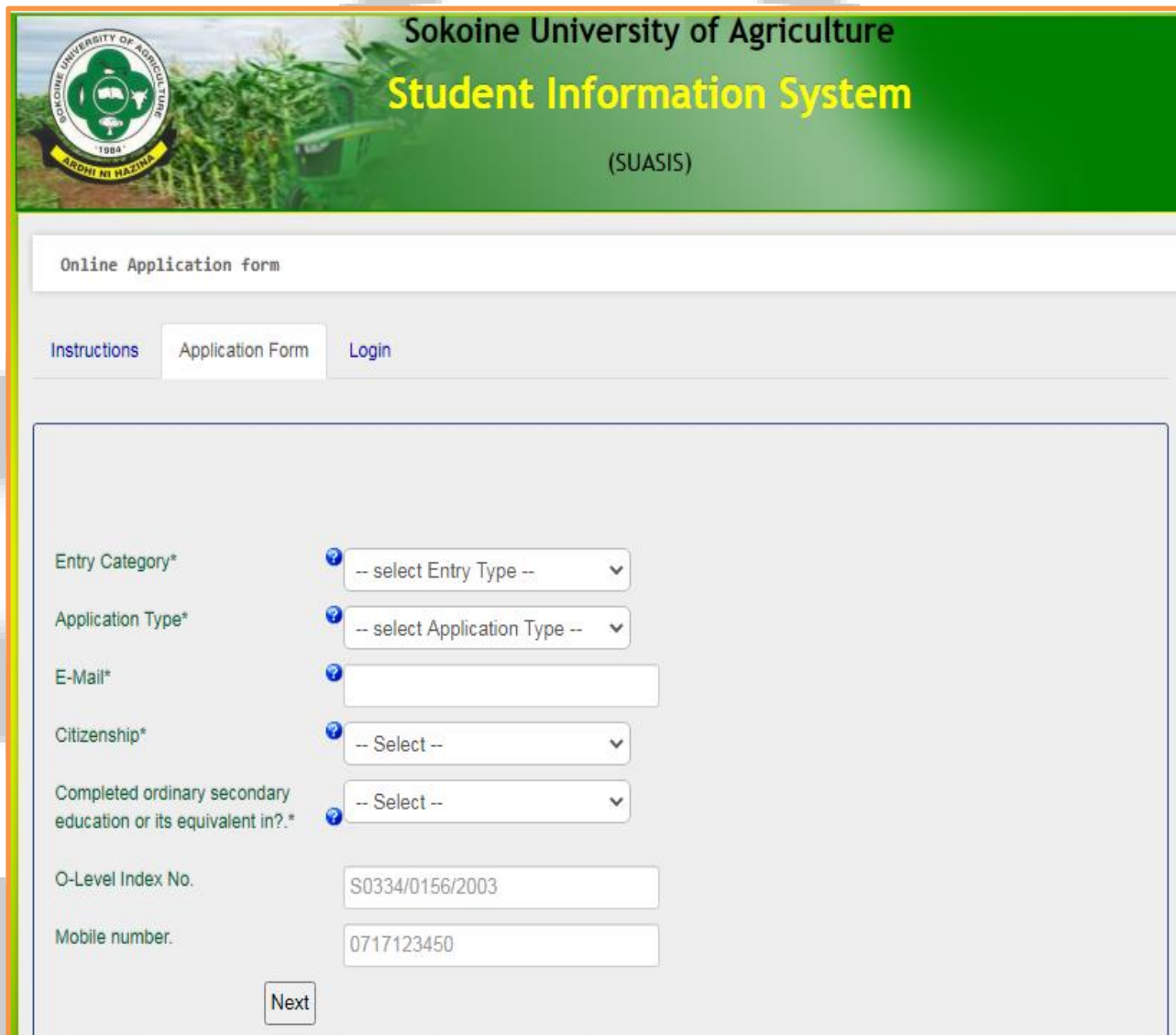


STEP BY STEP APPLICATION PROCEDURES

Step 1. Fill an online application form that appears as follow



The screenshot displays the 'Online Application form' interface for the Sokoine University of Agriculture Student Information System (SUASIS). The header features the university's logo and the text 'Sokoine University of Agriculture Student Information System (SUASIS)'. Below the header, there are three tabs: 'Instructions', 'Application Form' (which is selected), and 'Login'. The main form area contains several fields for user information:

- Entry Category***: A dropdown menu with the option '-- select Entry Type --'.
- Application Type***: A dropdown menu with the option '-- select Application Type --'.
- E-Mail***: A text input field.
- Citizenship***: A dropdown menu with the option '-- Select --'.
- Completed ordinary secondary education or its equivalent in?***: A dropdown menu with the option '-- Select --'.
- O-Level Index No.**: A text input field containing the value 'S0334/0156/2003'.
- Mobile number.**: A text input field containing the value '0717123450'.

