

SOKOINE UNIVERSITY OF AGRICULTURE



APPLICATION FOR ADMISSION INTO NON-DEGREE PROGRAMS

Sokoine University of Agriculture invites applications from qualified Tanzanians and non-Tanzanians to certificate and diploma programs offered by Sokoine University of Agriculture for academic year 2017/2018.

CERTIFICATE IN INFORMATION TECHNOLOGY

Length: 1 year; **Mode:** Full-time & Part-time

Admission Requirements

Certificate of Secondary Education Examination (CSEE), with passes in at least four subjects.

DIPLOMA IN INFORMATION TECHNOLOGY

Length: 2 years; **Mode:** Full-time & Part-time

Admission Requirements

Advanced level Certificate of Secondary Education Examination (ACSEE) with at least one Principal Pass or two Passes adding up to 2.0 points in one of the following subjects: Mathematics, Physics, Biology, Chemistry, Science and Practice of Agriculture, Geography, Economics and Commerce; **OR** A certificate in information technology, engineering or other relevant disciplines from an accredited institution and CSEE passes in at least three subjects.

DIPLOMA IN INFORMATION AND LIBRARY SCIENCE

Length: 2 years; **Mode:** Full-time

Admission requirements

Advanced level Certificate of Secondary Education Examination (ACSEE) with at least one Principal Pass or two Passes adding up to 2.0 points in one of the following: Mathematics, Physics, Biology, Chemistry, Science and Practice of Agriculture, Geography, Economics, Commerce, History, English, French and Kiswahili; **OR** Certificate in Librarianship or related discipline with minimum of second class certificate and O-level passes in at least three subjects.

DIPLOMA IN RECORDS, ARCHIVES AND INFORMATION MANAGEMENT

Length: 2 years; **Mode:** Full-time

Admission Requirements

Advanced level Certificate of Secondary Education Examination with at least one Principal Pass or two passes adding up to 2.0 points in one of the following: Mathematics, Physics, Biology, Chemistry, Science and Practice of Agriculture, Geography, Economics, Commerce, History,

English, French and Kiswahili; **OR** Certificate in Records/Office Management or relevant disciplines with a minimum of second class and O-level passes in at least three subjects

DIPLOMA IN TROPICAL ANIMAL HEALTH

Length: 2 years; **Mode:** Full-time

Admission Requirements

Advanced level Certificate of Secondary Education Examination with at least one Principal Pass or two passes adding up to 2.0 points in one of the following: Chemistry, Biology/Zoology, Physics, Mathematics, Geography or Science and Practice of Agriculture. The candidate must pass Biology/Zoology at Principal Level. Such candidates must also have O-level passes in English and Mathematics; **OR** Appropriate certificates such as Certificate in Animal Health (Agrovet), Certificate in Animal Health and Production (AHPC), Certificate in Agriculture and Livestock Production (CALP). A holder of such a certificate should have a minimum of three credit passes at O-level in Biology/Zoology/ Chemistry, Physics, and Mathematics at Tanzania Certificate of Secondary Education Examination (CSEE) or equivalent.

DIPLOMA IN LABORATORY TECHNOLOGY

Length: 2 years; **Mode:** Full-time

Admission requirements

Advanced level Certificate of Secondary Education Examination with at least one Principal Pass or two passes adding up to 2.0 points in one of the following: Biology, Chemistry, Physics and Mathematics. One of these subjects must be passed at Principal level with a total of TWO points (C grade). Candidate with Advanced Level passes in combinations without Biology must have passed Biology at credit level in CSEE; **OR** Basic Technician Certificate from recognized institution; **OR** Certificate of Secondary Education with passes in Biology and Chemistry and Trade test Certificate of at least grade II.

MODE OF APPLICATION

Applicants should apply directly to SUA by filling in **online application forms** through www.suanet.ac.tz. (See guide for online application below) or physically submit the forms to the admission office in Room No. 226 in the Administration Block. Application forms should be accompanied by copies of relevant certificates, a non-refundable fee of Tshs. 20,000/=, payable through SUA account **CRDB 01J1076769836**. The bank slip should have an applicant's full name and the name of the program applied for.

