number and click the "*Register*" button to create your application account.

Note: The Email address will be used for communication purpose. Also the mobile phone number should be valid and accessible to allow the Institute and other regulators to communicate with you.

STEP 3: Log in into the Application System

Click the "***Click to Login***" button in order to login into the application system as shown in Figure 7.
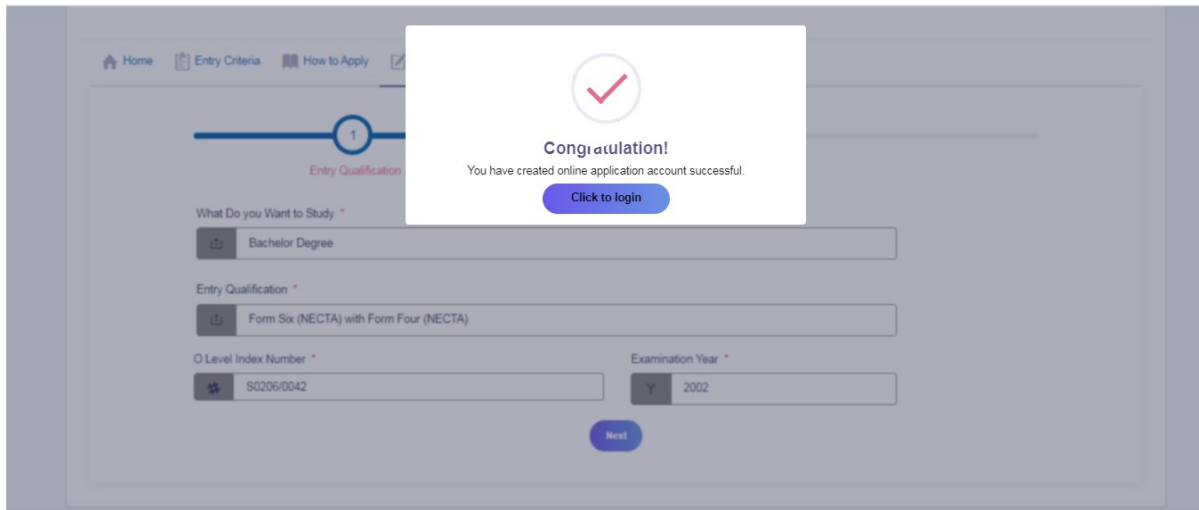

Figure 7: Successful Registered Window

Note: Usually, use the "***LOGIN***" button found at the top right hand side to login into application system.

Fill the login form shown in Figure 8 with the **O-level index number** and **password** used to create account**.**

Then click the "***Login***" button to proceed.

Figure 8: Login Form Window

Once you are logged in, the system will display the window shown in Figure 9 which shows all the application steps, application deadline and O-level index number.

Figure 9: Application Step Window

STEP 4: Application Fee Payment

Use the Control Number displayed by the system as shown in Figure 10 to pay for application fee by using either mobile services or through bank.

NOTE: If you have not received the Control Number, Click "**CLICK HERE**" link to request for control number as shown in Figure 10.

Figure 10: Application Fee Payment Window

Payment through mobile service

Follow the procedures below to make payments using M-Pesa, Tigo-Pesa and Airtel Money.

M-Pesa: Follow these steps to pay

1. Dial *150*00#
2. Select 4 (Pay Bill)
3. Select 5 (Government Payment)
4. Select 1 (Control Number)
5. Enter Reference Number (Enter Application Control Number)
6. Enter amount (Enter Application Fee amount)
7. Enter Password (Enter your M-Pesa account password)
8. Enter 1 (To agree)

Tigo Pesa: Follow these steps to pay

1. Dial *150*01#
2. Select 4 (Pay Bill)
3. Select 5 (Government Payments)
4. Enter Reference Number (Enter Application Control Number)
5. Enter amount (Enter Application Fee amount)
6. Enter Password (Enter your Tigo Pesa account PIN)

Airtel Money: Follow these steps to pay

1. Dial *150*60#
2. Select 5 (Make Payments)
3. Select 3 (Government Payments)
4. Enter amount (Enter Application Fee amount)
5. Enter Reference Number (Enter Application Control Number)
6. Enter Password (Enter your Airtel Money account PIN)

Payment through Bank

Upon your arrival at the bank, provide the Application Control Number to the bank teller for payment process.

Note: You can't proceed with the application process if your application payment is not received.

Once your application fee has been received, the following window will be displayed as shown in Figure 11.

Figure 11: Payments Details Window

STEP 5: Personal Information

Fill in all required personal information which includes Basic information, Health information, National ID and Next of kin information as shown in Figure 12.

Figure 12: Applicants Particular Form

Then click the "*Save*" button to proceed.

STEP 6: Secondary Education

Add your form six examination index number (if required) in the format shown in Figure 13, Exam Authority and select examination year then click the "*Save*" button to proceed.

Note: You can add another O-level index number if you have sat for more than one form four national examinations.

Figure 13: Secondary Education Details

Enter the AVN number(if required) and if you have a post education certificates, scan all required certificates to create one digital file in pdf format then click "*Choose File*" button to upload the pdf file as shown in the Figure 14.

Figure 14: Post Secondary Education Details with Upload Format

STEP 7: Programme Selection

Choose the campus (IFM main, Mwanza, Simiyu or Dodoma) you want to be enrolled and select programme from a dropdown list you want to study.

Repeat the same procedures to choose second and third choices and then click the "*Save*" button as shown in the Figure 15.

Figure 15: Programme Selection Form

STEP 8: Applicant's Declaration

Once you are done with programme selection, the following window will be displayed as shown in Figure 16.

