

# CERTIFICATE

## Step 1: Admission Procedures

**Make sure you read the admission requirements carefully before you Apply.**

- Applicants are required to apply direct through Online Student Information Management (OSIM) System of the Abdulrahman Al-Sumait University (SUMAIT) available from the University Website [www.sumait.ac.tz](http://www.sumait.ac.tz) or visit Admission office at SUMAIT Chukwani Zanzibar for more assistance.
- Each Applicant must pay a non-refundable Application Fee Tsh. 10,000/= . All Payment should be paid through PBZ Islamic Bank Account 0710412000 SUMAIT UNIVERSITY.
- The bank receipt has to be uploaded manually to the admission system.
- For more Information, Contact us through:

Mobile: +255 654 771793, +255 776 282215 OR +255 773822 403

## Step 2: Admission Requirements

**Programme:** Basic Technician Certificate in Office Administration

**Requirements:** Applicants should have a Form IV with at least four passes (excluding Religious subjects) including English language.

**Duration:** 1 Year

**Programme:** Basic Technician Certificate in Counselling Psychology

**Requirements:** Applicants should have At least four passes (excluding Religious subjects) in Certificate of Secondary Education Examination.

**Duration:** 1 Year

# Step 3: How to Apply

## 1: Create Account

Go to SUMAIT website [www.sumait.ac.tz](http://www.sumait.ac.tz) then go to OSIM.



# UNIVERSITY



For new Applicant click the link “new applicant start here!!” and continue with admission process.

Then create an account by filling the correct Information as shown below

For Admission and Support Inquiries Please call this Number 255 773822403 or 255 654 771793 or 255 776282215

2024/2025 APPLICATION FOR CERTIFICATE - CURRENTLY : SEPTEMBER INTAKE ROUND 1 - OPEN - DEADLINE: 14-JUL-2024

STEP-1 Application Procedures & Requirements | **STEP-2 Signup Forms(إس إم آي)** | HELP & SUPPORT For Help and Support

Education Certification(s) Verifications	Login Information
<p>NB: All Information to be entered <b>must be valid</b> and From your Education Certificates * Means Mandatory/Required Fields. Index No format: <i>S0123/0012/2009</i> or <i>P0123/0012/2009</i>. e.g <i>S0200/0004/2010</i></p> <p>Secondary Education* <input type="text" value="CSEE Award from NECTA - After ..."/></p> <p>CSEE/Equivalent <input type="text" value="S_/_/_"/></p> <p>Form IV Index No/Equivalent* <input type="text" value="S_/_/_"/></p> <p>In case of Multiple Sittings Use the Latest Index Number</p> <p>Other Education Qualifications <input type="text" value="None"/></p> <p><input type="text" value="S000/0000/0000"/></p>	<p>Remember your Email Address and Password. They are needed for Login to the system to finish Applying</p> <p>Email Address* <input type="text"/></p> <p>Email Address Confirm* <input type="text"/></p> <p>Active Phone No* <input type="text" value="0000-000-000"/></p> <p>Make Sure the Phone Number is Reachable for Receiving Notification and Updates about your application</p> <p>Confirm Phone Number* <input type="text" value="0000-000-000"/></p> <p>Password* <input type="password" value="*****"/></p> <p>Password Confirm* <input type="password"/></p>

Create Account Reset Form

For Admission and Support Inquiries Please call this Number 255 773822403 or 255 654 771793 or 255 776282215

## 2: Personal Background Information

Complete your personal background information. You will be required to provide your Form Four Index Number, a valid Email Address, an active Mobile Phone Number (Halotel is not recommended), Date of Birth, Place of Birth, Nation Identification Card number (NIDA) if you have if you don't have it put @sumait, Parent/Guardian name, Parent/Guardian Mobile

Number, Parent/Guardian living place and other important information. Make sure you provide correct information. Invalid Information will not be accepted by the University and your registration status may become invalid.

cloud  
**OSIM**

SUMAIT - MAIN  
CERTIFICATE APPLICANT SEPTEMBER INTAKE - ROUND #1 - 2024/2025

MAIN NAVIGATION  
Dashboard  
1. Personal Profile  
2. Payment Verifications  
3. Education Verification  
4. Course Selections  
5. Other Documents  
6. Submit Application  
7. Selection Status

Applicant's Profile Information

Personal Background Information

First Name\* MARIAM  
Middle Name K  
Last Name\* ALI  
Gender\* Female

Nationality\* Tanzania  
Nationality Type\* By Birth  
National ID Card No (NIN)\* 19920719712140000115  
You National ID Card Number/SN, NIN  
Country of Birth\* Tanzania  
Religion\* Muslim  
Date of Birth\* 1996-01-10  
Place of Birth\* Zanzibar

Next of Kin Information

Next of Kin First Name\* Khamis  
Next of Kin Middle Name Ali  
Next of Kin Last Name\* Ame  
Next of Kin Permanent Address\* Zanzibar  
Next of Kin Phone Number\* 0777654376  
Relationship with Kin\* Father  
Next of Kin Region (MKOA)\* Mjini  
Next of Kin Nationality\* Tanzania

Contacts Information

Email Address\* mariamkhamisali@gmail.com  
Phone/Mobile Number\* 0654-771-793  
Other Mobile Number\* 0000000000  
Contact Address\* Po.box 346 Zanzibar  
Home Region\* Mjini magharibi  
Home District\* Magharibi B  
Permanent Address\* Zanzibar

Other Information

Marital Status Single  
Disability(s) None

SAVE DETAILS & GO TO NEXT STEP

### 3. To Login

#### For Applicants

Use your Email and Password to login if you already have an account

### 4. Payment Verification

Verify your payments. Each Applicant must pay a non-refundable Application Fee Tsh. **10,000/=**. All Payment should be paid to PBZ Islamic Bank Account **0710412000** Name: **SUMAIT UNIVERSITY**. Go back to Application System and Select Payment Method "manual payment" then after, select the green button to upload your Bank receipt, then Save.

