

The Institute of Finance Management

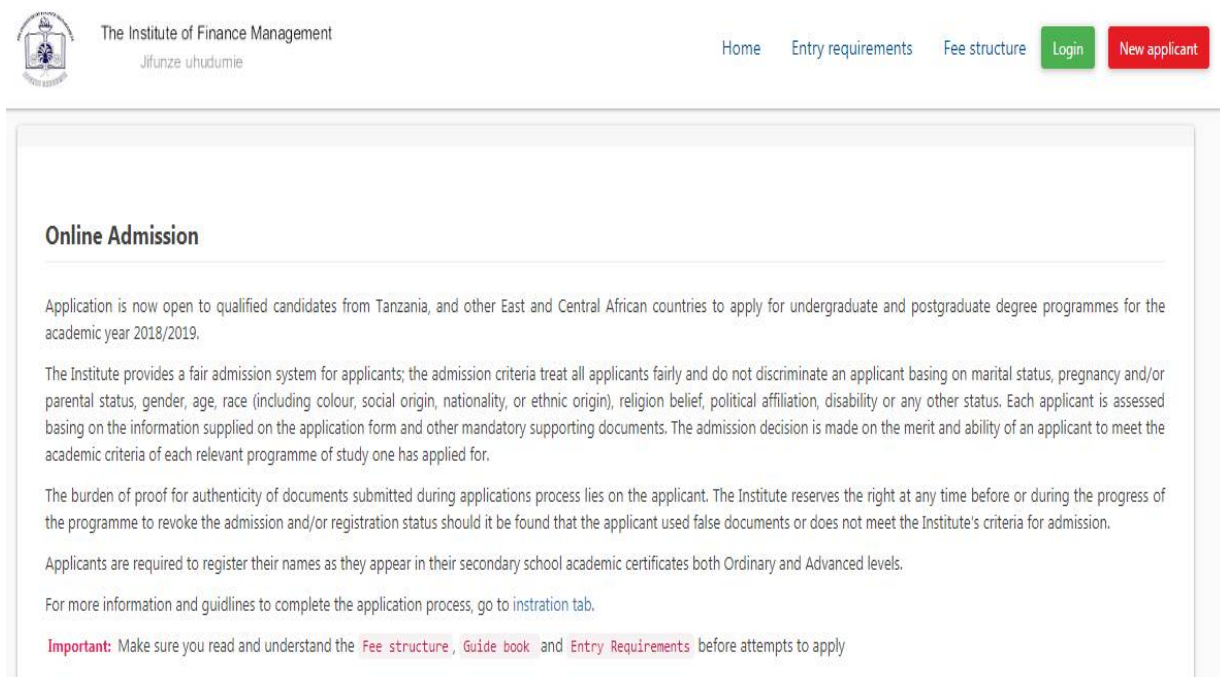
Online Application- User Manual

Visit our Admission System through the Institute's Web address:

<http://admission.ifm.ac.tz>

STEP 1: New Applicant Registration

Register as a new user by clicking the ***New applicant*** button (red) as shown in the snapshot below.



The screenshot shows the top navigation bar of the Institute of Finance Management website. On the left is the institute's logo and name. On the right are navigation links: Home, Entry requirements, Fee structure, Login, and New applicant. The main content area is titled "Online Admission" and contains several paragraphs of text regarding the application process for the academic year 2018/2019. It includes information about the fair admission system, the burden of proof for document authenticity, and a requirement to register names as they appear in secondary school certificates. An important note at the bottom advises applicants to read the fee structure, guide book, and entry requirements before applying.

The Institute of Finance Management
Jifunze uhudumie

Home Entry requirements Fee structure Login **New applicant**

Online Admission

Application is now open to qualified candidates from Tanzania, and other East and Central African countries to apply for undergraduate and postgraduate degree programmes for the academic year 2018/2019.

The Institute provides a fair admission system for applicants; the admission criteria treat all applicants fairly and do not discriminate an applicant basing on marital status, pregnancy and/or parental status, gender, age, race (including colour, social origin, nationality, or ethnic origin), religion belief, political affiliation, disability or any other status. Each applicant is assessed basing on the information supplied on the application form and other mandatory supporting documents. The admission decision is made on the merit and ability of an applicant to meet the academic criteria of each relevant programme of study one has applied for.

