### **DIPLOMA**

### **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 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:** Diploma in Office Administration

**Requirements:** NTA Level 4 in Office Administration or equivalent Secretarial qualification or Form VI with at least one Principal and a subsidiary pass excluding religious subjects.

**Duration:** 2 Years

Programme: Diploma in Counselling Psychology

**Requirements:** NTA Level 4 in counselling Psychology and related fields or Form VI with at least one Principal and one subsidiary pass excluding religious subjects.

**Duration:** 2 Years

### **Step 3: How to Apply**

#### 1: Create Account

Go to SUMAIT website www.sumait.ac.tz then go to OSIM.



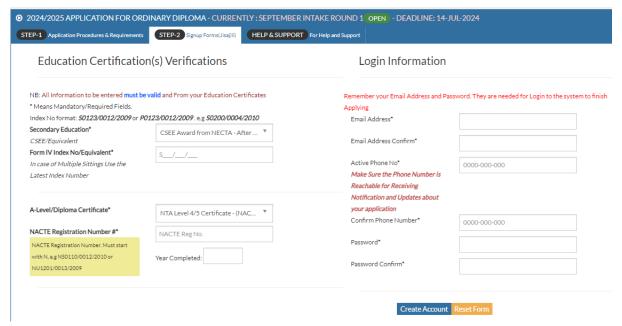
## UNIVERSITY





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

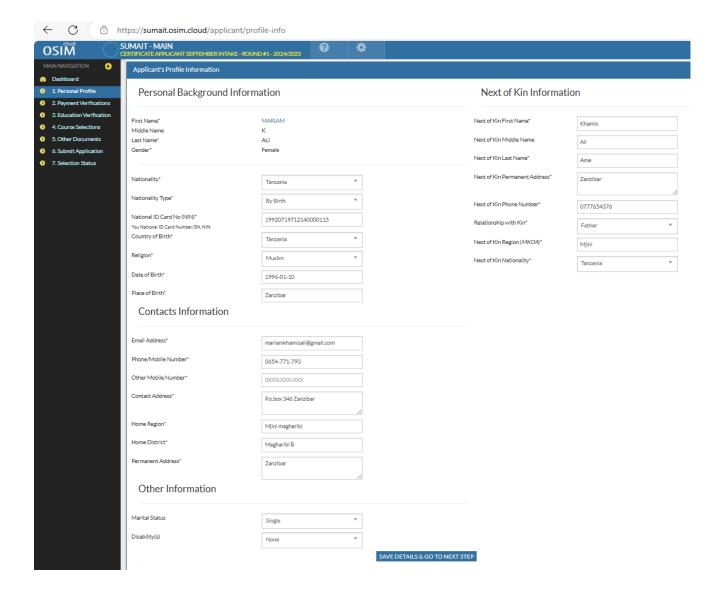
Then create an account by filling the correct Information as shown below



Put your form four index number starting with N as your NACTE registration number if you have a certificate (NTA 4).

#### 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.



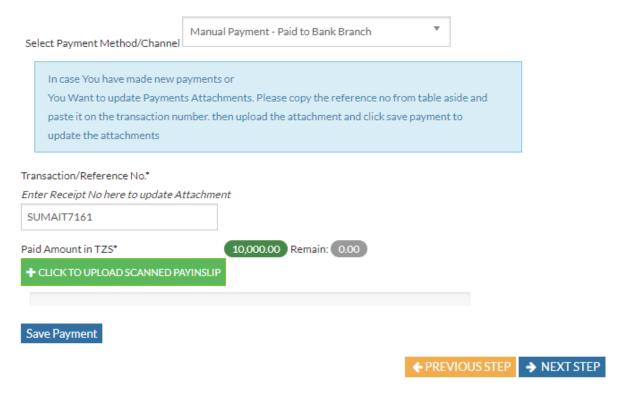
#### 3. To Login

#### 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.

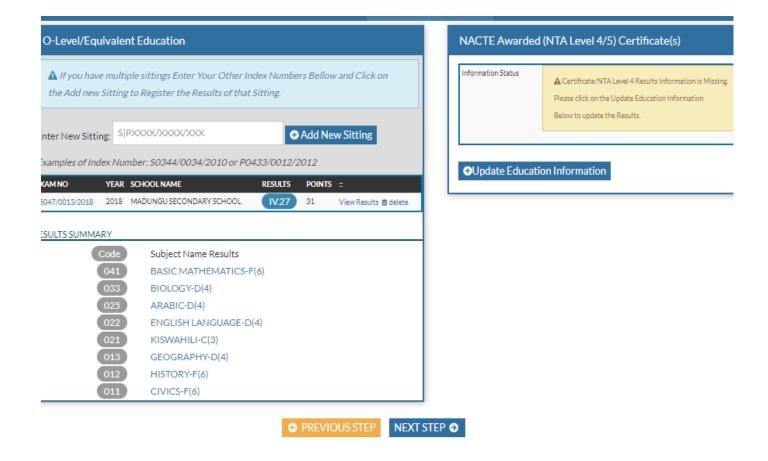


The balance will show 0 and amount paid will be 10,000/= as shown on the next picture then go to next page



