

Instructions on how to use Online Application System

General Instructions

1. For first time applicants:

Fill the application form.

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.
- Select **Applicants with FTC** for applicants with FTC Certificates

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 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 **make application fee payment** and **complete the application**.

8. **Online application** will only be visible for filling once **application fee is paid** using a **CONTROL NUMBER** that will be provided.

9. In order to successfully **complete the application**; an applicant is required to complete all steps from **Home** to **Submit your application**.

Note: Applicant's Username will be auto generated by a system after application submission and will appear in the following format:

NECTA FORM Four Index Number followed by a year of application, i.e.

: S0XXX/XXXX/yyyy/YYYY or P0XXX/XXXX/yyyy/YYYY

e.g **S0751/0023/2016/2020 or P0751/0023/2016/2020**

- An applicant is advised to **change password** into an easy to remember password so as to avoid inconveniences.

<<Click here for more information on 2020/2021 application procedures>>