At the bottom of the form, there is a 'Next' button.

Step 2: Select an Entry Category*

Entry Category*

Application Type*

E-Mail*

Citizenship*

Completed ordinary secondary education or its equivalent in?*

O-Level Index No.

Mobile number.

Next

Choose "Direct Applicants" for applicants with form six/form four certificates ONLY.

Choose "Equivalent Applicants" for applicants with Diploma OR certificate qualification ONLY.

Choose "Foreign Applicants" for applicants outside Tanzania ONLY.



Step 3: Select Application type

Entry Category*

Application Type*

E-Mail*

Citizenship*

Completed ordinary secondary education or its equivalent in?*

O-Level Index No.

Mobile number.

Choose "Certificate" if you want to apply for certificate level.

Choose "Diploma" if you want to apply for Diploma level.

Choose "Bachelor" if you want to apply for Bachelor's degree level.



Step 4: Enter email*

Entry Category*

Application Type*

E-Mail*

Citizenship*

Completed ordinary secondary education or its equivalent in?.*

O-Level Index No.

Mobile number.

Enter a valid email address.
e.g. adam@yahoo.com



Step 4: Select Citizenship*

Entry Category*

Application Type*

E-Mail*

Citizenship*

Completed ordinary secondary education or its equivalent in?*

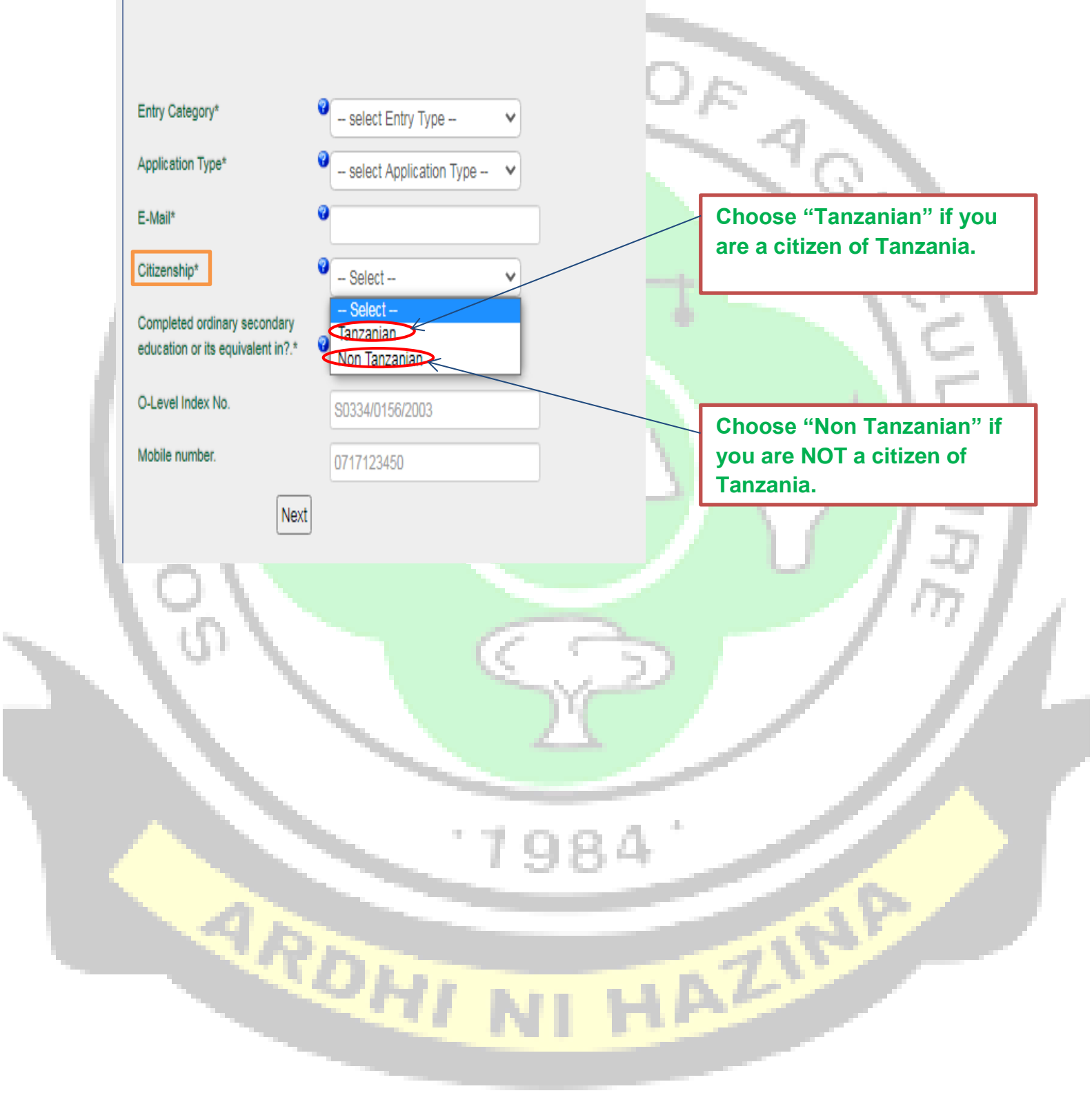
- Tanzanian
- Non Tanzanian

O-Level Index No.

Mobile number.

Choose "Tanzanian" if you are a citizen of Tanzania.

