



**Institute of Rural
Development Planning**

Online Application

a handbook for prospective applicants

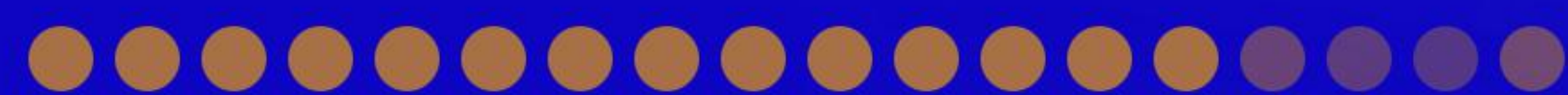
a step-by-step
guide

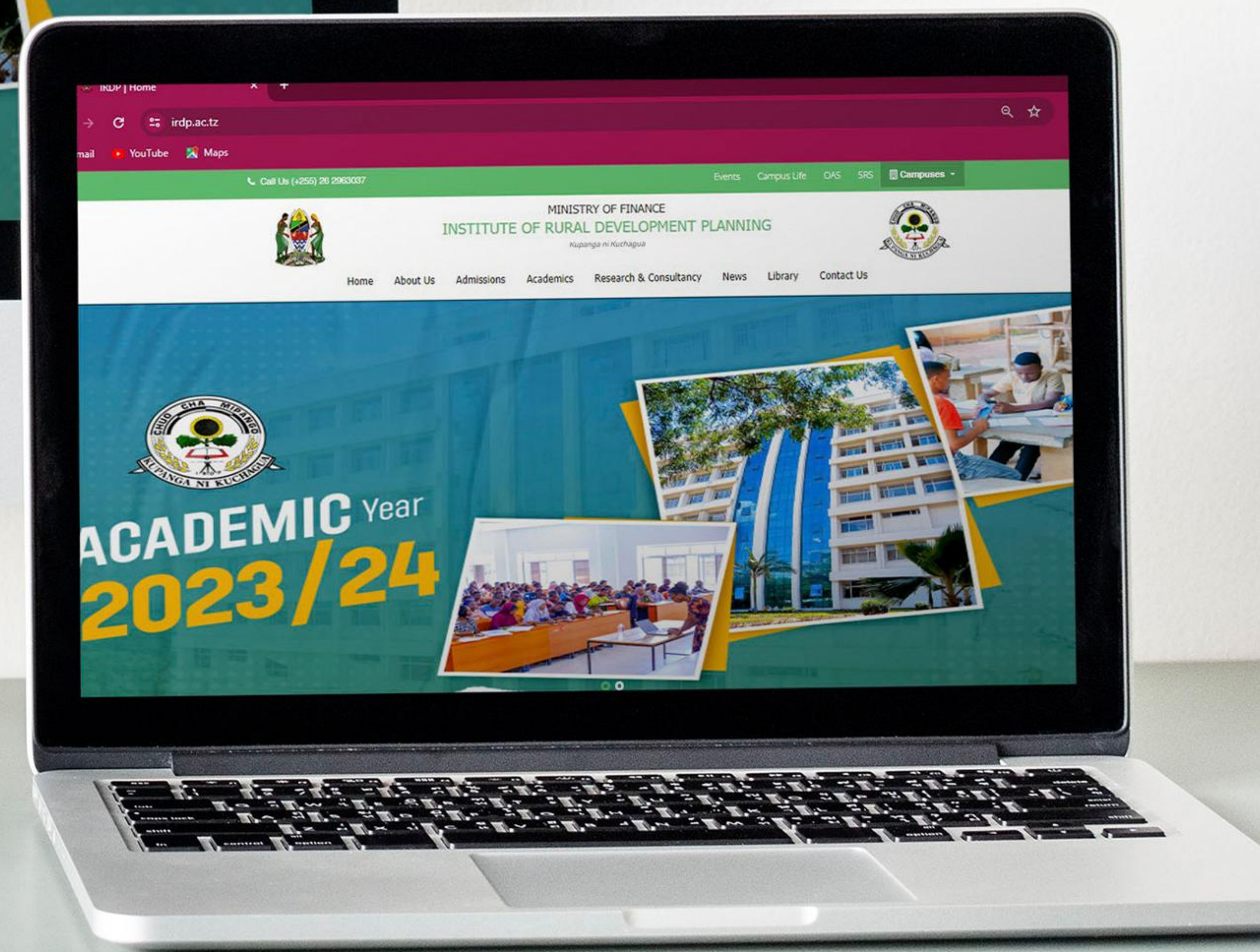
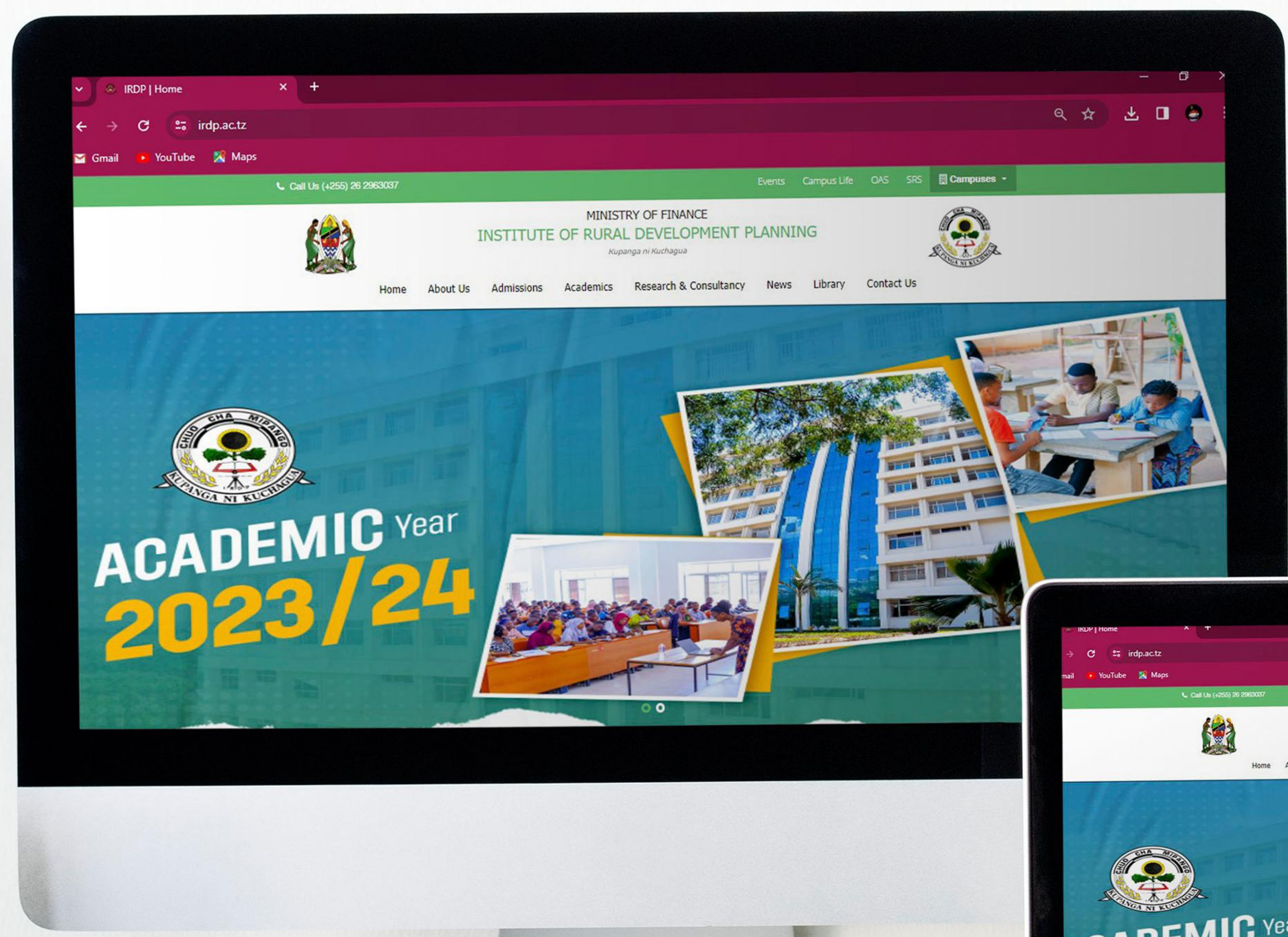


