

## General Instructions

### 1. For first time applicants:

#### On Entry category field:

##### i. For Tanzanians:

- Select **Direct Applicant** for **form six (06) leavers** regardless of year of completion.
- Select **Equivalent Applicant** for diploma (for degree applicant) or certificate (for Diploma applicants) holder.

##### ii. For Foreigners:

- Select **Equivalent Applicant**.

**You can log out at any stage after registration and log in later to complete the application.**

#### NOTE:

- Fields with (\*) are mandatory.
- Mobile numbers should be written in this format **0XXXXXXXXX** example **0788347788** or **0657556678**.

### 2. Existing applicants.

- These are applicants who have **already registered** to a system.
- Use **username** and **password** obtained from previous registration to **login** to the system at any time.

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

4. An applicant will only be **able to Login** after completing **Registration**.

5. **Registration** enables applicant to create account in this system and obtain **Username** and **Password**.

6. **Registration** should only be **done once**. After completion, applicant should only **Login** using obtained username and password.

7. When logged in applicant will be able to **create application, generate control number for application fee** and make **required payment**.

8. **Submission of application** will only be possible once **application fee is full paid** using a **CONTROL NUMBER** that were provided.

9. In order to successfully **complete the application**; an applicant is required to complete all necessary steps.

**Note:**

- **Applicant's Username** will be auto generated by a system after successful registration and will appear in the following format:

***NECTA FORM Four Index Number followed by a year of application,***

***i.e.: S0XXX/XXXX/YYYY or P0XXX/XXXX/YYYY***

***e.g.: S0751/0023/2020 or P0751/0023/2020***

- For Inquiries or support please contact the following numbers:

Admission Office: **+255-27-2660133, +255-755-891922**

## **Instructions on How to Use Online Application System**

### **Step: 1 Read Admission Criteria**

*Read carefully minimum criteria or requirements before applying*

### **Step: 2 Create Account (Register)**

For unregistered user, register to create an online account in order to be able to apply. The registration page can be found through URL <https://online.ija.ac.tz/applications>

Once the page is opened, fill in all information in the form provided on your left. Note that the description of each item is provided if you highlight the blue icon with question mark sign.

Once completed, click next button. You will be prompted with the name. Confirm that the name provided is yours. Then click Register button.

You will be prompted with the username and password. This information will also be sent to the email address you provided. Once you have successfully register for application, use the username and password provided to login into the system as registered user and complete your application

### **Step: 3 Login**

*For registered user, use your Username and Password created during step 2 above to login and continue with application. The login page can be accessed through URL <https://online.ija.ac.tz/auth>*

### **Step: 4 Create and Submit Application**

*After successful login, enter personal details and click update to move next step. Enter other information including details of next of kin and click save to move next step.*

*Choose program category and programme and click save to move next. Reenter Form Index Number, year completed and observe the details fetched from NECTA to confirm. Save the information and click next to move to next step.*

*Verify examination results retrieved from NECTA and if they are okay click Confirm to confirm. Otherwise, you may click Back to go back to the previous step and repeat the process.*

*Once result are confirmed, filled application form will be displayed for preview. Click Get Control No button to generate Control No. for application fee. Click Show button to display Control No. generated if it was not displayed before.*

*Make the required payment and once payment is full made, the system shall display Submit button. Click Submit to submit you application and the system will give the notification that your application is now successful submitted.*