

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.

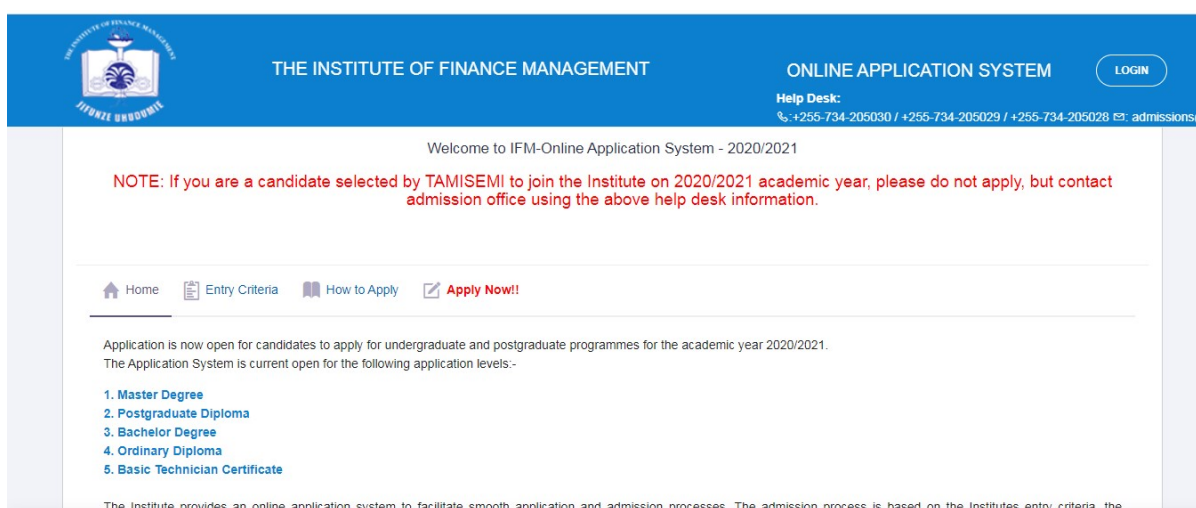


Figure 1: Online Application System

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.

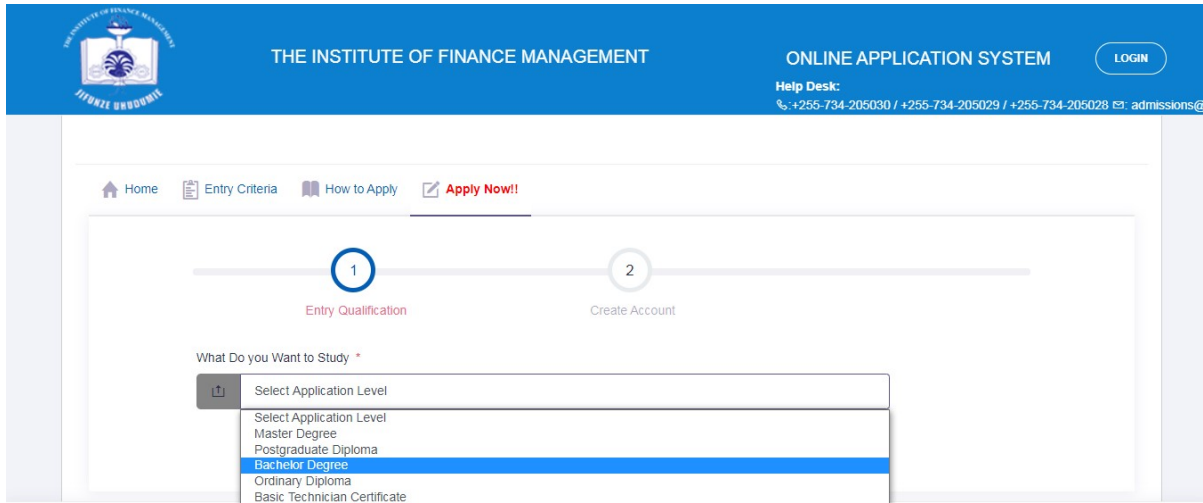
The screenshot shows the 'ONLINE APPLICATION SYSTEM' interface for 'THE INSTITUTE OF FINANCE MANAGEMENT'. At the top, there is a blue header with the institute's logo, name, and contact information. Below the header, a navigation bar includes links for 'Home', 'Entry Criteria', 'How to Apply', and 'Apply Now!'. The main content area features a progress bar with two steps: '1 Entry Qualification' and '2 Create Account'. Under the first step, there is a form titled 'What Do you Want to Study *' with a dropdown menu. The dropdown menu is open, showing options: 'Select Application Level', 'Master Degree', 'Postgraduate Diploma', 'Bachelor Degree' (which is highlighted in blue), 'Ordinary Diploma', and 'Basic Technician Certificate'.