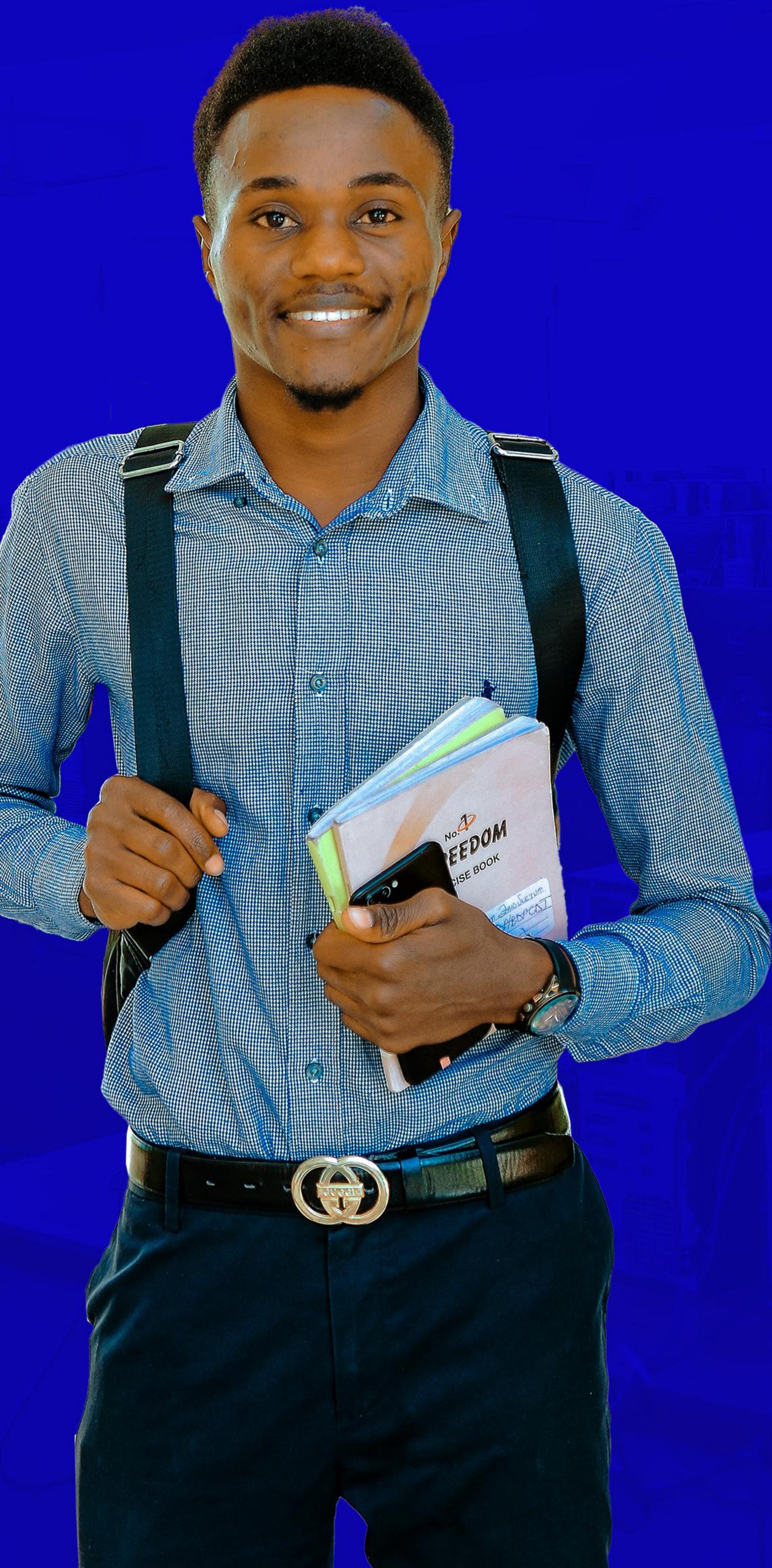


a step-by-step
guide

www.irdp.ac.tz / oas.irdp.ac.tz



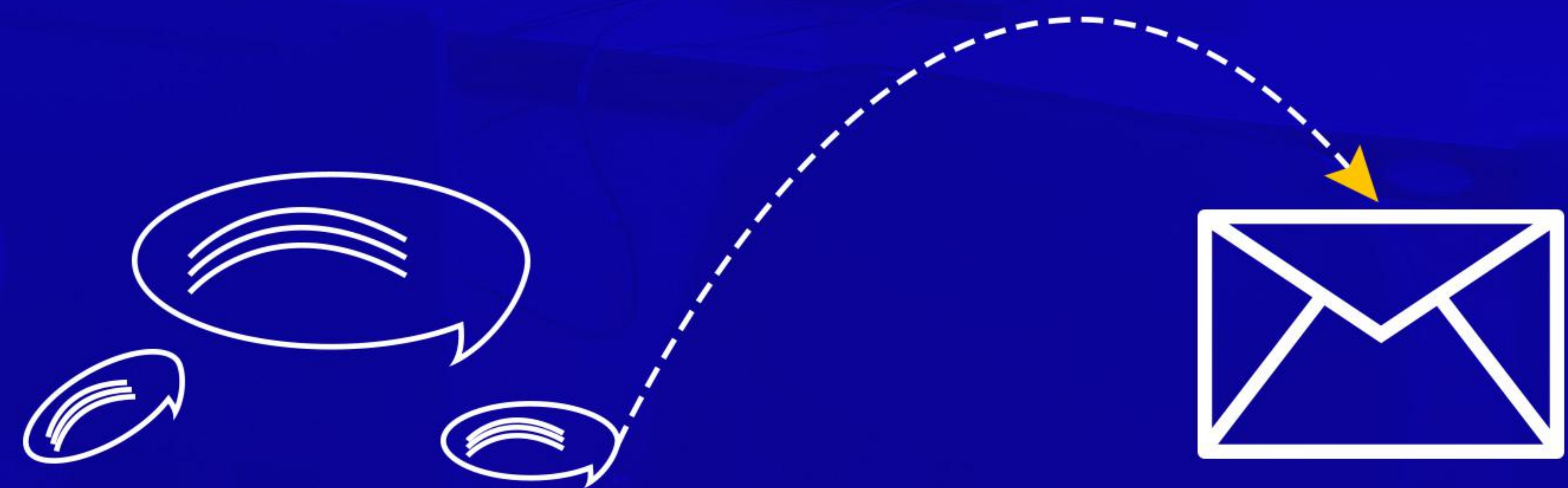




Introduction

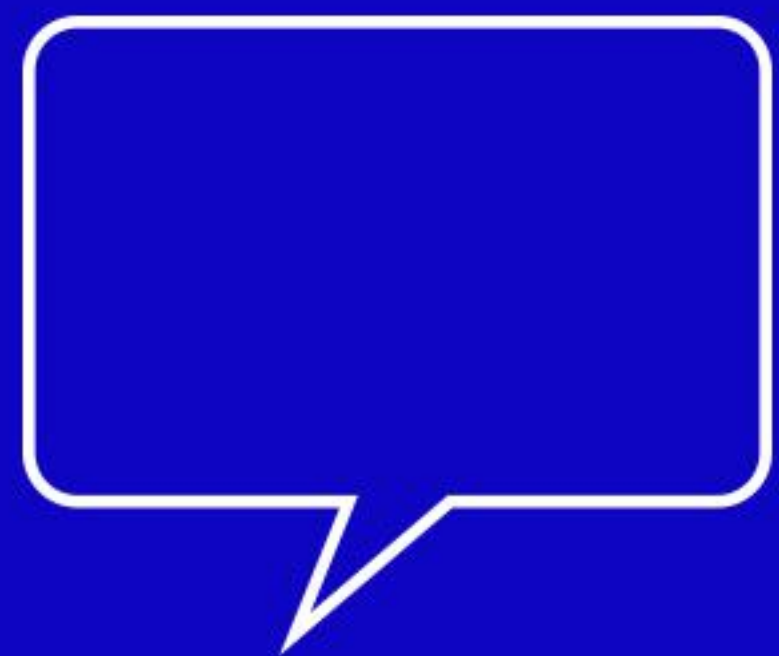
The Online application system is intended to accord anyone seeking admission into Institute of Rural Development Planning study programmes to apply online provided they have an email account.

Prospective applicants may use any Internet facility available to them to apply. It is important for each and every prospective applicant to carefully read all admission requirements and other related documents enclosed as A Guide to Prospective Applicants under “STUDY” before s/he applies for admission



The online application requires the prospective applicants to scan and save each of the following documents separately in PDF format ready to upload for application;