The burden of proof for authenticity of documents submitted during applications process lies on the applicant. The Institute reserves the right at any time before or during the progress of the programme to revoke the admission and/or registration status should it be found that the applicant used false documents or does not meet the Institute's criteria for admission.

Applicants are required to register their names as they appear in their secondary school academic certificates both Ordinary and Advanced levels.

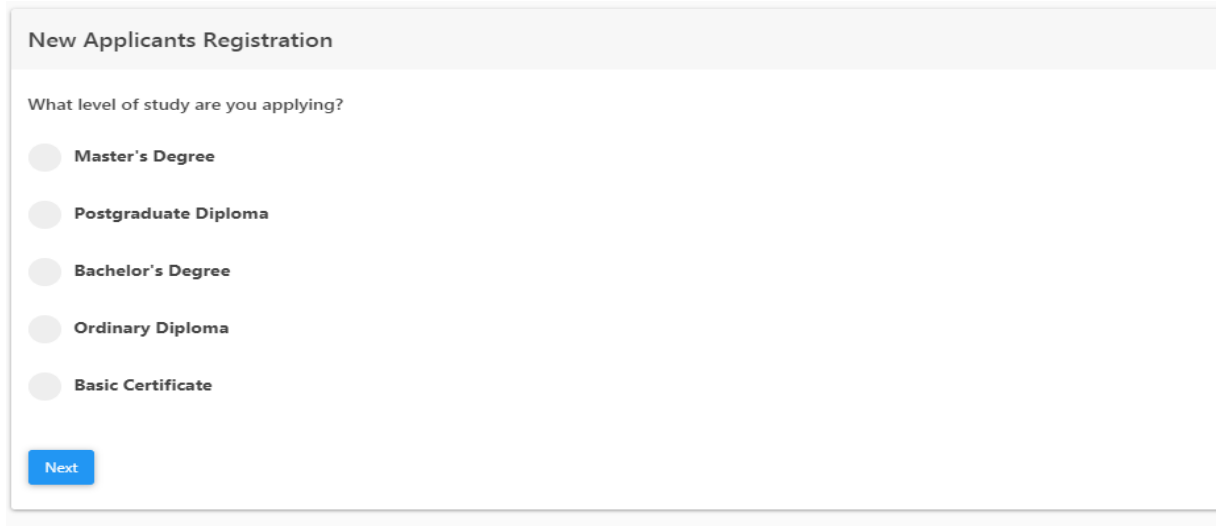
For more information and guidelines to complete the application process, go to [instration tab](#).

Important: Make sure you read and understand the [Fee structure](#), [Guide book](#) and [Entry Requirements](#) before attempts to apply

Snapshot 1: Online Admission Portal

STEP 2: Choose the Category you want to Study

After clicking the **New applicant** button in Step 1, the system will display the window as shown below.



The screenshot shows a web form titled "New Applicants Registration". Below the title is the question "What level of study are you applying?". There are five radio button options listed vertically: "Master's Degree", "Postgraduate Diploma", "Bachelor's Degree", "Ordinary Diploma", and "Basic Certificate". At the bottom left of the form is a blue button labeled "Next".

Snapshot 2: New applicant Registration

Choose the category you want to study (e.g. Master's degree, Postgraduate Diploma or Bachelor's degree) by clicking on the category and then click the **Next** button (blue) to submit your choice.

STEP 3: Fill in the Application Registration Form

After clicking the **Next** button in Step 2, the system will display the window below.

Bachelor Degree: New Applicants Registration

Important: Your names must be filled as they appear on your form four academic certificate.

First name	<input type="text" value="e.g Angelus"/>	Middle name (if any)	<input type="text" value="e.g Roman"/>
Surname	<input type="text" value="e.g Kavishe"/>	Valid email address	<input type="text" value="e.g angelus@yahoo.com"/>
What do you hold ?	<input type="text" value=""/>	Mobile number	<input type="text" value="e.g 0716733110"/>
Enter your first seated form four index/student number	<input type="text" value="e.g S0551/0045/2010"/>	<input type="button" value="Go"/>	

Snapshot 3: New Application registration form

Fill in the information required, and then click the **Go** button (blue). After clicking the **Go** button, the system will provide you with your **username** and **password**; keep a copy to your email address for records, for they will be required for logging in the Institute's Admission System.