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>

The screenshot shows the 'Entry Qualification' step of the application process. At the top, there's a blue header with the institute's logo, name, and 'ONLINE APPLICATION SYSTEM' text. A progress bar indicates two steps: '1 Entry Qualification' (active) and '2 Create Account'. The main form area has two sections: 'What Do you Want to Study' with a dropdown menu showing 'Bachelor Degree', and 'Entry Qualification' with a dropdown menu showing 'Select Entry Qualification'. A list of qualifications is displayed below the second dropdown, including 'Form Six (NECTA) with Form Four (NECTA)', 'Form Six (NECTA) with Form Four (Foreign)', 'Form Six (Foreign) with Form Four (NECTA)', 'Form Six (Foreign) with Form Four (Foreign)', 'Diploma (NTA Level 6) with Form Four (NECTA)', 'Diploma (NTA Level 6) with Form Four (Foreign)', 'Certificate with Form Four (NECTA)', and 'Certificate with Form Four (Foreign)'. The footer includes copyright information and social media icons.

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.

The screenshot shows the 'O-level Index Number' step of the application process. The header and progress bar are identical to Figure 3. The main form area has three sections: 'What Do you Want to Study' with a dropdown menu showing 'Bachelor Degree', 'Entry Qualification' with a dropdown menu showing 'Form Six (NECTA) with Form Four (NECTA)', and 'O Level Index Number' with a text input field containing 'e.g S0001/0001'. To the right of the text input field is a 'Select Year' dropdown menu. A 'Next' button is located at the bottom center of the form area.

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.

The screenshot shows the 'Alternative Information Window' of the Institute of Finance Management's Online Application System. The header is blue with the institute's logo on the left, the name 'THE INSTITUTE OF FINANCE MANAGEMENT' in the center, and 'ONLINE APPLICATION SYSTEM' on the right with a 'LOGIN' button. Below the header, there are two tabs: 'Entry Qualification' (active) and 'Create Account'. The main form area contains three mandatory fields marked with an asterisk (*):
1. 'What Do you Want to Study *' with a dropdown menu showing 'Bachelor Degree'.
2. 'Entry Qualification *' with a dropdown menu showing 'Form Six (NECTA) with Form Four (NECTA)'.
3. 'O Level Index Number *' with a text input field containing 'e.g S0001/0001' and a gear icon for settings.
To the right of the O Level Index Number field is the 'Examination Year *' field with a dropdown menu showing 'Y' and a 'Select Year' button. At the bottom center of the form is a blue 'Next' button.

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.

The screenshot shows the 'Application Registration Form' for 'THE INSTITUTE OF FINANCE MANAGEMENT'. The header includes the IFM logo, the text 'THE INSTITUTE OF FINANCE MANAGEMENT', 'ONLINE APPLICATION SYSTEM', and a 'LOGIN' button. Below the header, the 'Student Details' section displays: 'PLEASE CONFIRM YOUR INFORMATION BEFORE PROCEED WITH REGISTRATION.', 'Index Number: S0206/0042', 'Year: 2002', and 'Name: RUTTA, LILIAN'. The 'Selected Application Level' is 'Bachelor Degree'. The form contains four input fields: 'Enter Password *', 'Re-enter Password *', 'Enter Your Mobile Phone# *', and 'Enter Your Email *'. The mobile phone number field is pre-filled with '0765432567' and the email field with 'e.g jacksonrutta@gmail.com'. A red warning triangle icon precedes a note: 'Note: Remember or Copy your First Sit Form Four Index Number and Password as they will be used for login into IFM Online Application System.' At the bottom are 'Previous' and 'Register' buttons.