- **Copy of Academic Transcript for Diploma and Postgraduate programs**
Once you have scanned the above mentioned documents as required and you do have access to the Internet, then log in to www.irdp.ac.tz
The Webpage below will appear and you have to follow the instructions on every page as shown below in order to complete your Online application.
Each applicant is expected to complete only one application.



COMPLETING AN ONLINE APPLICATION

The first step towards completing an online application is to log in to www.irdp.ac.tz, then click on “OAS” as shown below

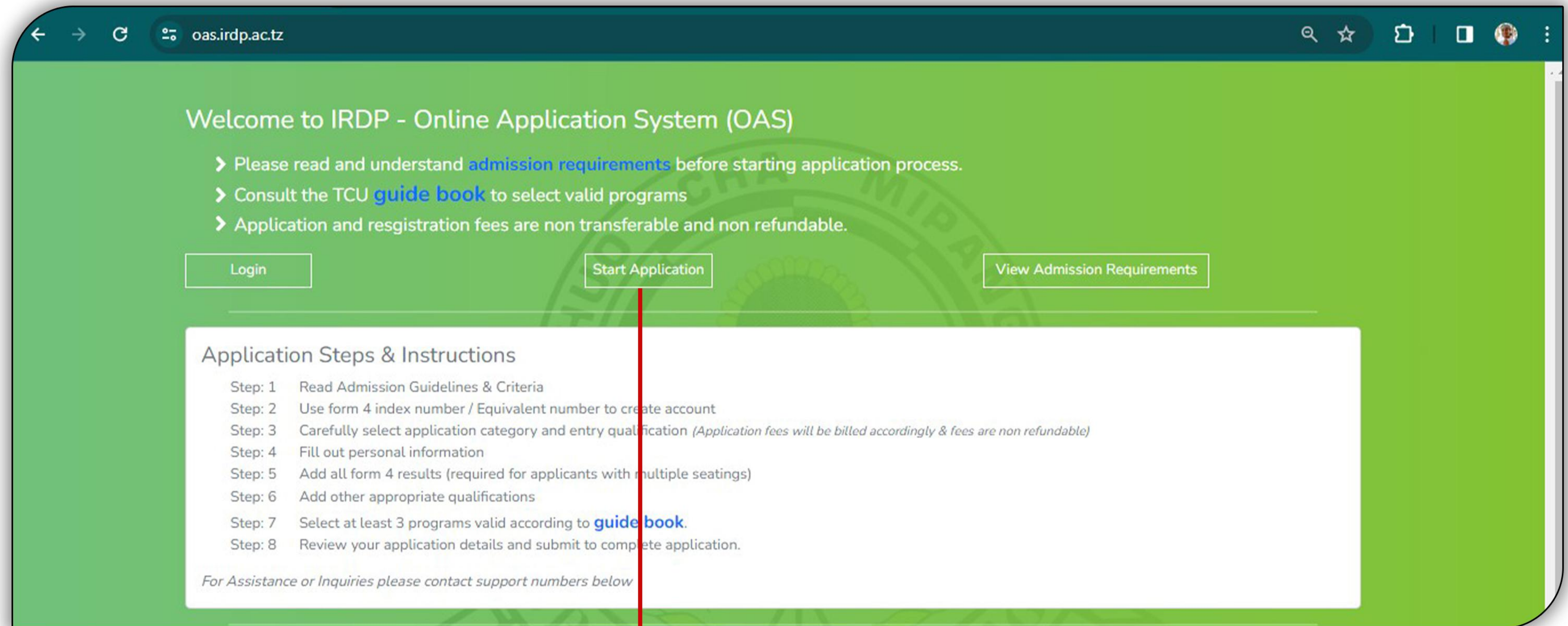


Click on
“OAS”

www.irdp.ac.tz / oas.irdp.ac.tz

online application a step by step guide

A page entitled “OAS” will follow. Go through the information on the page and then Click on “START APPLICATION” to move to the next page