Application Deadline: 30th September 2017

For enquiries contact:

Admission,
Directorate of Undergraduate Studies,
Sokoine University of Agriculture,
P.O. Box 3000, Chuo Kikuu, Morogoro

Telephone No: 255 23 264 0010
Fax: 255-23-260 4652
Email: admission@suanet.ac.tz
Web: www.suanet.ac.tz

SOKOINE UNIVERSITY OF AGRICULTURE

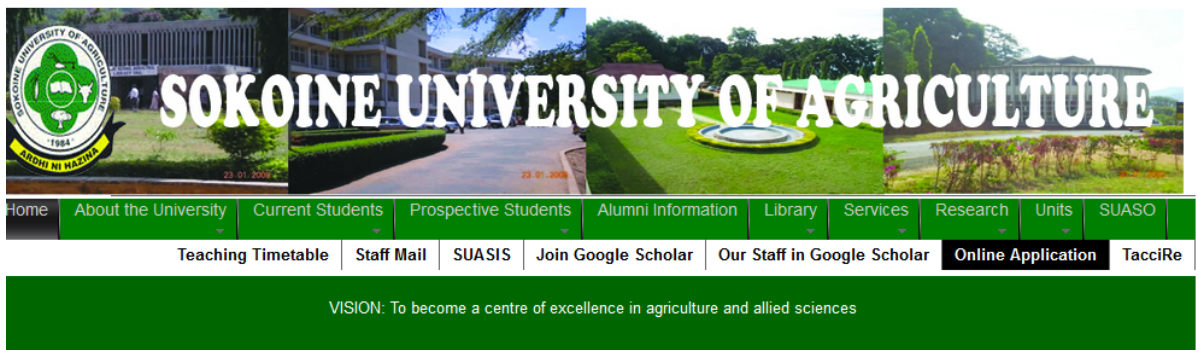


GUIDE FOR ONLINE APPLICATION

The guide assume that you have scanned copies of bank pay slip for the application fees, scanned copy of academic certificates required in *jpg* or *pdf* file formats.

Steps:

1. Visit Sokoine University of Agriculture (SUA) website using the web address www.suanet.ac.tz and then look for and click on “Online application” link.



2. Fill in the “Online Application Form” with all the information required as shown below and then click the button “Register”.

Sokoine University of Agriculture
Student Information System

MENU
Apply
Program Qualifications

Online Application Form

Payment Fee application documents.pdf

O Level No.* S0101/0007/2013

First name* Hamisi

Middlename S

Surname* Mwenda

E-Mail* smwenda@yahoo.com

Password*

Apply For* Diploma

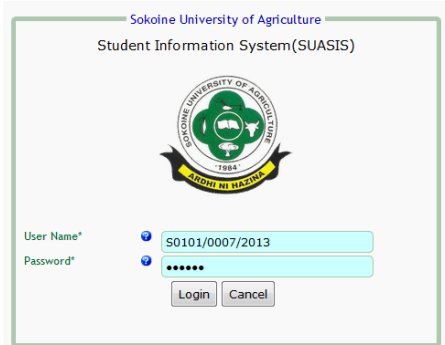
Qualification Mode* Direct

3. You will get login information (as shown below) which includes a username and password to be used in the following steps. Record such information and keep in a safe

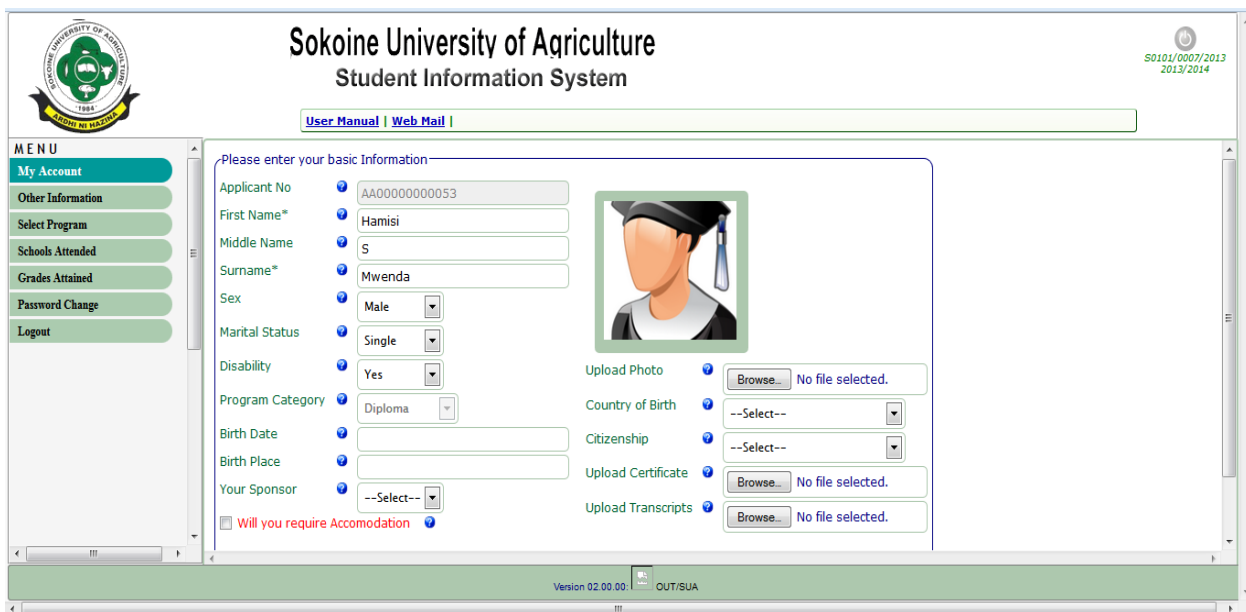
place as you will be using them all the time you access SUASIS (SUA Student Information System). Then click on the text “Click here” to proceed with the application.