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.

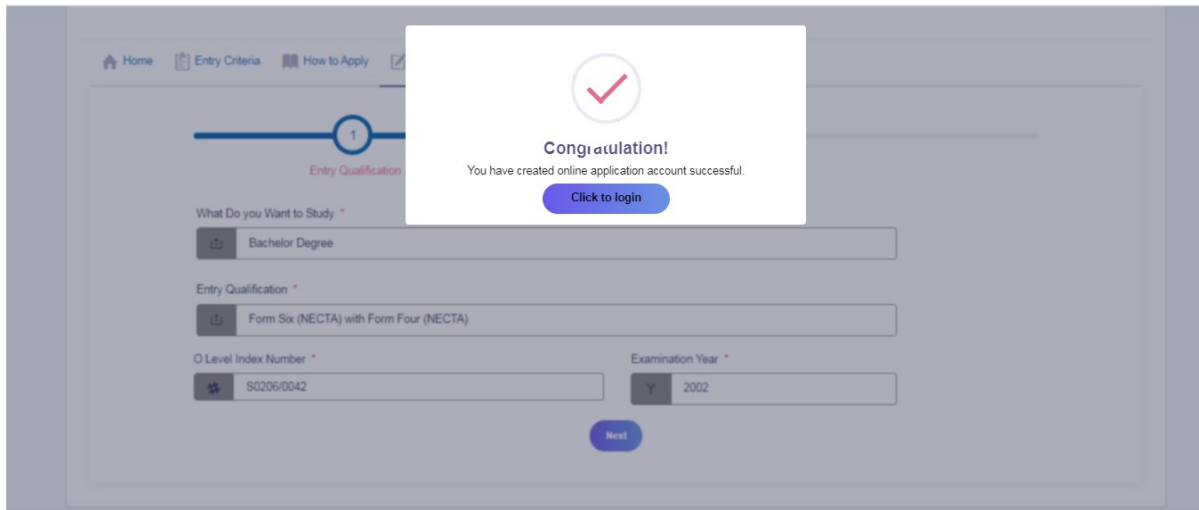


Figure 7: Successful Registered Window

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.

THE INSTITUTE OF FINANCE MANAGEMENT

ONLINE APPLICATION SYSTEM

Help Desk: +255-734-205030 / +255-734-205029 / +255-734-205028 ✉ admissions@ifm.ac.tz

Please enter your First Sit Form 4 Index Number and Password.

Index Number: e.g. S0001/1010/2019

Password:

Login

What Do you Want to Study *

Bachelor Degree

Entry Qualification *

Form Six (NECTA) with Form Four (NECTA)

O Level Index Number *

S0206/0042

Examination Year *

2002

Next

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.

THE INSTITUTE OF FINANCE MANAGEMENT

ONLINE APPLICATION SYSTEM

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APPLICATION FOR BACHELOR DEGREE PROGRAMME - 2020/2021 APPLICATION DEADLINE: 2020-09-25

R. LILIAN RUTTA | F4 Index No: S0206/0042/2002

1 Payment Details 2 Personal Details 3 Secondary Education 4 Apply for Programme 5 Applicant's Declaration

Control Number Not Received

If you have not received the control number [CLICK HERE](#).
Please use the Control Number to pay for Application Fee.

Application Fee is TZS 10,000.00/=

Note: you can not continue with application process unless you have paid for Application Fee.

Follow the procedures below to make payments as indicated below.

Payment through Mobile Services

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.