Click on
START APPLICATION

A Click on Start Application here will lead you to the next page, this is the first page of application and you have to complete step one if you are a new Applicant

OAS | Start Application

oas.irdp.ac.tz/application/start-application

New Application

Please enter form 4 index number below to continue.

Center Number
eg. S2034 or P3410

Student Number
eg. 0001

Completion Year
eg. 2017

[I have an equivalency number instead](#)

SUBMIT

Already have an account? [Log in.](#)

Enter your form four
Center number
Eg. S2034 or P3410

Enter your form four
Index number
Eg. 0001

Enter your form four
Completion year
Eg. 0001

The following message will appear indicating that details you entered is correct and click "Submit"

The screenshot shows a web browser window with the URL oas.irdp.ac.tz/application/verify-necta-profile. The page header includes the logo of the Institute of Rural Development Planning and the title "Institute Of Rural Development Planning Online Application System". Below the header, there is a section titled "Please Confirm Particulars Pulled from NECTA". This section contains four input fields: "First Name" (filled with "MARIA"), "Middle Name" (filled with "GEOFREY"), "Last Name" (filled with "KASANSA"), and "Form IV Index number" (filled with "S0863/0061/2023"). Below these fields is a light blue box with the text "Please make sure data pulled from NECTA are yours and correct". At the bottom right of this section is a green "Submit >>" button.

Click Submit

A click on the submit above will lead you to the page below where you have to select on Applicant category and then select Entry categories

The screenshot shows a web browser window with the URL oas.irdp.ac.tz/application/select-application-categories. The page header includes the logo of the Institute of Rural Development Planning and the title "Institute Of Rural Development Planning Online Application System". Below the header, there is a section titled "Select Application Categories". This section contains two columns of radio button options. The first column is titled "Application Category" with the Swahili subtitle "Ngazi ya kazi unayojunga nayo" and has two options: "NTA Level 4" (selected) and "NTA Level 5". The second column is titled "Entry Category (Qualification)" with the Swahili subtitle "Ngazi ya kazi unayojunga nayo" and has one option: "Form 4". Below these options is a blue "Continue" button.

Applicant Category

Entry Category (Qualification)

Once you have clicked on Continue above, the following page will appear where you have to enter your own Email, Phone number and Password then confirm it. Make sure you enter the password that you will not forget as you will continue to use it every time you access the system.

The screenshot shows a web browser window with the URL oas.irdp.ac.tz/application/create-new-account. The page features the logo of the Institute of Rural Development Planning (IRDP) at the top center, with the text "Institute Of Rural Development Planning Online Application System" below it. The main heading is "Add Your Logging Information". There are four input fields: "Email" (containing "mariajorey@gmail.com"), "Phone Number" (containing "069318"), "Password" (containing six dots), and "Confirm Password" (containing six dots). A blue "SUBMIT" button is located below the "Confirm Password" field.

Enter your own Email

Enter your own Phone number

Enter your Password

Confirm your Password

The following page will appear and now you have to fill your own information to move to the application summary page.

The screenshot shows a web browser window with the URL oas.irdp.ac.tz/application/update-user-profile. The page is titled "Update Profile" and contains the following fields:

- Username: 0000000000000000
- First Name: MUSA
- Middle Name:
- Last Name: KUGANGA
- Email: musajony@gmail.com
- Phone Number: 0000000000
- Gender: Female Male
- Marital Status: Single Married
- Date of Birth:
- Citizenship: Tanzania
- Disability: Blind Disability Hearing Disability Physical/Mobility Disability Speech Disability Spinal Cord Disability Vision Disability
- Primary School:

Below these fields is a section titled "Close Relative Information" with the following fields:

- Full Name:
- Relationship:
- Phone Number:
- Region:
- District:
- PO Box:

Red callout boxes with white text point to specific fields:

- "Date of Birth" points to the Date of Birth field.
- "Primary school" points to the Primary School field.
- "Relative Information" points to the entire Close Relative Information section.

At the bottom of the page, there is a blue "Save" button and a footer with the text "Institute of Rural Development Planning ©" and "Support Help Center Privacy Terms".

Once you click on “go” as indicated above, the page below will appear. Complete your details as indicated and also correct whatever that needs to be corrected

The screenshot shows a web browser window with the URL oas.irdp.ac.tz/application/form-4-results. The page header indicates the user is applying for NTA Level 4 with Form 4 qualifications. A notification states: "S0863 [redacted] /2023 Results added successful!".

