The Institute of Finance Management
Directorate of Computer Services

Online Application System
User Manual

Visit our Online Application System through web address link provided below:

http://www.admission.ifm.ac.tz/application

Apply as a new user by clicking the “Apply Now” or “Apply for 2021/2022- September Intake” link as shown in Figure 1.

Figure 1: Online Application System

STEP 1: Application Account Registration
After clicking the “Apply Now” or “Apply for 2021/2022- September Intake” link in Figure 1, the system will display the application account registration form; fill all required information as shown in Figure 2.

Figure 2: Application Account Registration Window

- Enter the O-level Index number as shown in Figure 2.

Alternatively, if you don’t have O-level index number from NECTA (you have foreign certificate), then enter the equivalent O-level index number given from NECTA as shown in
Figure 2. **Note:** If you have multiple O-level index numbers, the first seat O-level index number should be used to create application account.

- Choose the Level of Study you are applying for (e.g. Masters Degree, Postgraduate Diploma, Bachelor Degree, Ordinary Diploma or Basic Certificate) by selecting the applying for box as shown in Figure 2.

- Then select the Entry qualification as shown in Figure 2.

**Note:** Entry qualification (entry requirements) can be accessible through web address link provided below:

[https://www.ifm.ac.tz/admission/entry-requirement](https://www.ifm.ac.tz/admission/entry-requirement)

- Fill in the password, valid Email address and Mobile phone number and click “Create Account” button to create your application account.

**Note:** The Email address will be used for communication purpose. Also mobile phone number should be valid and accessible to allow the Institute and other regulators to communicate with you.
**STEP 2: Applicant Account Verification Form**

After clicking the “Create Account” button in step 1, the system will display the account creation confirmation window shown in Figure 3.

**Note:** Please verify your information before proceeding with the registration process.

![Applicant Account Verification Form](image)

**Figure 3:** Application Registration Form
STEP 3: Log in into the Application System

After clicking the “Create Account” button in step 1, the system will display the window shown in Figure 4, green window show Successful Registration message.

![Successful Registered Window](image)

**Figure 4:** Successful Registered Window

Fill the login form shown in Figure 5 with the O-level index number and password used to create account.

Then click the “Login” button to proceed.
Note: Usually, use the “LOGIN” button found at the top right hand side to login into application system.

Once you are logged in, the system will display the window shown in Figure 6 which shows all the application steps and applicant name.

Figure 5: Login Form Window
**Figure 6:** Application Step Window

**Note:** The step without green tick indicates incomplete steps while the green color tick indicates completed steps.
**STEP 4: Application Fee Payment**

**Application step 1**

Use the Control Number displayed by the system as shown in Figure 7 to pay the application fee by using either mobile services or through bank.

![Control Number Window](image)

*Figure 7: Control Number Window*

**NOTE:** If you have not received the Control Number, Click “REQUEST CONTROL NUMBER” link to request for control number as shown in Figure 8.
Payment Options:

1. Payment through mobile service

Follow the procedures below to make payments using M-Pesa, Tigo-Pesa and Airtel Money.

M-Pesa: Follow these steps to pay

1. Dial *150*00#
2. Select 4 (Pay Bill)
3. Select 5 (Government Payment)
4. Select 1 (Control Number)
5. Enter Reference Number (Enter Application Control Number)
6. Enter amount (Enter Application Fee amount)
7. Enter Password (Enter your M-Pesa account password)
8. Enter 1 (To agree)
Tigo Pesa: Follow these steps to pay

1. Dial *150*01#
2. Select 4 (Pay Bill)
3. Select 5 (Government Payments)
4. Enter Reference Number (Enter Application Control Number)
5. Enter amount (Enter Application Fee amount)
6. Enter Password (Enter your Tigo Pesa account PIN)

Airtel Money: Follow these steps to pay

1. Dial *150*60#
2. Select 5 (Make Payments)
3. Select 3 (Government Payments)
4. Enter amount (Enter Application Fee amount)
5. Enter Reference Number (Enter Application Control Number)
6. Enter Password (Enter your Airtel Money account PIN)

2. Payment through Bank

Upon your arrival at the bank, provide the Application Control Number to the bank teller for payment process.

*Note: You can’t proceed with the application process if your application payment is not received.*

Once your application fee has been received, the following window will be displayed as shown in Figure 9.

![Application Stages](image)

**Figure 9:** Payments Details Window
**STEP 5: Personal Information**

**Application step 2**

Fill in all required personal information which includes Basic information, Health information, National ID and Next of kin information as shown in Figure 10.

![Applicants Particular Form](Image)

**Figure 10: Applicants Particular Form**

Then click the “Save” button to proceed.
**STEP 6: Secondary Education**

**Application step 3**

Add your form six examination index number (if required) in the format shown in Figure 11, level of study, and examination center name then click the “**ADD**” button to proceed.

**Note:** You can add another O-level index number if you have sat for more than one form four national examinations, if you don’t have more than one O-level index number proceed to another step.

![Application Stages](image)

**Figure 11: Secondary Education Details**
Enter the AVN number (if required) and if you have a post education certificate fill required information, as shown in the Figure 12.
**STEP 7: Employment Detail**

**Application step 4**

Fill in your employment details and click add button as shown in Figure 13, if you don’t have employment records click no employment records button.

![Employment Detail](image)

**Figure 13: Employment Records Details**
STEP 7: Programme Selection

Application step 5

Choose the Campus (IFM main, Mwanza, Simiyu or Dodoma) you want to be enrolled, select programme of study from a dropdown list and select choice number for that program as shown in the Figure 14 (rank it according to your priority).

Repeat the same procedure to choose remaining choices as shown in the Figure 15.
STEP 8: Applicant’s Declaration

Application step 6

Note: Application step 6 will be opened only when you completed all above application steps (step 1-step 5)

Click application step 6 to review and submit your application, the following window will be displayed below as shown in Figure 16.

![Figure 16: Programme Selection choices Form](image-url)
Read and understand the declaration statement as shown in Figure 17

![Figure 17: Applicant’s Declaration Form](image)

Click the check box and then click “CONFIRM & SUBMIT APPLICATION” button to submit the application as shown Figure 18.

![Figure 18: Applicant’s Declaration Form](image)

Once your application is successfully submitted, then Figure 19 will be displayed.
Figure 19: Successful Submission Form

**Note:** The step without green tick indicates incomplete steps while the green color tick indicates completed steps.

**Note:** Your application status for selection will be shown as Figure 16. You can view your information and edit choice number of your programme choices.

Please keep login into your application account to see your application status.

**Note:** If you have any queries concerning Application, Please contact:
IFM Main Campus
Admission Office
Block D IFM main Campus
P.O. Box 3918, Dsm
Tel: +255222112931-4
Fax: +255222112935
Mob: +255734 205030
 +255734 205029
 +255734 205028
Email: admissions@ifm.ac.tz

Mwanza Campus
Campus Manager
P.O. Box 2372, Mwanza
Mob: +255 734 205026
Email: admissions.mc@ifm.ac.tz

Dodoma Campus
Campus Manager
P.O.Box 1774, Dodoma
Tel: +255262323582
Mob: +255734205025
Email: admissions.dc@ifm.ac.tz

Simiyu Campus
Campus Manager
P.O.BOX 135
Mob: + 255734 205027
Email:
admissions.sc@ifm.ac.tz

END OF ONLINE APPLICATION