The screenshot shows the 'ONLINE APPLICATION SYSTEM' interface for 'THE INSTITUTE OF FINANCE MANAGEMENT'. The header includes a logo, the institution's name, and contact information: 'Help Desk: +255-734-205030 / +255-734-205029 / +255-734-205028' and 'admissions@ifm.ac.tz'. A 'LOGOUT' button is in the top right. The main content area displays 'APPLICATION FOR BACHELOR DEGREE PROGRAMME - 2020/2021' and 'APPLICATION DEADLINE: 2020-09-25'. A progress bar with five steps is shown: 1. Payment Details (active), 2. Personal Details, 3. Secondary Education, 4. Apply for Programme, and 5. Applicant's Declaration. Below the progress bar, a green box displays the 'Application Control Number: 991460144894'. Text below this number states: 'Please use the Control Number to pay for Application Fee. Application Fee is TZS 10,000.00/= Note: you can not continue with application process unless you have paid for Application Fee. Follow the procedures below to make payments as indicated below. Payment through Mobile Services'.

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.

The screenshot displays the 'ONLINE APPLICATION SYSTEM' interface for 'THE INSTITUTE OF FINANCE MANAGEMENT'. The header includes the institute's logo, name, and contact information. The main content area shows a progress bar with six steps: 1. Payment Details (highlighted), 2. Personal Details, 3. Secondary Education, 4. Post Secondary Education, 5. Apply for Programme, and 6. Applicant's Declaration. Below the progress bar, a green box contains the following information: 'Application Fee Received', 'Application Control Number: 991460144813', 'Application Paid Amount: 10000', and a message stating 'Your application fee has been received. You may proceed with the application process by completing the above steps.'

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.

THE INSTITUTE OF FINANCE MANAGEMENT

ONLINE APPLICATION SYSTEM

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APPLICATION FOR BACHELOR DEGREE PROGRAMME - 2020/2021 APPLICATION DEADLINE: 2020-09-25

A. NICHOLAUS MWANDULE | F4 Index No: 52130/0019/2009

1 Payment Details 2 **Personal Details** 3 Secondary Education 4 Post Secondary Education 5 Apply for Programme 6 Applicant's Declaration

Basic Informations

First Name: NICHOLAUS Middle Name: T Last Name: NDULE

Gender: Male Date of Birth: 01/01/1990 National ID #: 19900101231120000426

Country of Residence: Tanzania Region: Arusha District: Arusha

Mobile Number: 0787855194 Email Address: mwandulenicholaus@gmail.com

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.

The screenshot shows the 'Secondary Education' step (3) of a 6-step application process. The header includes the Institute of Finance Management logo, name, and 'ONLINE APPLICATION SYSTEM' with a 'LOGOUT' button. Below the header, it states 'APPLICATION FOR BACHELOR DEGREE PROGRAMME - 2020/2021' and 'APPLICATION DEADLINE: 2020-09-25'. The user's name 'R. NICHOLAUS MWANDULE' and F4 Index No 'S2139/0019/2009' are displayed. The progress bar shows steps 1 to 6, with step 3 'Secondary Education' highlighted. The form contains two sections: 'O'Level (CSEE)' and 'A'Level (ACSEE)'. Each section has fields for 'Index Number', 'Examination Authority', and 'Examination Year'. The 'O'Level section has a '+' button to add more entries. At the bottom are 'Previous' and 'Save' buttons.

Step	Step Name
1	Payment Details
2	Personal Details
3	Secondary Education
4	Post Secondary Education
5	Apply for Programme
6	Applicant's Declaration

O'Level (CSEE)
Index Number *
S2139/0019
Examination Authority *
NECTA
Examination Year *
Y 2009
+

A'Level (ACSEE)
Index Number
e.g S0001/0001
Examination Authority
NECTA
Examination Year
Y Select Year

Previous Save

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.

THE INSTITUTE OF FINANCE MANAGEMENT ONLINE APPLICATION SYSTEM

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APPLICATION FOR BACHELOR DEGREE PROGRAMME - 2020/2021 APPLICATION DEADLINE: 2020-09-25

NICHOLAUS MWANDULE | F4 Index No: S2139/0019/2009

1 Payment Details 2 Personal Details 3 Secondary Education 4 Post Secondary Education 5 Apply for Programme 6 Applicant's Declaration

Ordinary Diploma (NTA Level6) Information

Award Verification Number (AVN):
 (* If applicable to you)

(* Fill this form for other Post education rather than Ordinary Diploma with AVN)

Institution Name: Programme: Registration Number:

Examination Year: Select Year GPA:

Attach Post Education Certificate:
 No file chosen

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.

