

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 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 then go to OSIM.



UNIVERSITY



ENTRE ▾ LIBRARY ▾ CONTACT

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

A screenshot of the SUMAIT OSIM application form. The top bar includes a phone number for inquiries and a status message: '2024/2025 APPLICATION FOR CERTIFICATE - CURRENTLY : SEPTEMBER INTAKE ROUND 1 OPEN DEADLINE: 14-JUL-2024'. The form is divided into two main sections: 'Education Certification(s) Verifications' and 'Login Information'. The 'Education Certification(s) Verifications' section contains fields for Secondary Education (CSEE Award from NECTA - After ...), Form IV Index No/Equivalent (S_/_/_), and Other Education Qualifications (None, 5000/0000/0000). The 'Login Information' section contains fields for Email Address, Email Address Confirm, Active Phone No (0000-000-000), Make Sure the Phone Number is Reachable for Receiving, Notification and Updates about your application, Confirm Phone Number (0000-000-000), Password (*****), and Password Confirm. At the bottom are 'Create Account' and 'Reset Form' buttons.

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 it, 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 the 'Applicant's Profile Information' page. The left sidebar lists 'MAIN NAVIGATION' 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'.

Personal Background 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 (MKOI)*	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*	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

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 (MKOI)*	Mjini
Next of Kin Nationality*	Tanzania

Buttons

- 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 Below and Click on the Add new Sitting to Register the Results of that Sitting.

Enter New Sitting: S|PXXXXX/XXXX/XXX [+ 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	II.19	19	View Results delete

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

Basic Technician Certificate In Counselling Psychology (BTCCP) - NACTE - 1 Year(s) ▾

Full Time Session ▾

Choice #: 2

Basic Technician Certificate in Office Administration (BTCOA) - NACTE - 1 Year(s) ▾

Full Time Session ▾

Choice #: 3

Basic Technician Certificate In Counselling Psychology (BTCCP) - NACTE - 1 Year(s) ▾

Full Time Session ▾

 Submit My Selections

 PREVIOUS STEP

NEXT STEP 

7. Submit Application

Check your information if they are correct as shown

STEP 1: PROFILE INFORMATION		STEP 2: PAYMENTS INFORMATION		STEP 3: EDUCATION VERIFICATIONS	
Date Registered:	28-Jun-2023	Required Amount:	30,000	Applicant Category:	masters
Full Name:	Abdalla M Hassan	Total Paid Amount:	30,000	Applicant Certificate:	bachelor
Sex:	Male	Payment REF#:	payinslip_attachment.jpg	Form IV Index:	S1171/0090/2005
Nationality:	<input checked="" type="checkbox"/> tanzanian	Payment Receipt:	SUMAIT398	Payment Status:	<input checked="" type="checkbox"/> Completed
Date of Birth:	<input checked="" type="checkbox"/> 03-05-1986				
Country of Birth:	<input checked="" type="checkbox"/> Tanzania				
Place of Birth:	<input checked="" type="checkbox"/> zanzibar				
Religion:	<input checked="" type="checkbox"/> Muslim				
Mobile Number:	<input checked="" type="checkbox"/> 0654771793				
Email Address:	<input checked="" type="checkbox"/> test@gmail.com				
Permanent Address:	<input checked="" type="checkbox"/> Zanzibar				
District:	<input checked="" type="checkbox"/> Magharibi B				
Contact Address:	zanzibar				
Disabilities:	<input checked="" type="checkbox"/> None				
Marital Status:	<input checked="" type="checkbox"/> Single				
Index Number(F.IV):	<input checked="" type="checkbox"/> S1171/0090/2005				
STEP 1 STATUS SUMMARY					
Section Status	<input checked="" type="checkbox"/> Step 1 is Completed				
CSEE Qualifications Summary					
EXAMNO	YEAR	SCHOOL NAME	RESULTS	POINTS	
S1171/0090	2005	BUBUBU SECONDARY SCHOOL	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

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 #:	<input checked="" type="radio"/> 1 Basic Technician Certificate in Office Administration (1 Years)
Choice #:	<input checked="" type="radio"/> 2 Basic Technician Certificate In Counselling Psychology (1 Years)
Choice #:	<input checked="" type="radio"/> 3 Basic Technician Certificate In Counselling Psychology (1 Years)
Status Summary	<input checked="" type="checkbox"/> 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.	
<input checked="" type="checkbox"/> 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