Choose "Non Tanzanian" if you are NOT a citizen of Tanzania.



Step 5: Select Complete ordinary secondary education or its equivalent

Entry Category*

Application Type*

E-Mail*

Citizenship*

Completed ordinary secondary education or its equivalent in?.*

O-Level Index No.

Mobile number.

Choose "Tanzania (NECTA)" if have completed your ordinary level secondary education in Tanzania.

Choose "Outside Tanzania" if have NOT completed your ordinary level secondary education in Tanzania.



Step 6: Enter O level index number

Entry Category*

Application Type*

E-Mail*

Citizenship*

Completed ordinary secondary education or its equivalent in?.*

O-Level Index No.

Mobile number.

Next

NECTA FORM Four and FORM Six Index Numbers should be written in the following format: **S0XXX/XXXX/YYYY or **P0XXX/XXXX/YYYY**.
E.g.: S0750/0023/2013 or P0750/0023/2017.**

NOTE:

- i. Do NOT put a dot (.) on an index number.
- ii. Write all four (04) digits correctly.
- iii. Separate a group of four digits with a slash symbol (/), DO NOT use dots(.) or dashes (-) in between.
- iv. Make sure your index number contains four digits of the year you completed your ordinary level secondary education.

Step 7: Enter mobile number

Entry Category*

Application Type*

E-Mail*

Citizenship*

Completed ordinary secondary education or its equivalent in?.*

O-Level Index No.

Mobile number.