The main section is titled "Add Form IV Results" and includes an "Add Results" button. Below this, a form displays the following details:

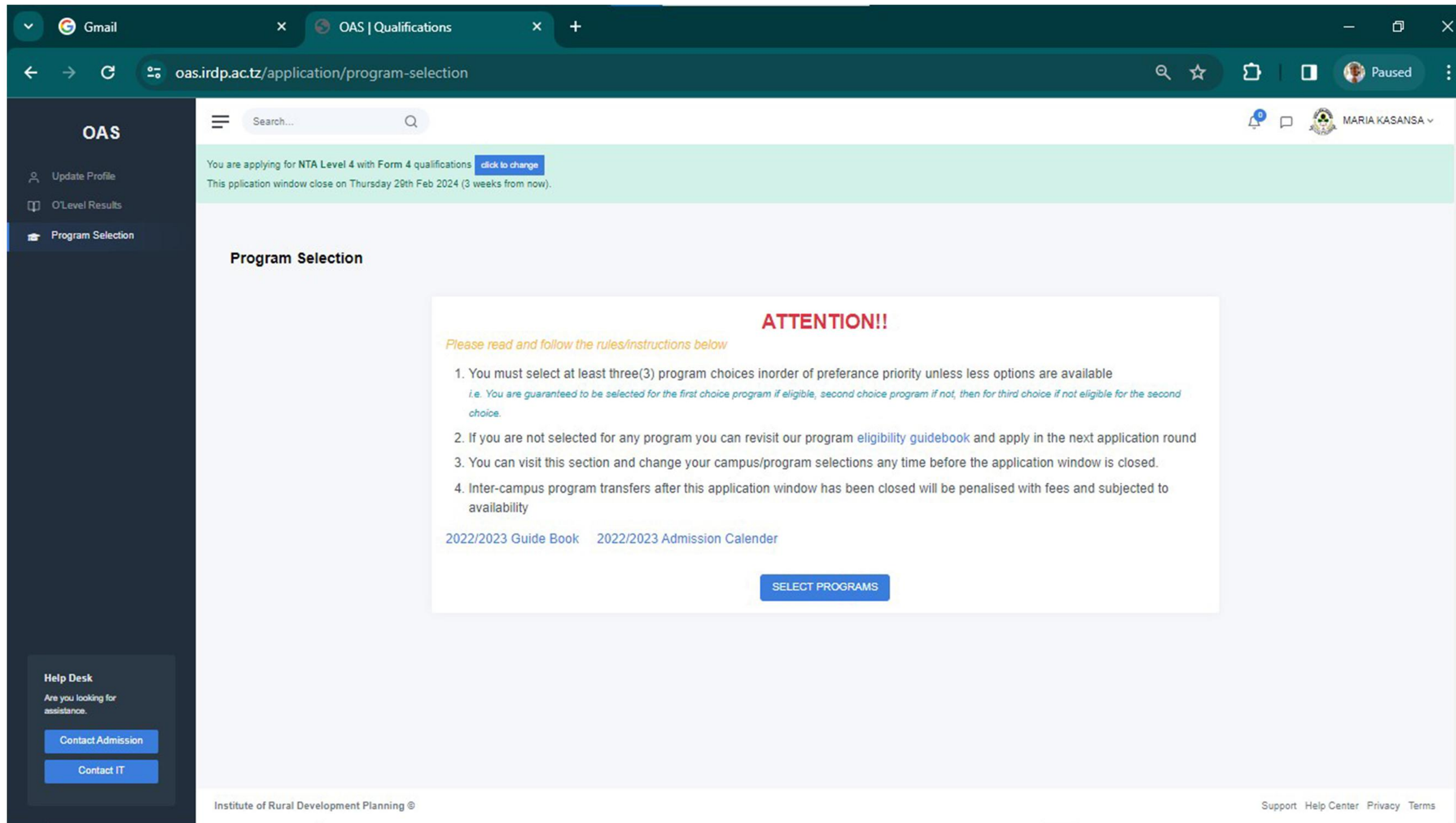
- School / Center: MWADUI TECHNICAL SECONDARY SCHOOL
- Index Number: S0863 [redacted] /2023
- Completion Year: 2023

A "Show Results" button is located below the form details.