STEP 4: Logging in the Admission System

Click the **Login** (green) button. Fill the login form with the **username** and **password** provided by the system, and then click the **Login** (blue) button appears at the end of the form.

Note:

Username: Your email address

Password: Password given by the system during registration.



Log in to apply

[Forgot my Password](#) [Remember me](#)

Snapshot 4: Login form

STEP 5: Application Fee Payment

Once you have logged in, the system will display the window below.



Application Fee Payment

Your payment reference number is: **991460022989**

If you have not received the reference number, click [Here](#)

Please use the payment reference number to pay application fee. **How to pay it?** [Bank](#) [Mobile Money](#)

Note that: You cannot continue with the Application Process unless you have paid the Application Fee

[Click here to check status after payment](#)

Application Steps:

- Step 1 : Payment
- Step 2 : Personal Details
- Step 3 : Programme Selection
- Step 4 : Academic O Level
- Step 5 : Academic A Level
- Step 6 : Bachelor Degree
- Step 7 : Submission

Snapshot 5: Application Fee Payment

Use 'Your payment reference number' displayed by the system to pay for application fee by using mobile services or through bank system.

Payment through mobile services

1. Dial *150*01,*150*00# or*150*60# (Tigo Pesa, M-Pesa and Airtel Money respectively)
2. Select Pay Bills
3. Enter Business Number **888999**
4. Enter your payment reference number provided by the system
5. Enter the amount(10,000Tsh)
6. Confirm your password/pass code

Payment through bank

Upon your arrival at a bank (CRDB, NMB or Postal Bank), provide your payment reference number to a teller to process the payment.

Note: After confirming the payment, you can proceed to other steps by clicking the ***Click here to check status after payment*** button.

STEP 6: Fill in Personal Information

Once your payment has been confirmed (after clicking the ***Click here to check status after payment*** button, in Step 5), the following window will be displayed.



Applicant's Particulars

Important: Your names must be filled as they appear on your form Four Academic Certificate.

First name <input type="text" value="FATUMA"/>	Middle name <input type="text" value="e.g Roman"/>
Last name <input type="text" value="SHEFA"/>	Your Gender <input type="text"/>
Date of Birth <input type="text" value="Click to pick date"/>	Citizenship <input type="text" value="e.g Tanzanian"/>
Phone number <input type="text" value="0655657911"/>	Postal Address <input type="text" value="e.g P.O Box 3918 Dar es Salaam"/>

[Next](#)

Application Steps:

- Step 1 : Payment
- Step 2 : Personal Details
- Step 3 : Programme Selection
- Step 4 : Academic O Level
- Step 5 : Academic A Level
- Step 6 : Bachelor Degree
- Step 7 : Submission

Snapshot 6: Applicants Particular Form

Fill in all the information required (i.e. gender, date of birth, citizenship and postal address) and then click the **Next** button to complete other information. Then click the **Save** button to proceed.

Next of Kin (Person to contact in case of emergency)

Full name <input type="text" value="e.g Chipima Chikwalala"/>	Relationship <input type="text" value="e.g Father, Mother, Sister"/>
Phone <input type="text" value="e.g 255716733110 or 0716733110"/>	Postal Address <input type="text" value="P.O BOX 3918 Dar es Salaam"/>

[Save](#) [Previous](#)