Next

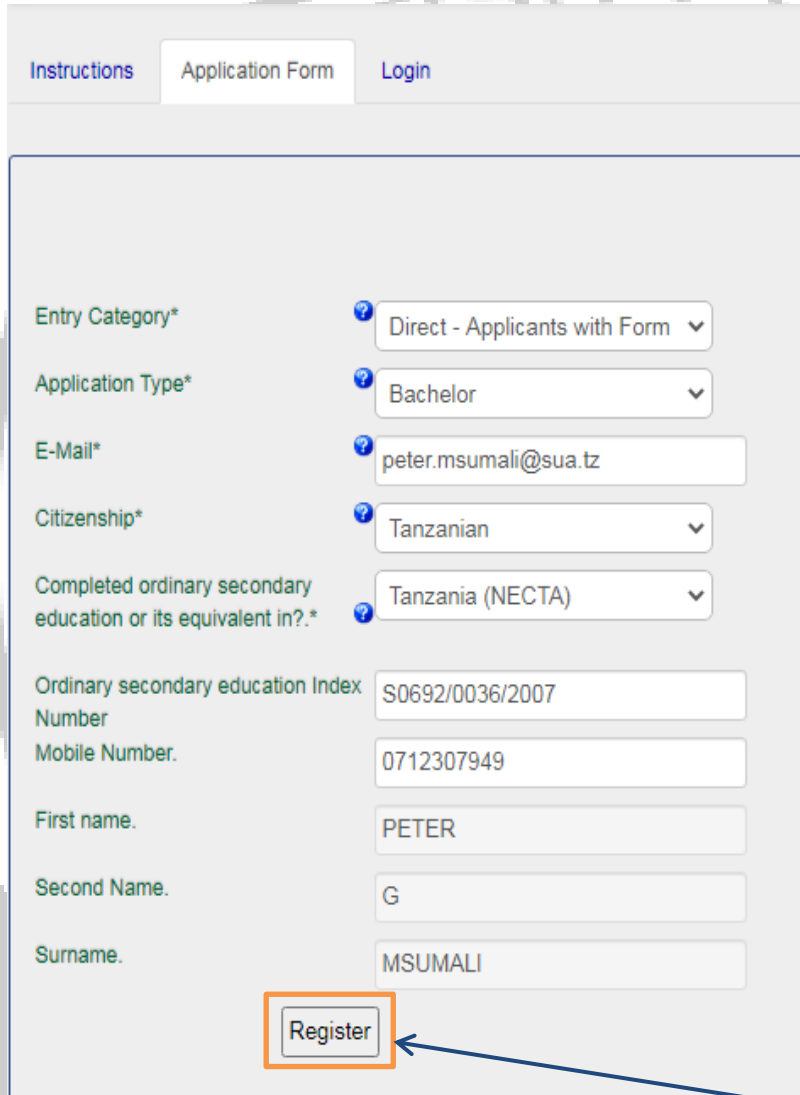
For Tanzanians, enter your mobile number starting with a zero (0).

Click "Next" after completing filling the form.
An applicant's First name, Second name and surname will automatically be generated by system.

NOTE:

For foreigners, enter your mobile number starting with your country code WITHOUT writing a plus (+) sign.

Step 8: Click “Register”



The screenshot shows a web application form with the following fields and values:

Field	Value
Entry Category*	Direct - Applicants with Form
Application Type*	Bachelor
E-Mail*	peter.msumali@sua.tz
Citizenship*	Tanzanian
Completed ordinary secondary education or its equivalent in?*	Tanzania (NECTA)
Ordinary secondary education Index Number	S0692/0036/2007
Mobile Number.	0712307949
First name.	PETER
Second Name.	G
Surname.	MSUMALI

A red bracket on the right side of the form groups the dropdown menus. A red box highlights the "Register" button at the bottom left of the form.

All of these details will be automatically loaded by a system.

Click “Register” to move to the following step.


An applicant will be required to pay an application fee using a provided **CONTROL NUMBER**.

Foreign applicants will be provided with **CONTROL NUMBER** linked with a **SWIFT CODE** for payment.

Username and **password** will automatically be provided by a system after application fee payment.

Step 9: Login.

Sokoine University of Agriculture
Student Information System(SUASIS)



User Name*

Password*

[Forgot password? Click here](#)

Enter the **Username** you were given in step 8

Enter **Password** you were given in step 8

Click **Login** to continue.

Step 10: Verify the information that appears after login.

Sokoine University of Agriculture
Student Information System

Welcome : **Your name will appear here!**

2019/2020

Verify Entry category

Verify Application type

Verify O-Level details

Click "Next" if everything is correct.

S/No	School level	School	Award	Index No	Classification	Certificate	Action
1	O-Level	TAWHEED SEMINARY	CSEE	S1842/0043/2013	II	No attachment	Delete

Step 11: Enter other form IV details if you have. If no other form IV details, click “Next”

MENU

- Home
- Basic Information
- Other Information
- Select Program
- Grades Attained
- Submit Application
- Password Change
- Logout

Enter O-level School(s) you have attended

Do you have another form four index number? If yes fill the form and click Save, if no click next to proceed

Index No*

Completion Year*

Completed O-Level in ?*

S/No	School level	School	Award	Index No	Classification	Certificate	Action
1	O-Level	TAWHEED SEMINARY	CSEE	51842/0043/2013	II	No attachment	Delete

Click “Save” after adding other form four index numbers then click “Next”.