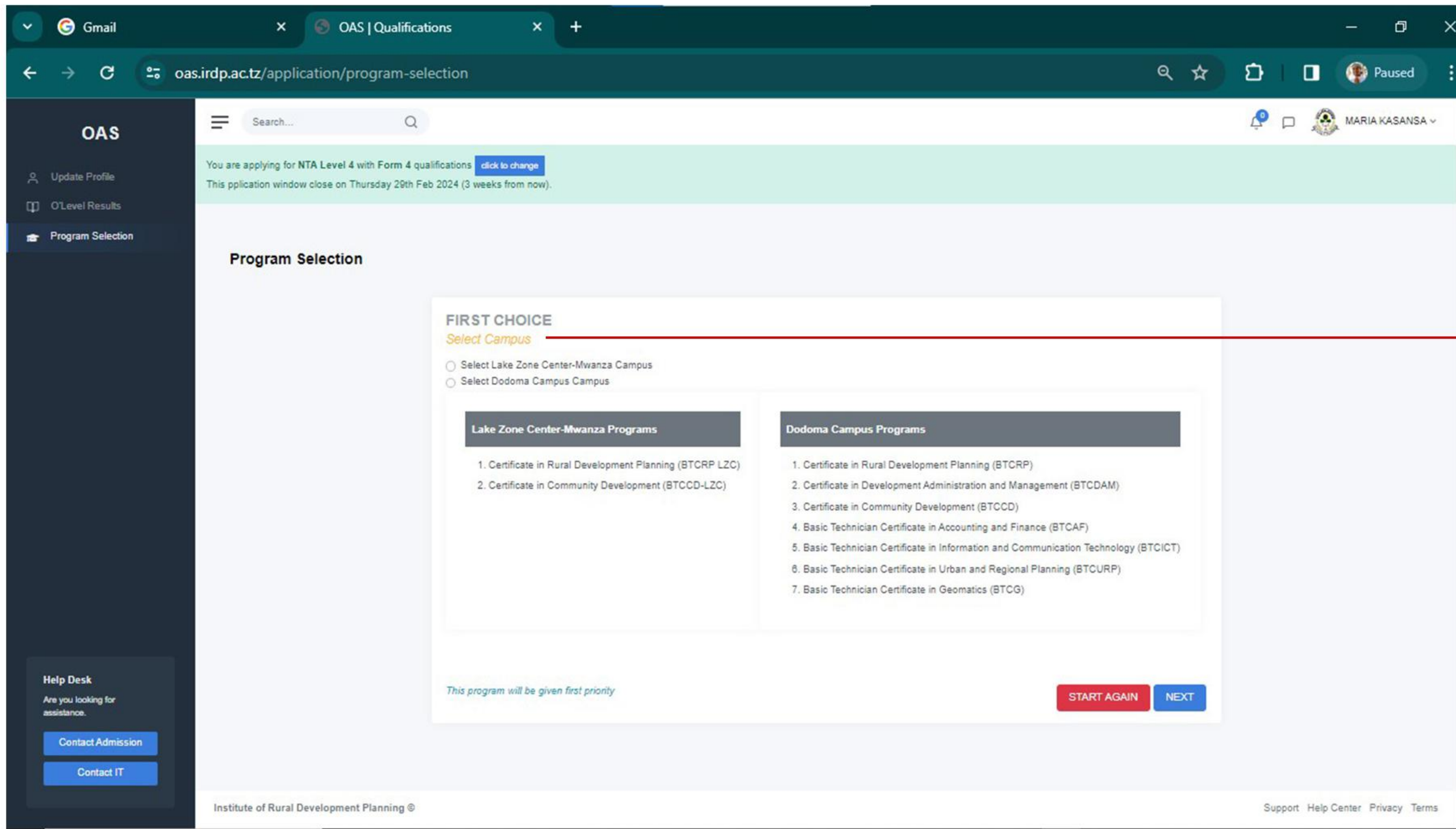
The "Ordinary Level Aggregate Results" section contains the following table:

Subject	Grade
CIVICS	D
HISTORY	D
GEOGRAPHY	D
KISWAHILI	C
ENGLISH LANGUAGE	C
CHEMISTRY	D
BIOLOGY	D
ENGINEERING SCIENCE	F
BASIC MATHEMATICS	F

