

# 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](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:** 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](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

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

STEP-1 Application Procedures & Requirements    **STEP-2** Signup Forms(إجراءات التسجيل)    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><b>Secondary Education*</b> <input type="text" value="CSEE Award from NECTA - After ..."/></p> <p><i>CSEE/Equivalent</i></p> <p><b>Form IV Index No/Equivalent*</b> <input type="text" value="S _ / _ / _"/></p> <p><i>In case of Multiple Sittings Use the Latest Index Number</i></p> <p><b>A-Level/Diploma Certificate*</b> <input type="text" value="NTA Level 4/5 Certificate - (NAC..."/></p> <p><b>NACTE Registration Number #*</b> <input type="text" value="NACTE Reg No."/></p> <p><i>NACTE Registration Number: Must start with N, e.g NS0110/0012/2010 or NU1201/0013/2009</i></p> <p>Year Completed: <input type="text"/></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><i>Make Sure the Phone Number is Reachable for Receiving Notification and Updates about your application</i></p> <p>Confirm Phone Number* <input type="text" value="0000-000-000"/></p> <p>Password* <input type="text"/></p> <p>Password Confirm* <input type="text"/></p>

[Create Account](#) [Reset Form](#)

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.

The screenshot shows a web browser window with the URL <https://sumait.osim.cloud/applicant/profile-info>. The page title is 'SUMAIT - MAIN CERTIFICATE APPLICANT SEPTEMBER INTAKE - ROUND #1 - 2024/2025'. The left sidebar contains a 'MAIN NAVIGATION' menu with items: Dashboard, 1. Personal Profile (selected), 2. Payment Verifications, 3. Education Verification, 4. Course Selections, 5. Other Documents, 6. Submit Application, and 7. Selection Status. The main content area is titled 'Applicant's Profile Information' and is divided into three sections: 'Personal Background Information', 'Next of Kin Information', and 'Contacts Information'. The 'Personal Background Information' section includes fields for 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), and Place of Birth (Zanzibar). The 'Next of Kin Information' section includes fields for 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), and Next of Kin Nationality (Tanzania). The 'Contacts Information' section includes fields for Email Address (mariamkhamisali@gmail.com), Phone/Mobile Number (0654-771-793), Other Mobile Number (0000-000-0000), Contact Address (Po. box 346 Zanzibar), Home Region (Mjini magharibi), Home District (Magharibi B), and Permanent Address (Zanzibar). Below these sections is an 'Other Information' section with fields for Marital Status (Single) and Disability(s) (None). A 'SAVE DETAILS & GO TO NEXT STEP' button is located at the bottom right of the form.

Personal Background Information		Next of Kin Information	
First Name*	MARIAM	Next of Kin First Name*	Khamis
Middle Name	K	Next of Kin Middle Name	Ali
Last Name*	ALI	Next of Kin Last Name*	Ame
Gender*	Female	Next of Kin Permanent Address*	Zanzibar
Nationality*	Tanzania	Next of Kin Phone Number*	0777654376
Nationality Type*	By Birth	Relationship with Kin*	Father
National ID Card No (NIN)*	19920719712140000115	Next of Kin Region (MKOA)*	Mjini
You National ID Card Number/SN, NIN		Next of Kin Nationality*	Tanzania
Country of Birth*	Tanzania		
Religion*	Muslim		
Date of Birth*	1996-01-10		
Place of Birth*	Zanzibar		
Contacts Information			
Email Address*	mariamkhamisali@gmail.com		
Phone/Mobile Number*	0654-771-793		
Other Mobile Number*	0000-000-0000		
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		

## 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

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

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: <b>0.00</b>

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. If you have a certificate, then click the update Education Information

The screenshot displays the 'O-Level/Equivalent Education' section of a web application. It includes a form for adding a new sitting, a table of existing results, and a sidebar for NACTE awarded certificates.

**O-Level/Equivalent Education**

*⚠ If you have multiple sittings Enter Your Other Index Numbers Below 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	
S047/0013/2018	2018	MADUNGU SECONDARY SCHOOL	IV.27	31	<a href="#">View Results</a> <a href="#">delete</a>

**RESULTS SUMMARY**

Code	Subject Name Results
041	BASIC MATHEMATICS-F(6)
033	BIOLOGY-D(4)
025	ARABIC-D(4)
022	ENGLISH LANGUAGE-D(4)
021	KISWAHILI-C(3)
013	GEOGRAPHY-D(4)
012	HISTORY-F(6)
011	CIVICS-F(6)

**NACTE Awarded (NTA Level 4/5) Certificate(s)**

Information Status

**⚠ Certificate/NTA Level 4 Results Information is Missing.**  
Please click on the Update Education Information Below to update the Results.

[Update Education Information](#)

[PREVIOUS STEP](#) [NEXT STEP](#)

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/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

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 NACTE e.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

3.0

+ CLICK HERE TO ATTACH A SCANNED PDF/IMAGE OF CERTIFICATE DOCUMENT

Accepted file formats are Image (jpg, jpeg, png, gif, jpeg) and Pdf files only.

[Mr. Mbarouk Said Salum.pdf](#) Mr. Mbarouk Said Salum.pdf Successfully Uploaded

Save The Info Close

The certificate information will be as followed

### NACTE Awarded (NTA Level 4/5) Certificate(s)

Admission/Registration Number	N55047/0013/2018
Institution Name	ABDULRAHMAN AL-SUMAIT MEMORIAL UNIVERSITY
Registration No:	N55047/0013/2018
Programme	Basic Technician Certificate in Counselling Psychology
Graduation Year	2021
Programme GPA:	3.0
Qualification:	✔ Qualified
Attachment File:	<a href="#">Download File: (Mr. Mbarouk Said Salum.pdf)</a>

[+ Update Education Information](#)

## 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**

[Submit My Selections](#)

[← PREVIOUS STEP](#)

[NEXT STEP →](#)

## 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	<input checked="" type="checkbox"/> II.21	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!

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