

SOKOINE UNIVERSITY OF AGRICULTURE



DIRECTORATE OF UNDERGRADUATE STUDIES

PROCEDURES FOR ONLINE PROGRAM CHANGE FOR 2019/2020 ACADEMIC YEAR

The Directorate of Undergraduate Studies wishes to inform newly admitted and registered students in the academic year 2019/2020 who are interested in changing the study program (with genuine reasons) to apply online by following steps prescribed below. Please note that changing program will be valid from 5th to 15th November, 2019 only for those with genuine reasons to do so. Note further that only applications submitted online will be processed. Verdicts on submitted applications will be guided by TCU regulations and guidelines at SUA

STEPS

1. Open SUA Website www.sua.ac.tz and go to Popular Links

A screenshot of the Sokoine University of Agriculture website. A yellow arrow points from the 'production of quality seeds' article to the 'POPULAR LINKS' menu. The menu includes links for ALMANAC (2019-2020), Anti-Plagiarism Checker, PROBATION EXAMINATION TIMETABLE, APPLY ONLINE (Undergraduate), APPLY ONLINE (Postgraduate), e-LEARNING (Internal link), e-LEARNING (External link), e-Learning User Guide, SUASIS, SUASO, SUASA, and SUAMEDIA.

production of quality seeds
Friday, October 11, 2019

The Deputy Minister made that appeal during his short visit to Sokoine University of Agriculture at main campus on 10th October 2019.

SUA researcher involved in world-leading research to develop next-generation cotton harvesting robotic systems in the United States
Wednesday, October 2, 2019

This machine is envisioned to behave autonomously by going into the cotton with little or no intervention of humans..

[View all news »](#)

UPCOMING EVENTS

2nd Annual Scientific Conference for the Tanzania

POPULAR LINKS

- [ALMANAC \(2019-2020\)](#)
- [Anti-Plagiarism Checker](#)
- [PROBATION EXAMINATION TIMETABLE](#)
- [APPLY ONLINE \(Undergraduate\)](#)
- [APPLY ONLINE \(Postgraduate\)](#)
- [e-LEARNING \(Internal link\)](#)
- [e-LEARNING \(External link\)](#)
- [e-Learning User Guide](#)
- [SUASIS](#)
- [SUASO](#)
- [SUASA](#)
- [SUAMEDIA](#)

2. On Popular Links then SUASIS



SUA researcher involved in world-leading research to develop next-generation cotton harvesting robotic systems in the United States

Wednesday, October 2, 2019

This machine is envisioned to behave autonomously by going into the field and harvest the cotton with little or no intervention of humans...

[View all news »](#)

UPCOMING EVENTS

CT
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The 42nd Annual Scientific Conference for the Tanzania Society of Animal Production (TSAP)

It will be an excellent opportunity to bring together outstanding scientists, policy makers, professionals and students from interdisciplinary fields... [Read more](#)


- [Anti-Plagiarism Checker](#)
- [PROBATION EXAMINATION TIMETABLE](#)
- [APPLY ONLINE \(Undergraduate\)](#)
- [APPLY ONLINE \(Postgraduate\)](#)
- [e-LEARNING \(Internal link\)](#)
- [e-LEARNING \(External link\)](#)
- [e-Learning User Guide](#)
- [SUASIS](#)
- [SUASO](#)
- [SUASA](#)
- [SUAMEDIA](#)
- [STAFF MAIL](#)
- [EDMS](#)

3. Enter Your Username and Password

suasis.sua.ac.tz/index.php/login

...

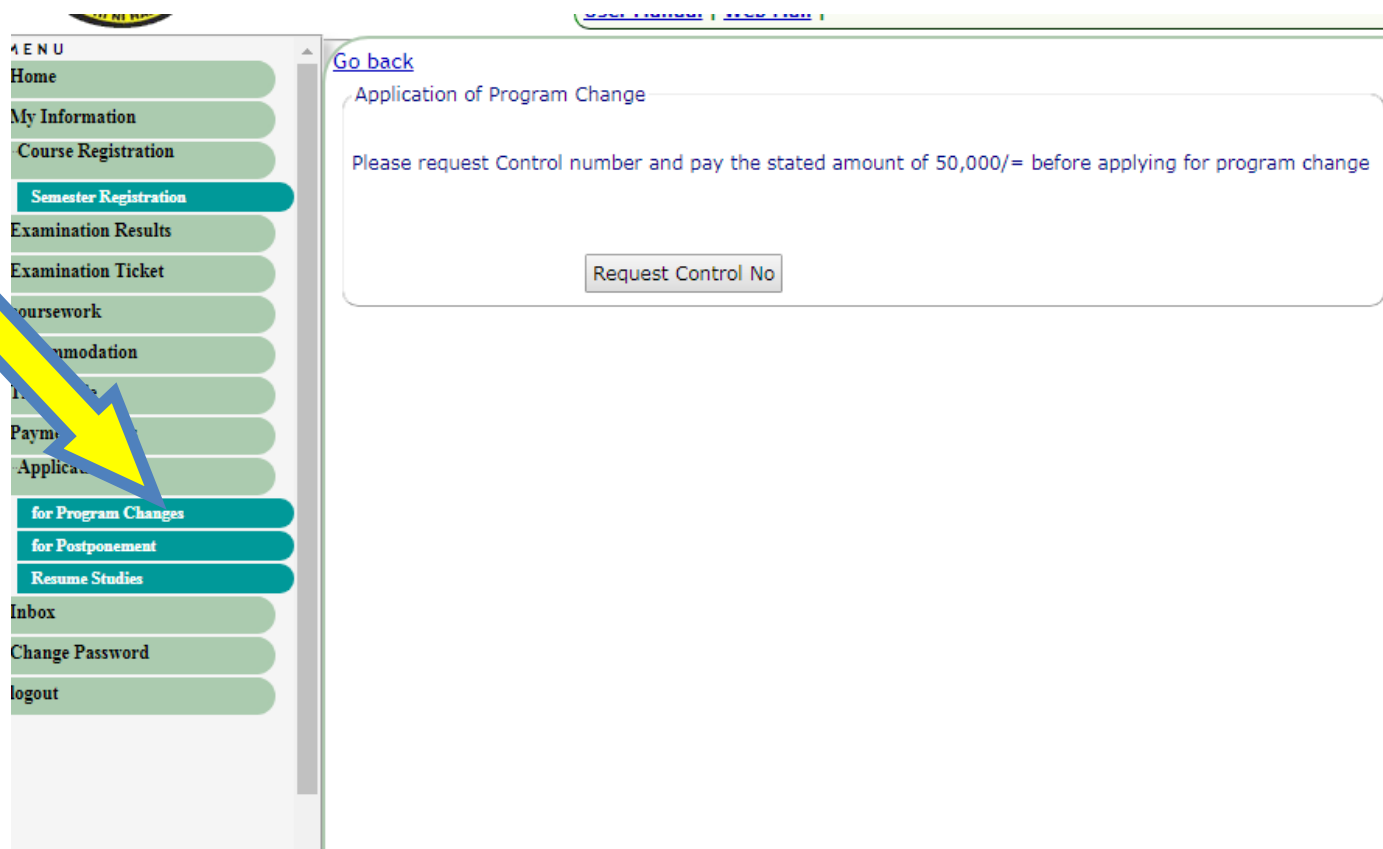
Sokoine University of Agriculture
Student Information System(SUASIS)