Your Registration is Successful With a username of S0101/0007/2013 and a password of churia use [Click Here http://https://www.suasis.suanet.ac.tz/index.php](http://https://www.suasis.suanet.ac.tz/index.php) to finish/proceed with the application. This information is also send to your email address

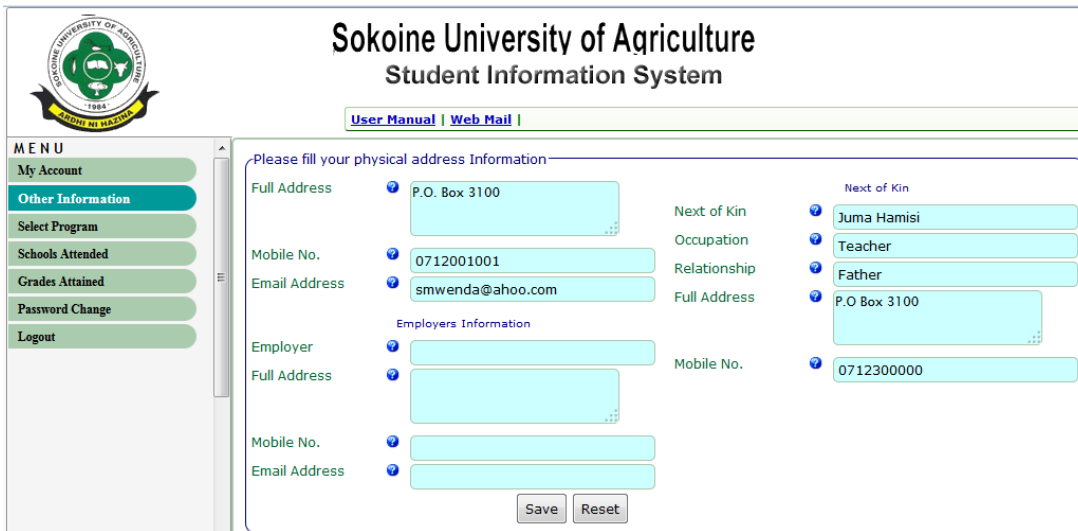
4. Enter the username and password into the login form shown as provided in the dialogue box.



5. Enter other basic information in the form show below to include sex, marital status, date of birth, birth place, your sponsor, request for accommodation within the university hostels and don't forget to upload your photo, academic transcript and academic certificates by clicking the respective “browse” buttons. Then click the button “Update”.



6. Then, you will be sent to the form to enter address, next of kin and employers information as shown below. When done click the “Save” button



Sokoine University of Agriculture
Student Information System

[User Manual](#) | [Web Mail](#)

MENU
My Account
Other Information
Select Program
Schools Attended
Grades Attained
Password Change
Logout

Please fill your physical address information

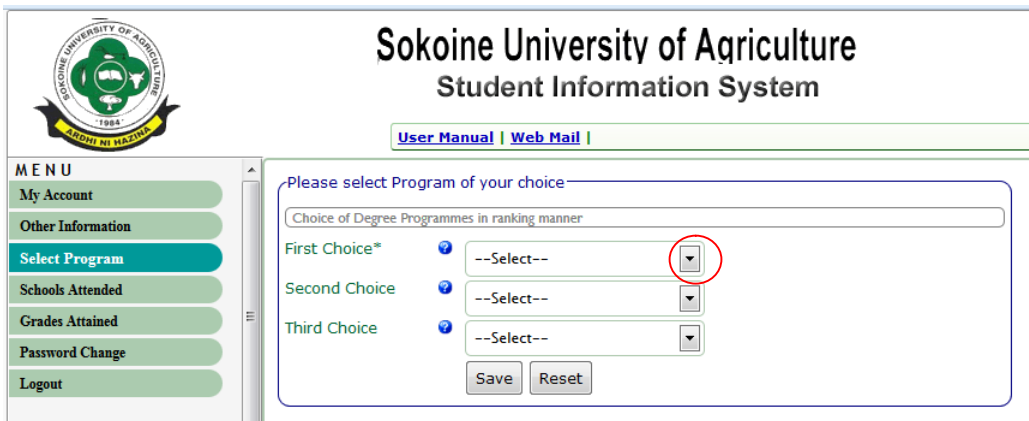
Full Address: P.O. Box 3100
Mobile No.: 0712001001
Email Address: smwenda@ahoo.com