Note: If you have no other form four index numbers, click “Next”.

Click “Next” if everything is correct.



Step 12: Enter A-Level details for “Direct Entry” applicants.

Add your form six(06) index number.

Add a year you completed.

Select “Tanzania” and the rest of the details will be populated automatically.

Click “Save” and the school details will be seen on the table below.

Enter A-level School(s) you have attended

Index No*

Completion Year*

Completed A-Level in ?*

School

Award

Division

Points

S/No	School level	School	Award	Index No	Classification	Certificate	Action
1	O-Level	TAWHEED SEMINARY	CSEE	S1842/0043/2013	II	No attachment	Delete

Enter A-level School(s) you have attended

Index No*

Completion Year*

Completed A-Level in ?*

Record saved successfully ...

S/No	School level	School	Award	Index No	Classification	Certificate	Action
1	O-Level	TAWHEED SEMINARY	CSEE	S1842/0043/2013	II	No attachment	Delete
2	A-Level	LYAMUNGO SECONDARY SCHOOL	ACSEE	S0125/0760/2017	II	No attachment	Delete

Click “Next” if everything is correct.

Step 13: Enter Diploma details for “Equivalent entry” applicants.

MENU

- Home
- Basic Information
- Other Information
- Select Program
- Grades Attained
- Submit Application
- Password Change
- Logout

Enter Diploma information

AVN/Registration No*

Completed in ?*

S/No	School level	School	Award	Index No	Classification	Certificate	Action
1	O-Level	TAWHEED SEMINARY	CSEE	S1842/0043/2013	II	No attachment	*

Enter AVN/Registration number.

Select “Tanzania” then wait for the rest of the details to be automatically populated.

MENU

- Home
- Basic Information
- Other Information
- Select Program
- Grades Attained
- Submit Application
- Password Change
- Logout

Enter Diploma information

AVN/Registration No*

Completed in ?*

Institute

Completion Year

Award

Classification

GPA

S/No	School level	School	Award	Index No	Classification	Certificate	Action
1	O-Level	TAWHEED SEMINARY	CSEE	S1842/0043/2013	II	No attachment	*

Click “Save” if the information provided is correct.

Click “Next” after you have verified your diploma details on the table.

Step 14: Upload Certificates for Foreign applicants.

- MENU
- Home
- Basic Information
- Other Information
- Select Program
- Grades Attained
- Submit Application
- Password Change
- Logout

Upload All Certificates

Upload Certificate

Choose File No file chosen

Back

Save

Upload birth and academic certificates from your device.