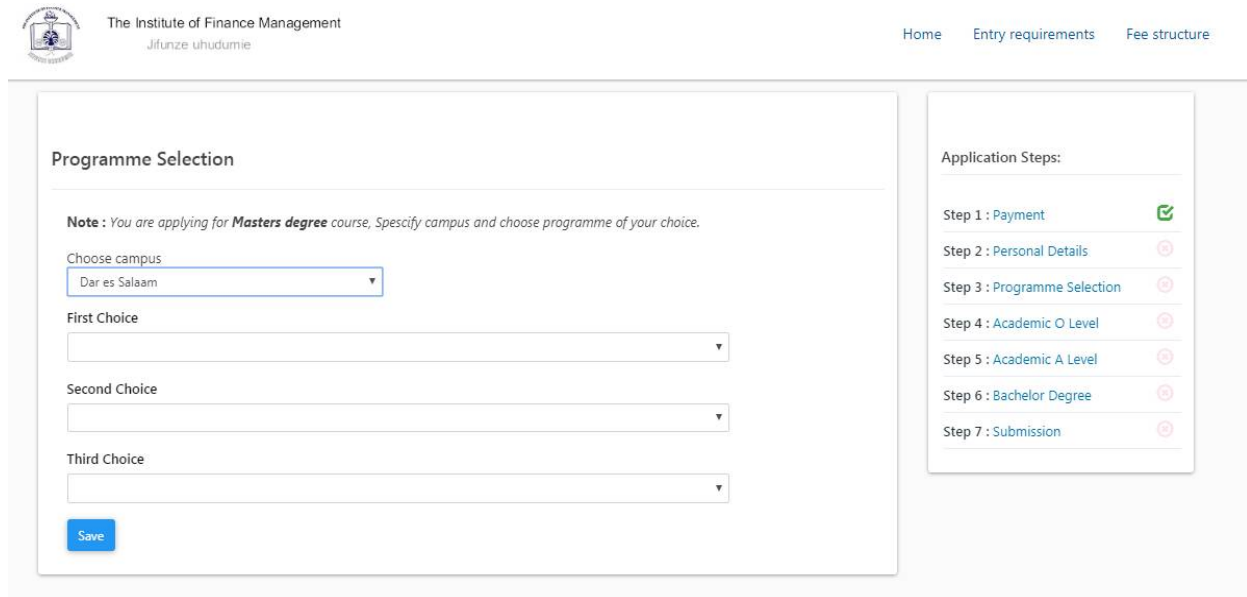
Application Steps:

- Step 1 : Payment
- Step 2 : Personal Details
- Step 3 : Programme Selection
- Step 4 : Academic O Level
- Step 5 : Academic A Level
- Step 6 : Bachelor Degree
- Step 7 : Submission

Snapshot 7: Applicants next of kin

STEP 7: Programme Selection

Once you have done with filling in personal information in Step 6, the following window will be displayed.



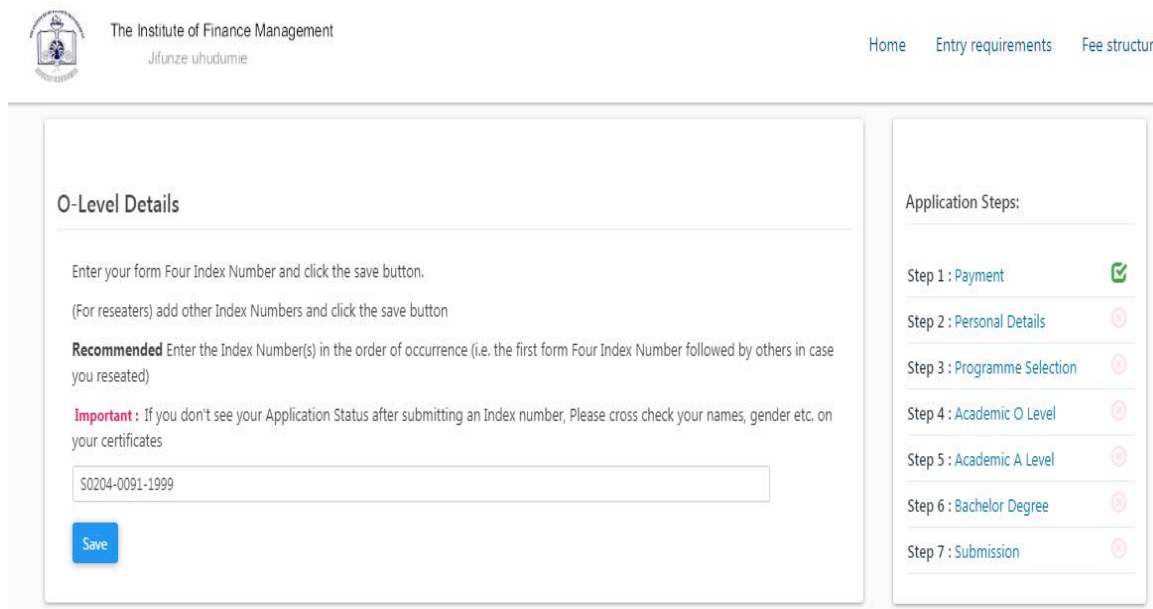
The screenshot shows the 'Programme Selection' form on the website of The Institute of Finance Management. The page header includes the institute's logo, name, and tagline 'Jifunze uhudumie', along with navigation links for 'Home', 'Entry requirements', and 'Fee structure'. The main form area is titled 'Programme Selection' and contains a note: 'Note: You are applying for **Masters degree** course, Specify campus and choose programme of your choice.' Below the note are four dropdown menus: 'Choose campus' (with 'Dar es Salaam' selected), 'First Choice', 'Second Choice', and 'Third Choice'. A blue 'Save' button is located at the bottom left of the form. To the right of the form is a sidebar titled 'Application Steps:' which lists seven steps: 'Step 1: Payment' (checked with a green checkmark), 'Step 2: Personal Details', 'Step 3: Programme Selection', 'Step 4: Academic O Level', 'Step 5: Academic A Level', 'Step 6: Bachelor Degree', and 'Step 7: Submission'.

