



UNIVERSITY OF ARUSHA

A Chartered Seventh-day Adventist Institution of Higher Education

INSTRUCTIONS ON USING UNIVERSITY OF ARUSHA ONLINE ADMISSION SYSTEM.

Please read these instructions carefully before Starting your application on UoA Online Admission System.

To access the system, go to our website, www.uoa.ac.tz and click APPLY ONLINE.

STEP 1

Register for an account with our system by clicking [Register an Account](#) link.

You will be required to fill all required details in the Registration Form, then click Create an Account. **NOTE: You will be required to use exactly same names as they appear in your Form IV Certificate.**

After that you will get an email containing an activation link. Activate your account so that you can login to the system by using your email and password you created upon registration.

STEP 2

After you have successfully logged into the system, You will be first required to upload your birth certificate in PDF or JPG format.

STEP 3

You will then be required to fill your form IV index number in the format SXXXX.XXXX.ZZZZ where SXXXX.XXXX is your Index number and ZZZZ stands for examination year.

At this step you will also fill the M-PESA confirmation code you got after sending application payment.

Also you will select Application Category (NTA LEVEL 4, 5,6, Undergraduate, or Postgraduate Level) .

STEP 4

Fill in Parent/ Guardian details as required.

STEP 5

If you have re-sitted in Form IV examination, Add sitting so as to add your other Form IV results.

STEP 6

After filling all required information, Click [Apply Course](#) menu on the left navigation, and select for a course of your choice, and Click Apply. You will get confirmation that your application is successful.

STEP 7

Go to Profile menu to review your details, and Upload Passport size picture for your profile.

Your application is received and you can Logout the system.