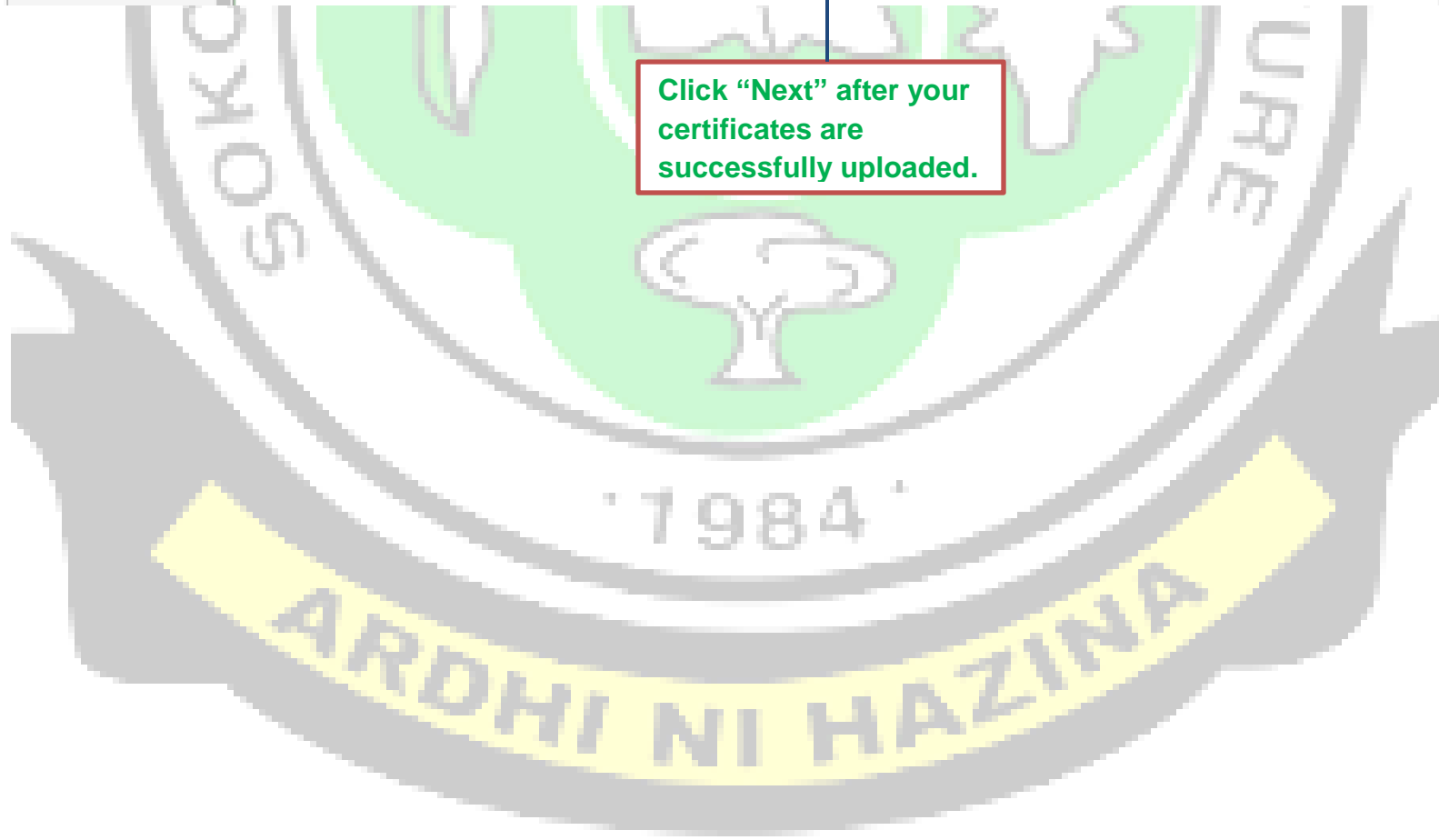
NB: All certificates should be in PDF format.

Click "Save"

S/No	School level	School	Award	Index No	Classification	Certificate	Action
1	Foreign	FRN	AA00000063728-153960	NA	aa00000063728-153960.pdf	Delete	

Next

Click "Next" after your certificates are successfully uploaded.



Step 15: Fill “Other Information”.

M E N U

- Home
- Basic Information
- Other Information**
- Select Program
- Grades Attained
- Submit Application
- Password Change
- Logout

Please fill your physical address Information

Applicant's Information

Full Address*

Mobile No.*

Email Address*

Next of Kin (near relative)

Name of next of kin*

Occupation*

Relationship*

Mobile No.*

District*

Region*

Full Address*

Make sure you fill each field correctly then click “Next”.



Step 16: Select Programs of your choice.

MENU

- Home
- Basic Information
- Other Information
- Select Program**
- Grades Attained
- Submit Application
- Password Change
- Logout

Please select Program of your choice

First Choice*

Second Choice

Third Choice

Fourth Choice

Fifth Choice

S/No	Choice	Programm	Action
1	1	BSc. Irrigation and Water Resources Engineering	Delete
2	2	BSc. Environmental Sciences and Management	Delete

Click "Next" after choosing the programs of your desire.

Note: Different Program choices will be displayed in different education levels based on the application category of an applicant.

An applicant can delete and add different choices at any time before the application deadline.

Step 17: Confirm grades attained in secondary level education on each subject.

M E N U

- Home
- Basic Information
- Other Information
- Select Program
- Grades Attained**
- Submit Application
- Password Change
- Logout