Snapshot 8: Programme Selection

First, choose the campus (Dar es Salaam, Mwanza or Dodoma) you want to be enrolled by clicking on the **Choose campus** box. Then choose the programme you want to study by clicking on the **First Choice** box, and select a programme from a dropdown list. Repeat the same procedure to second and third choices (if you have more than one choice) and then click the **Save** button.

STEP 8: Academic Qualifications

After completing Step 7, the following window will be displayed.



The screenshot shows a web application interface for 'The Institute of Finance Management'. The header includes the institute's logo, name, and tagline 'Jifunze uhudumie', along with navigation links for 'Home', 'Entry requirements', and 'Fee structure'. The main content area is divided into two panels. The left panel, titled 'O-Level Details', contains instructions for entering a Form Four Index Number and a 'Save' button. A text input field contains the value 'S0204-0091-1999'. The right panel, titled 'Application Steps', shows a progress list with seven steps: 'Step 1: Payment' (checked), 'Step 2: Personal Details', 'Step 3: Programme Selection', 'Step 4: Academic O Level', 'Step 5: Academic A Level', 'Step 6: Bachelor Degree', and 'Step 7: Submission'.

Snapshot 9: O-Level details

Enter your Form Four Index Number and the completion year in the format shown in snapshot 9 above and then click the **Save** button to proceed.

If your choice in Step 2 was a Bachelor's degree or Postgraduate diploma or a Master's degree, form six results will be requires. If so, add your form Six Index Number and the year of completion in the format shown in snapshot 10 below and click the **Save** button to proceed.



A-Level Details

Enter your form Six Index Number and click the save button.
(For reseaters) add other Index Numbers and click the save button

Recommended Enter the Index Number(s) in the order of occurrence (i.e. the first form Six Index Number followed by others in case you reseated)

Important: If you don't see your Application Status after submitting an Index number, Please cross check your names, gender etc. on your certificates

Application Steps:

- Step 1 : Payment
- Step 2 : Personal Details
- Step 3 : Programme Selection
- Step 4 : Academic O Level
- Step 5 : Academic A Level
- Step 6 : Bachelor Degree
- Step 7 : Submission

Snapshot 10: A-Level details

Attach and upload the appropriate certificate(s) (eg.FTC, bachelor's degree or foreign certificate) you hold according to the choice in Step 3. For instance, if you hold a bachelor's degree certificate as it is shown in snapshot 11 below, go to the bachelor's degree; click the **Attach Certificate** button and then click the **upload** button to proceed.