Employers Information
Employer: [Empty]
Full Address: [Empty]
Mobile No.: [Empty]
Email Address: [Empty]

Next of Kin: Juma Hamisi
Occupation: Teacher
Relationship: Father
Full Address: P.O. Box 3100
Mobile No.: 0712300000

Save Reset

7. To select the program of your choice click the arrow as shown below. Please select them in the order of preference. When done click “Save” button



Sokoine University of Agriculture
Student Information System

[User Manual](#) | [Web Mail](#)

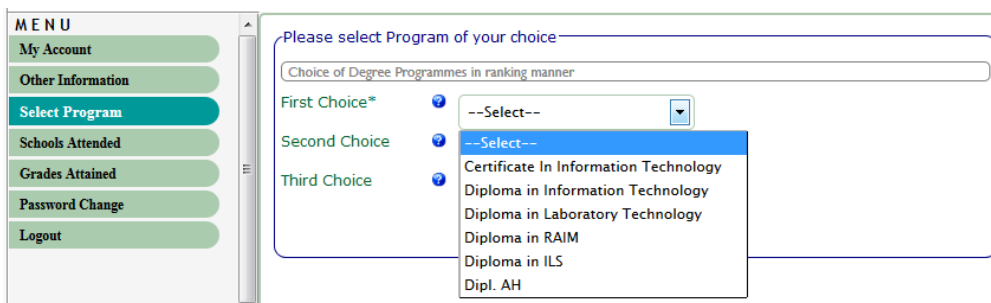
MENU
My Account
Other Information
Select Program
Schools Attended
Grades Attained
Password Change
Logout

Please select Program of your choice

Choice of Degree Programmes in ranking manner

First Choice*: --Select--
Second Choice: --Select--
Third Choice: --Select--

Save Reset



MENU
My Account
Other Information
Select Program
Schools Attended
Grades Attained
Password Change
Logout

Please select Program of your choice

Choice of Degree Programmes in ranking manner

First Choice*: --Select--
Second Choice: --Select--
Third Choice: Certificate In Information Technology
Diploma in Information Technology
Diploma in Laboratory Technology
Diploma in RAIM
Diploma in ILS
Dipl. AH

8. Use the form below to enter school and/or colleges you have attended as shown. Once done click the “Save” button.

MENU

- My Account
- Other Information
- Select Program
- Schools Attended**
- Grades Attained
- Password Change
- Logout

Record updated successfully ...

Enter School and Colleges you have attended

Schools Attended

School Level	School	Index No.	Exam Authority	Center	Grade	Points
O LEVEL	Mwenge	S0101/0007	NACTE	Mwenge		21
A LEVEL	Mwenge	S0101/0029	NACTE	Mwenge		12

College Attended

College Level	Institute Name	Award	Grade
Certificate		--Select--	--Select--
Diploma		--Select--	--Select--
Degree		--Select--	--Select--

9. Enter grades attained in School in O – level or A – level. Then click the button “Save” at the bottom of the form.

Sokoine University of Agriculture - SUASIS - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Gmail Sokoine University of Agriculture - SU... x +

Yandex https://www.suasis.suanet.ac.tz/index.php/appgrades

Sokoine University of Agriculture
Student Information System

S0101/0007/2013
2013/2014

User Manual | Web Mail |

MENU

- My Account
- Other Information
- Select Program
- Schools Attended
- Grades Attained**
- Password Change
- Logout

Enter Grades Attained in School

O-Level Grades

Maths	A
English	C
Geography	E
History	A
Kiswahili	B
Biology	B
Physics	--Select--
Chemistry	--Select--
Agriculture	--Select--
Nutrition	--Select--
Maths	--Select--

A-Level Grades

Maths	A
English	--Select--
Geography	--Select--
History	--Select--
Kiswahili	--Select--
Biology	--Select--
Physics	B
Chemistry	C
Agriculture	--Select--
Nutrition	--Select--
Maths	--Select--

Version 02.00.00 OUT/SUA

10. When you have completed all the steps for online application and you will be notified when the selection process is completed.

Thank you for using SUASIS