THE INSTITUTE OF FINANCE MANAGEMENT ONLINE APPLICATION SYSTEM

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APPLICATION FOR BACHELOR DEGREE PROGRAMME - 2020/2021 APPLICATION DEADLINE: 2020-09-25

NICHOLAUS MWANDULE | F4 Index No: S2139/0019/2009

1 Payment Details 2 Personal Details 3 Secondary Education 4 Post Secondary Education 5 Apply for Programme 6 Applicant's Declaration

1st Choice

Campus: Programme:

2nd Choice

Campus: Programme:

3rd Choice

Campus: Programme:

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.

The screenshot shows the 'APPLICANT'S STATUS' section of the application system. It lists the completion status of various steps: Payment Details, Personal Details, Education Details, and Programme Applied are all marked as 'COMPLETED' in green. The 'Declaration' step is marked as 'INCOMPLETE' in red. Below this, there is a declaration statement: 'I certify that to the best of my knowledge the information provided in previous steps are true, complete and correct, In case any of the above information is found to be false or untrue or misleading or misrepresenting legal measures may be taken against me at any time.' A checkbox labeled 'I Declare.' is checked. At the bottom, there are two buttons: 'Previous' and 'Submit Application'.

Step	Status
Payment Details	COMPLETED
Personal Details	COMPLETED
Education Details	COMPLETED
Programme Applied	COMPLETED
Declaration	INCOMPLETE

I certify that to the best of my knowledge the information provided in previous steps are true, complete and correct, In case any of the above information is found to be false or untrue or misleading or misrepresenting legal measures may be taken against me at any time.

☒ I Declare.

[Previous](#) [Submit Application](#)

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.

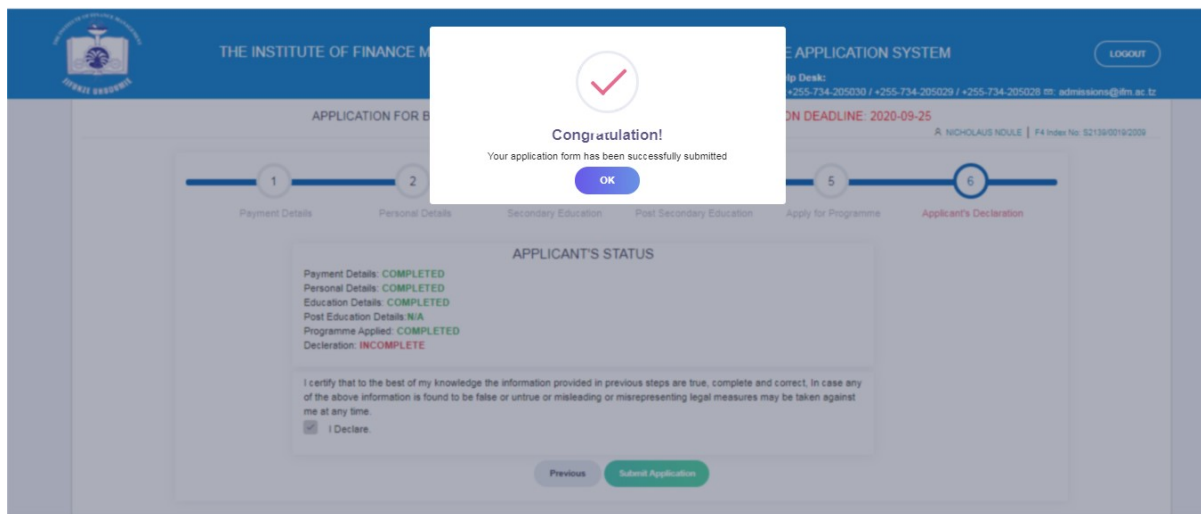


Figure 17: Successful Submission Form

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.