S/No	School Level	School Name	Subject	Grade
1	O-Level	TAWHEED SEMINARY	Civics	C
2	O-Level	TAWHEED SEMINARY	History	B+
3	O-Level	TAWHEED SEMINARY	Geography	B
4	O-Level	TAWHEED SEMINARY	Elimu ya Dini ya Kiislamu	C
5	O-Level	TAWHEED SEMINARY	Kiswahili	B
6	O-Level	TAWHEED SEMINARY	English Language	B
7	O-Level	TAWHEED SEMINARY	Chemistry	C
8	O-Level	TAWHEED SEMINARY	Biology	B+
9	O-Level	TAWHEED SEMINARY	Basic Mathematics	F
10	A-Level	LYAMUNGO SECONDARY SCHOOL	BASIC APPLIED MATHEMATICS	E
11	A-Level	LYAMUNGO SECONDARY SCHOOL	AGRICULTURE	C
12	A-Level	LYAMUNGO SECONDARY SCHOOL	BIOLOGY	D
13	A-Level	LYAMUNGO SECONDARY SCHOOL	CHEMISTRY	D
14	A-Level	LYAMUNGO SECONDARY SCHOOL	GENERALSTUDIES	F

Click "Confirm" if everything is correct.



Step 18: After confirming, check to see if all details are correct before submitting your application.

As you have entered the following Information, please click confirm to submit

[Applicant No.]	AA00000063690		
1.0 Surname.:	KASSIMU		
2.0 First Name.:	ISSA		
3.0 Middle Name.:			
4.0	Programme Choices		
Choice 1	BSc. Irrigation and Water Resources Engineering		
Choice 2	BSc. Environmental Sciences and Management		
5.0 Birth Date: 2020-07-06	6.0 Birth Place: KBK		
	7.0 Marital Status: Single		
8.0 Sex: Male	9.0 Citizenship: Tanzania	10 Country of Residence: Tanzania	
11 Contact Address	Employers Name:	FEGBEGB	
Postal Address: BOX 55	Contact Address: 653TGEG		
Email Address: FWEF@FFBDB.COM	Tel. Number: 0		
Mobile Number: FFWL	Email Address: 0		
12 Name of next of kin: VEVEQ	13.1.3 Subjects take at O-level:	13.1.4 Grades (i.e. A,B,C,D,E & F):	
Occupation: VERQG	Civics	C	
Relationship: FGQG	History	B+	
Full address: Sahare, Tanga	Geography	B	
Tel. No: 52355	Elimu ya Dini ya Kiislamu	C	
Mobile: 52355	Kiswahili	B	
13 Secondary School(s) attended:	English Language	B	
13.1 O-Level: TAWHFFD SFMINARY	Chemistrv	C	

MOBILE NUMBER: FFWL	EMAIL ADDRESS: 0	
12 Name of next of kin: VEVEQ	13.1.3 Subjects take at O-level:	13.1.4 Grades (i.e. A,B,C,D,E & F):
Occupation: VERQG	Civics	C
Relationship: FGQG	History	B+
Full address: Sahare, Tanga	Geography	B
Tel. No: 52355	Elimu ya Dini ya Kiislamu	C
Mobile: 52355	Kiswahili	B
13 Secondary School(s) attended:	English Language	B
13.1 O-Level: TAWHEED SEMINARY	Chemistry	C
13.1.1 Index No: S1842/0043/2013	Biology	B+
Overall Grade (Class/Division) Points II	Basic Mathematics	F
13.2 A-Level: LYAMUNGO SECONDARY SCHOOL	13.2.4 Subjects take at A-level:	13.2.5 Grades (i.e. A,B,C,D,E,S & F):
13.2.1 Index No: S0125/0760/2017	BASIC APPLIED MATHEMATICS	E
	AGRICULTURE	C
	BIOLOGY	D
Overall Grade (Class/Division) Points II	CHEMISTRY	D
	GENERALSTUDIES	F
14 Details of further courses of study	Award	(Grade attained: Dist. Credit, Pass):
Statement by the Applicant I have read and understood the entrance qualification for admission to SUA and the courses available, and certify that to the best of my knowledge, the information given above is true and correct.		
<input type="checkbox"/> I Agree		

Back Print Submit

Check on "I Agree" if everything is correct.

Click "Print" to preview and download a PDF file that has entire application details

Click Submit to submit your application.

Step 19: A confirmation message will be displayed after successful application submission.

- M E N U
- Home
- Basic Information
- Other Information
- Select Program
- Grades Attained
- Submit Application**
- Password Change
- Logout

Dear **Applicant's name**

You have successfully submitted your application to Sokoine University of Agriculture (SUA). Your application will be processed and you will be notified the outcome of selection in two weeks after application.

Thank you for choosing SUA.

Regards

Admission Officer

Preview