Select Payment Method/Channel Manual Payment - Paid to Bank Branch

In case You have made new payments or  
You Want to update Payments Attachments. Please copy the reference no from table aside and  
paste it on the transaction number. then upload the attachment and click save payment to  
update the attachments

Transaction/Reference No.\*

Enter Receipt No here to update Attachment

SUMAIT7161

Paid Amount in TZS\*

10,000.00 Remain: 0.00

+ CLICK TO UPLOAD SCANNED PAYINSLIP

Save Payment

← PREVIOUS STEP → NEXT STEP

The balance will show 0 and amount paid will be 10,000/= as shown on the next picture then go to next page

#	REFERENCE NO	AMOUNT	DATE PAID	COMMENTS
695	SUMAIT7344	Tzs: 10,000.00	29-May-2024 11:18	manual
-	TOTAL: TZS. 10,000.00			BALANCE: 0.00

Payment Completed

## 5. Education Verification

Verify your results, and add additional Examination sittings if any by putting your next sitting and then click Add New Sitting.

### O-Level/Equivalent Education

**⚠** If you have multiple sittings Enter Your Other Index Numbers Bellow and Click on the Add new Sitting to Register the Results of that Sitting.

Enter New Sitting:  [+ Add New Sitting](#)

Examples of Index Number: S0344/0034/2010 or P0433/0012/2012

EXAM NO	YEAR	SCHOOL NAME	RESULTS	POINTS	
S0995/0016/2010	2010	SOS HERMANN GMEINER SCHOOL	<b>11.19</b>	19	<a href="#">View Results</a> <a href="#">delete</a>

#### RESULTS SUMMARY

Code	Subject Name Results
041	BASIC MATHEMATICS-C(3)
033	BIOLOGY-C(3)
032	CHEMISTRY-C(3)
031	PHYSICS-C(3)
022	ENGLISH LANGUAGE-C(3)
021	KISWAHILI-B(2)
016	FINE ART-B(2)
013	GEOGRAPHY-D(4)
011	CIVICS-D(4)

[← PREVIOUS STEP](#)

[NEXT STEP →](#)

## 6. Course Selection

Select the course you want to study, then click submit my selections, then go to next step.

---

Choice #: **1**

---

---


Choice #: **2**

---

---

Choice #: **3**

---







---

## 7. Submit Application

Check your information if they are correct as shown

### Application Summary Information & Verifications

#### STEP 1: PROFILE INFORMATION

Date Registered: 28-Jun-2023  
Full Name: Abdalla M Hassan  
Sex: Male  
Nationality: ✔ Tanzanian  
Date of Birth: ✔ 03-05-1986  
Country of Birth: ✔ Tanzania  
Place of Birth: ✔ zanzibar  
Religion: ✔ Muslim  
Mobile Number: ✔ 0654771793  
Email Address: ✔ test@gmail.com  
Permanent Address: ✔ Zanzibar  
District: ✔ Magharibi B  
Contact Address: zanzibar  
Disabilities: ✔ None  
Marital Status: ✔ Single  
Index Number(EIV): ✔ S1171/0090/2005

#### STEP 2: PAYMENTS INFORMATION

Required Amount: 30,000  
Total Paid Amount: 30,000  
Payment REF#: payinslip\_attachment\_jpg  
Payment Receipt: SUMAIT398  
Payment Status: ✔ Completed

#### STEP 3: EDUCATION VERIFICATIONS

Applicant Category: masters  
Applicant Certificate: bachelor  
Form IV Index: S1171/0090/2005

#### CSEE Qualifications Summary

EXAMNO	YEAR	SCHOOLNAME	RESULTS	POINTS
S1171-0090	2005	BUBUBU SECONDARY SCHOOL	<span>II.21</span>	23

#### RESULTS SUMMARY

Code	Subject Name	Grade -(Points)
041	BASIC MATHEMATICS	C - (3)
033	BIOLOGY	D - (2)
032	CHEMISTRY	C - (3)
031	PHYSICS	C - (3)
022	ENGLISH LANGUAGE	D - (2)
021	KISWAHILI	D - (2)
015	ELIMU YA DINI YA KIISLAMU	B - (4)
013	GEOGRAPHY	C - (3)
011	CIVICS	C - (3)

#### Bachelor Education Summary

PROGRAMME NAME	INSTITUTION	GPA	CLASSIFICATION
EDUCATION ISLAMIC AND ARABIC	SUMAIT	3.0	UPPER SECOND

#### STEP 1 STATUS SUMMARY

Section Status: ✔ Step 1 is Completed

Then approve and submit your application as shown in the picture below, Don't forget to print your application summary for your reference. Then go to next stage.

### September Intake - Round 1

Choice #: 1 Basic Technician Certificate in Office Administration (1 Years)  
Choice #: 2 Basic Technician Certificate In Counselling Psychology (1 Years)  
Choice #: 3 Basic Technician Certificate In Counselling Psychology (1 Years)  
Status Summary: ✔ Courses Choices Completed!

⏪ PREVIOUS STEP ✔ Approve & Submit My Application NEXT STEP ⏩

When you finish, it should look like;

### Selection Status Summary Information

**Selections Status! Selections Have not been Released Yet!.**  
You will be notified of the Selections Status after Approval from SUMAIT Admissions Office  
In case you have Inquiries, please visit the Admissions Office.

✔ Your Application Has Been Submitted! Wait For Response from SUMAIT Admissions Office

**Contacts: For any Information Contact us through;**

Phone: +255 654 771793, +255 776282215, +255 773094946 or +255 676666018