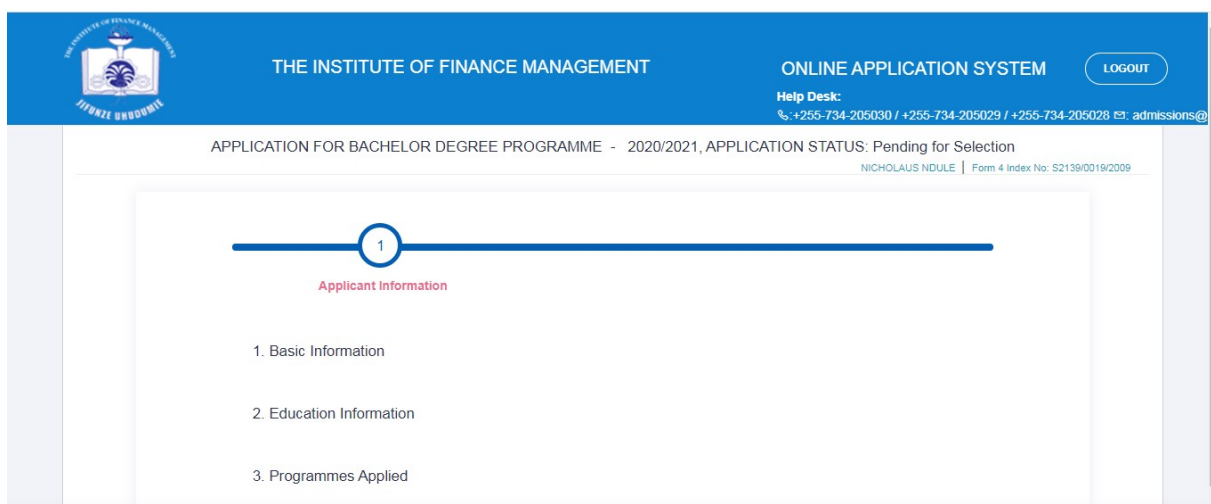


Figure 18: Applicant Information Summary

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

1. Basic Information

Full Name:	PHILIPO ROBERT		
Gender:	M	Date of Birth:	05/29/1996
Email:	fatuma.shefa@ifm.ac.tz	Mobile Phone #:	0655657911
Country:	Tanzania	Region:	Dar es Salaam
District:	ILALA		

Next of Kin Information

Full Name:	MPOMBO JULIUS	Relationship:	Brother
Address:	P.O.BOX 3918 DSM	Mobile Phone #:	0713854672
Region:	Dar es Salaam	District:	TEMEKE

Figure 19: Applicant Basic Information Summary

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

1

Applicant Information

1. Basic Information

2. Education Information

Form Four Index Number:	S1071-0402	Exam Authority:	NECTA
Completion Year:	2007		
Form Six Index Number	S1071-0937	Exam Authority	NECTA
Completion Year	2010		

3. Programmes Applied

Figure 20: Applicant Education Information Summary

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

The screenshot displays the 'Applicant Information' page of the IFM Online Application System. The page features a blue header with the IFM logo, the text 'THE INSTITUTE OF FINANCE MANAGEMENT', 'ONLINE APPLICATION SYSTEM', and a 'LOGOUT' button. Below the header, a progress bar indicates the current step is 1. The main content area lists three sections: '1. Basic Information', '2. Education Information', and '3. Programmes Applied'. Under '3. Programmes Applied', there is a table with three columns: 'Choice', 'Programme Applied', and 'Campus'. The table contains three rows of data.

Choice	Programme Applied	Campus
1	Bachelor of Accounting	IFM Main
2	Bachelor of Banking and Finance	Mwanza
3	Bachelor of Science in Information Technology	IFM Main

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
Mob: +255734205025
Email: dte@ifm.ac.tz

Simiyu Campus

Teaching Centre Manager
P.O.BOX 135
Mob: + 255734 205027

END OF ONLINE APPLICATION