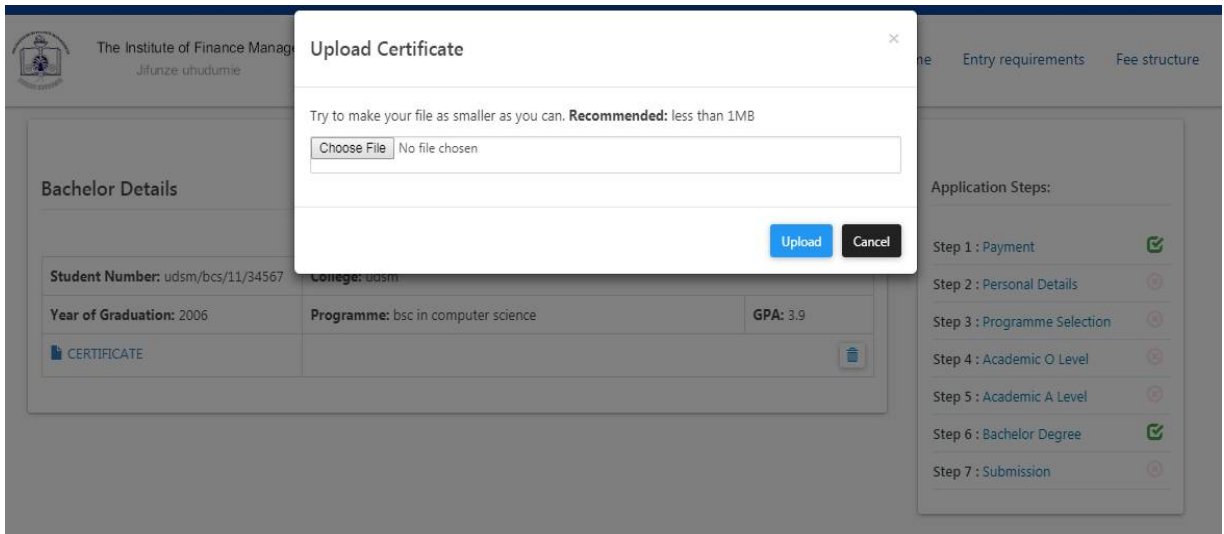
Bachelor Details

Student Number: udsmbcs/11/34567	College: udsmb	
Year of Graduation: 2006	Programme: bsc in computer science	GPA: 3.9

Application Steps:

- Step 1 : Payment
- Step 2 : Personal Details
- Step 3 : Programme Selection
- Step 4 : Academic O Level
- Step 5 : Academic A Level
- Step 6 : Bachelor Degree
- Step 7 : Submission

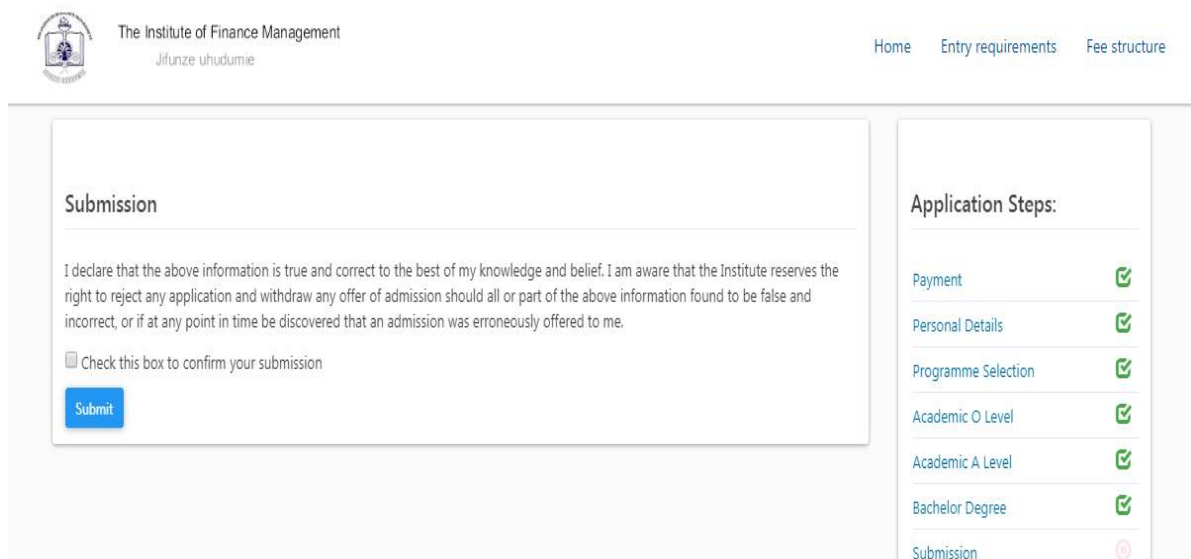
Snapshot 11: Attach certificate



Snapshot 12: upload certificate

STEP 9: Application Submission

After you have successfully filled all the required information and uploaded your certificate(s), the system will display the following window.



Snapshot 13: submission

Before Clicking the **Submit** button, you need to confirm all the details you filled by clicking the ***Check this box to confirm your submission*** in order to be certain of the information you provided. Once you are sure that all details are correct you can click the **Submit** button.

-END OF ONLINE APPLICATION-