User Name*

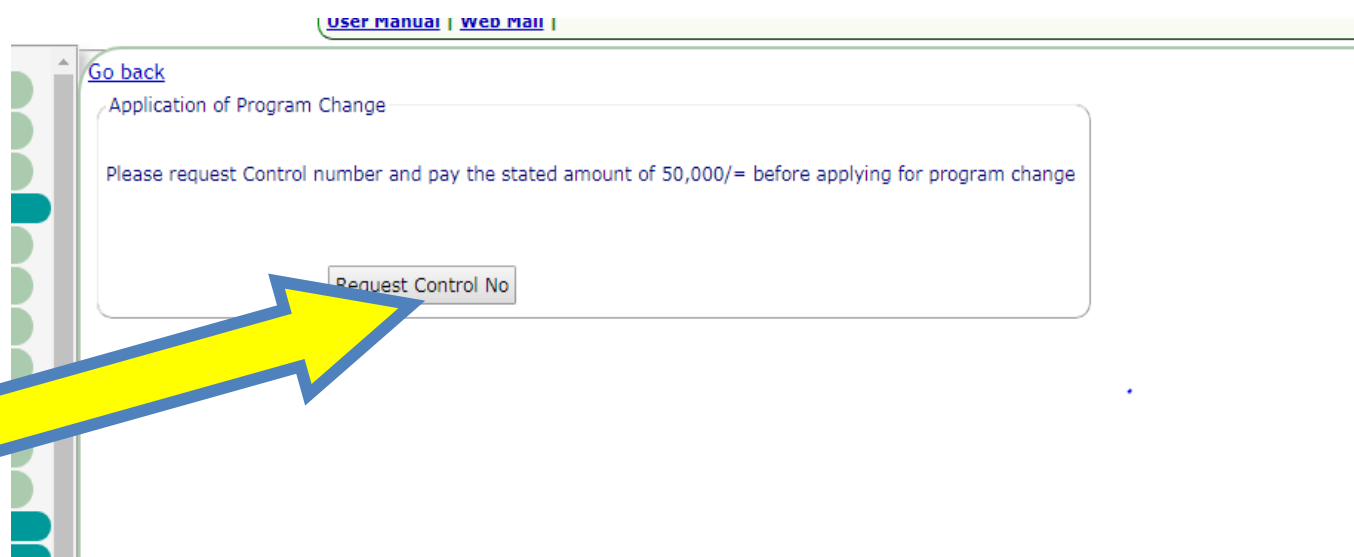
Password*

4. Click on Application and Select “For Change Program”



The screenshot shows a web application interface. On the left is a vertical menu with the following items: Home, My Information, Course Registration, Semester Registration, Examination Results, Examination Ticket, Coursework, Accommodation, Payment, Application for Program Changes, Application for Postponement, Resume Studies, Inbox, Change Password, and Logout. The 'Application for Program Changes' item is highlighted in a darker teal color. A large yellow arrow with a blue outline points from the left towards this menu item. The main content area on the right has a header with 'user manual | web mail |' and a 'Go back' link. Below the link is the title 'Application of Program Change' and a text box containing the instruction: 'Please request Control number and pay the stated amount of 50,000/= before applying for program change'. At the bottom of this text box is a button labeled 'Request Control No'.

5. Click Request Control Number then Pay electronically



This screenshot is identical to the previous one, showing the 'Application of Program Change' page. However, a large yellow arrow with a blue outline now points from the bottom left towards the 'Request Control No' button, indicating the next step in the process.

6. Fill the form, Click Apply then finish by submitting your application

7. Keep visiting your SUASIS account regularly to view the fate of your application. If successful your registration number will change automatically to new program

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Inquiries should be addressed to:-

Directorate of Undergraduate Studies

Sokoine University of Agriculture

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Email: admission.suasis1@sua.ac.tz or dmission.suasis2@sua.ac.tz