#### 5. Education Verification

Verify your results, and add additional Examination sittings if any by putting your next sitting and then click Add New Sitting. If you have a certificate, then click the update Education Information

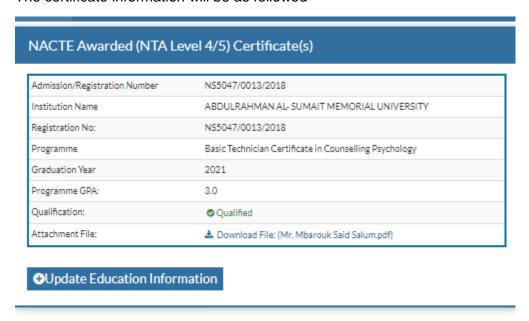


Add the NTA 4 required information as shown in the following picture. Attach your scanned pdf certificate or transcript and then save the info.

Institution/Callege/University
Institution/College/University
Name:
ABDULRAHMAN AL- SUMAIT MEMORIAL UNIVERSITY (U/TLF/11) ▼
Programme Name*:
Select the Course that you were taking
at the Institution
Basic Technician Certificate in Counselling Psychology-BTCCP ▼
Date teamed to the constant of
Year of Graduation*:
Enter the first Date of Month and Year
you graduated
2021-01-20
NACTE Registration Number or
Admission Number*:
Enter the Registration Number which
you were Assigned from NACTEE.g
NS0120/0012/2001, or
NP0123/0012/2001 or
NU0123/0012/2001
NS5047/0013/2018
Programme GPA Obtained*:
Enter the GPA Obtained From your
Results
Nesotis .
3.0
+ CLICK HERE TO ATTACH A SCANNED PDF/IMAGE OF CERTIFICATE DOCUMENT
Accorded file formate as larger large and gifting and Ddf files only
Accepted file formats ar Image (jpg.jpeg.png.gif.jpeg) and Pdf files only.
Ma Miles of Color of Ma Miles of Color
Mr. Mbarouk Said Salum.pdf Mr. Mbarouk Said Salum.pdf Successfully Uploaded

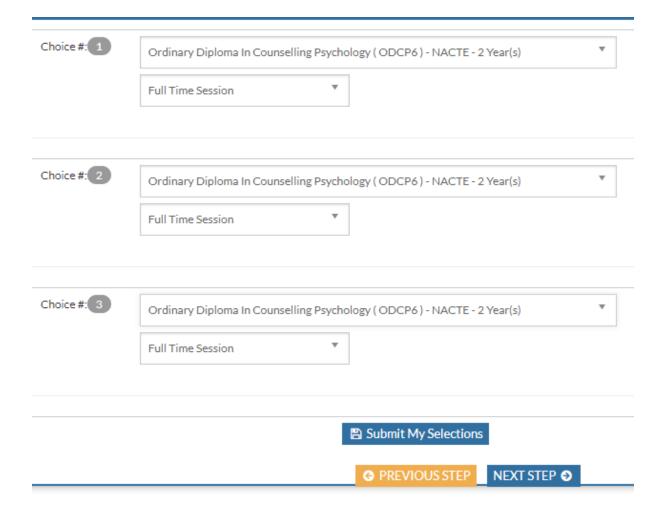
Save The Info Close

The certificate information will be as followed



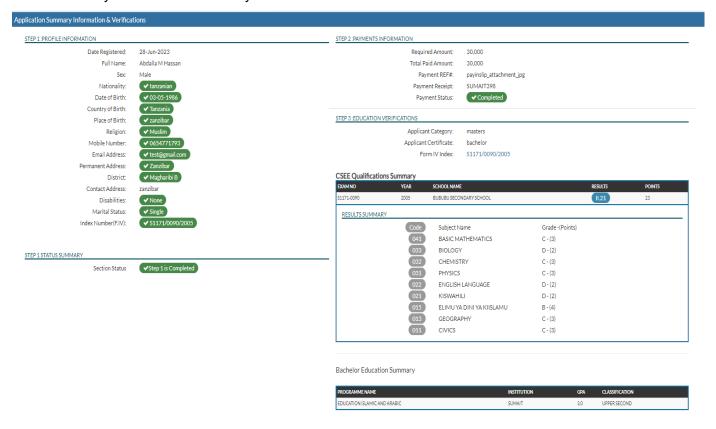
#### 6. Course Selection

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

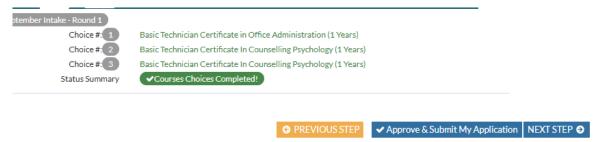


#### 7. Submit Application

Check your information if they are correct as shown



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.



When you finish, it should look like;



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

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