Note: The red color indicates the incomplete steps while the green color indicates the complete steps.

Figure 16: Applicant's Declaration Form

Read and understand the declaration statement and tick on "*I Declare*" check box and then click "*Submit Application*" button to submit the application.

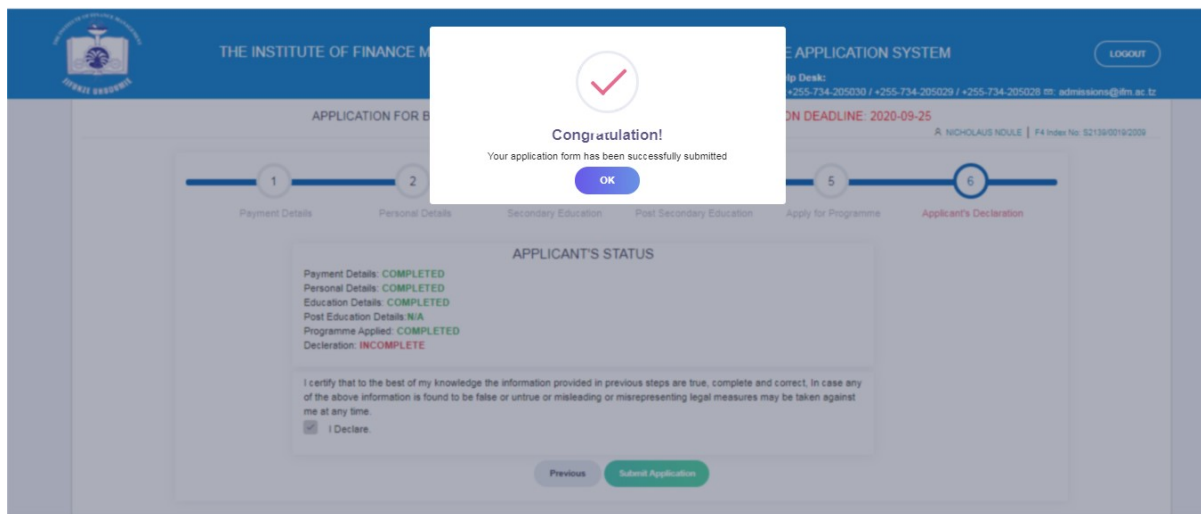Once your application is successfully submitted, then Figure 17 will be displayed.

Figure 17: Successful Submission Form

Click "**OK**" on the successful submission form in order to see your application information summary as shown in Figure 18.

Note: Your application status for selection will be shown in Figure 18. Please keep tracking by login into your application account to see your application status.
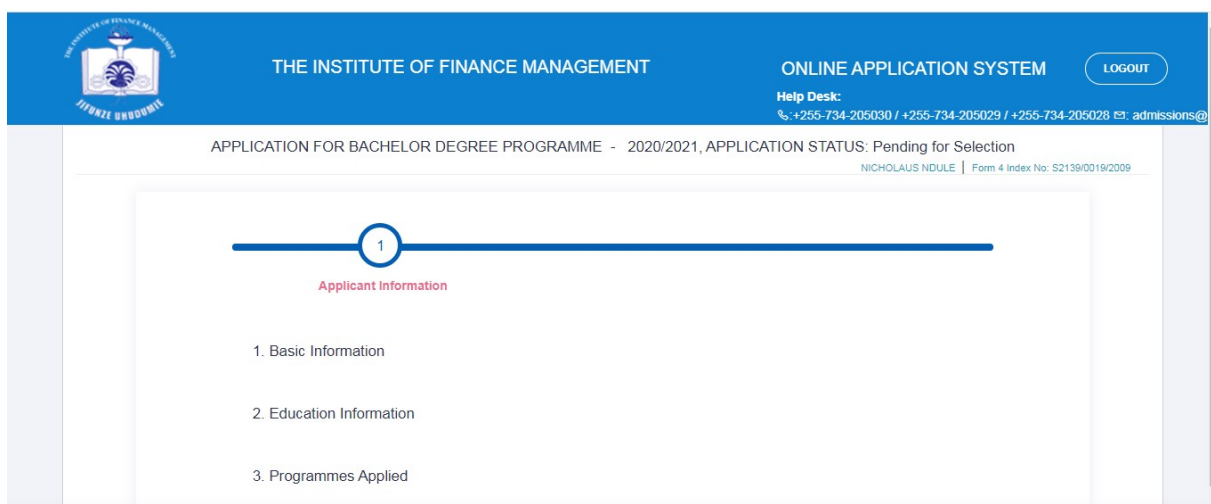

Figure 18: Applicant Information Summary

You can click the Basic information link to see your basic application information you entered as shown in Figure 19.

Figure 19: Applicant Basic Information Summary

Click the Education information link to see your education information you entered as shown in Figure 20.

Figure 20: Applicant Education Information Summary

Continue click the Programmes Applied link to see your programmes choice and campus as shown in Figure 21.

Figure 21: Applicant Education Information Summary

Note: If you have any queries concerning Application, Please contact:

IFM Main Campus

Admission Office

Block D IFM main Campus

P.O. Box 3918, Dsm

Tel: **+255222112931-4**

Fax: **+255222112935**

Mob: +255734 205030

    +255734 205029

    +255734 205028

Email: admissions@ifm.ac.tz or

registrar@ifm.ac.tz

Mwanza Campus

Teaching Centre Manager

P.O. Box 2372, Mwanza

Mob: +255 734 205026

Email: mtc@ifm.ac.tz

Dodoma Campus

Teaching Centre Manager

P.O.Box 1774, Dodoma

Tel: +255262323582

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Simiyu Campus

Teaching Centre Manager

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END OF ONLINE APPLICATION