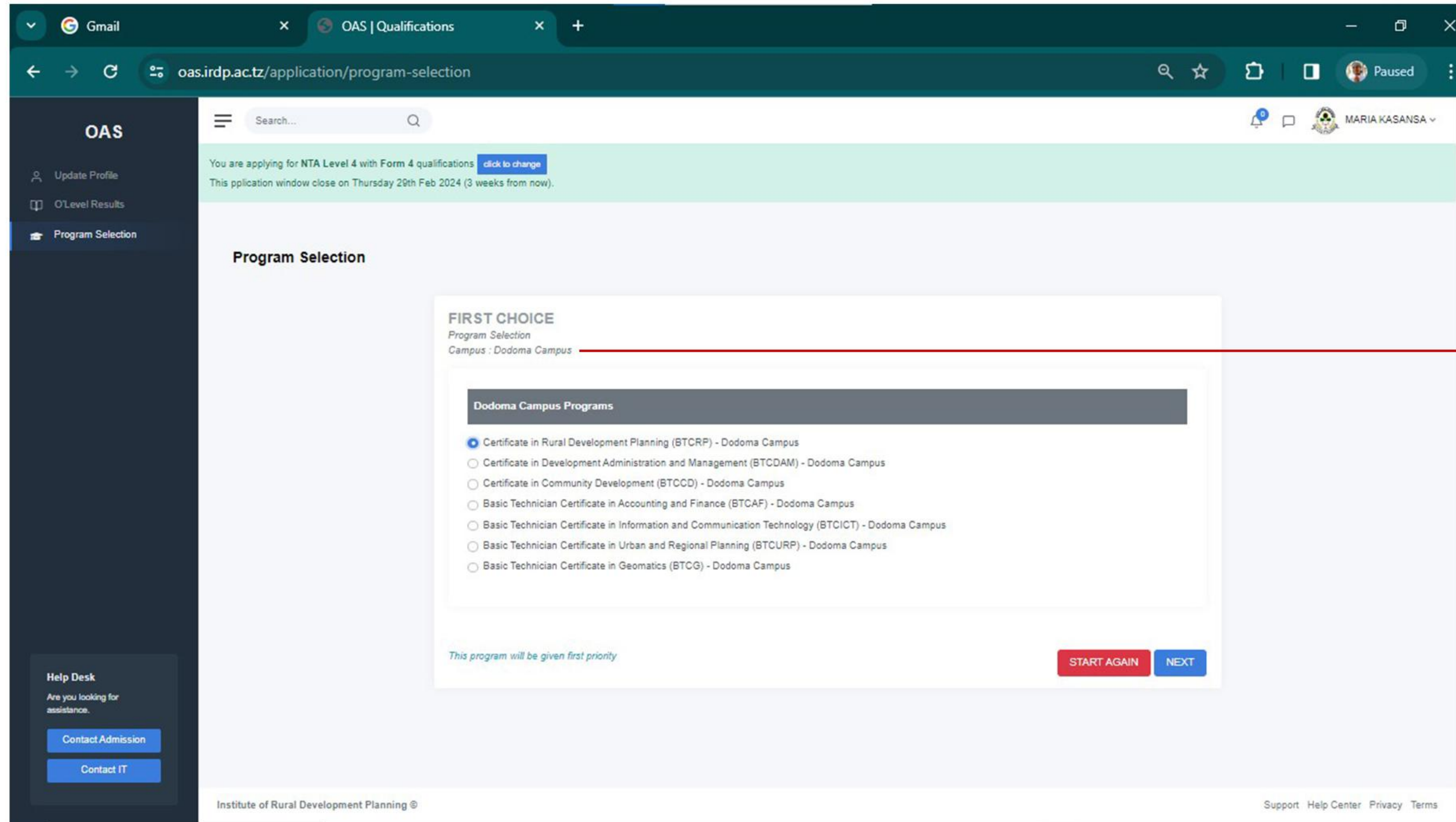
At the bottom of the form section, there is a "Next" button. The footer of the page includes "Institute of Rural Development Planning ©" and links for "Support", "Help Center", "Privacy", and "Terms".



A click on “Select Programs” will lead you to the following page where you have to select your study choices. You may select one up to three study programs



Select Campus



Select Dodoma Campus or Lake Zone Center - Mwanza Campus, then select three programs of your choices. Your first choice will be Prioritized.

After completing your Details on these pages, the following page will appear in which you have to submit your choices

You are applying for NTA Level 4 with Form 4 qualifications [click to change](#)

This application window close on Thursday 29th Feb 2024 (3 weeks from now).

Program Selection

ATTENTION!!

Confirm your program / campus selections

Choice	Program	Code	Campus
FIRST CHOICE	Basic Technician Certificate in Accounting and Finance	BTCAF	Dodoma Campus
SECOND CHOICE	Basic Technician Certificate in Information and Communication Technology	BTCICT	Dodoma Campus
THIRD CHOICE	Certificate in Development Administration and Management	BTC DAM	Dodoma Campus

START AGAIN

SUBMIT

Submit your program/campus selection
Click "Submit"

oas.irdp.ac.tz/application/review-application-details

School / Center: MWADUI TECHNICAL SECONDARY SCHOOL
Index Number: S0883/0061/2023
Completion Year: 2023
Results: [Show Results](#)

Ordinary Level Aggregate Results

Subject	Grade
CIVICS	D
HISTORY	D
GEOGRAPHY	D
KISWAHILI	C
ENGLISH LANGUAGE	C
CHEMISTRY	D
BIOLOGY	D
ENGINEERING SCIENCE	F
BASIC MATHEMATICS	F

Program Choices

First Choice: Basic Technician Certificate in Accounting and Finance [Dodoma Campus]
Second Choice: Basic Technician Certificate in Information and Communication Technology [Dodoma Campus]
Third Choice: Certificate in Development Administration and Management [Dodoma Campus]
Class Session: Morning

PLEASE MAKE SURE DATA PROVIDED AND SHOWN ABOVE IS YOURS AND CORRECT

[Submit >>](#)

Institute of Rural Development Planning ©

Once the status is 'Validated', it means that you are ready to Submit an Application. Click the <submit> button.

Click Submit

OAS

- Update Profile
- O'Level Results
- Program Selection
- Review and Submit**

Help Desk
Are you looking for assistance?
[Contact Admission](#)
[Contact IT](#)

Search...

You are applying for NTA Level 4 with Form 4 qualifications [click to change](#)
This application window closes on Thursday 29th Feb 2024 (3 weeks from now).

Application has been submitted and You will receive SMS Notification

Review Application Details and Submit

APPLICATION STATUS : RECEIVED

Personal Details

First Name	MIDDLE NAME	LAST NAME	Form IV Index number
MARIA	GEOFREY	KASANSA	S0883/0081/2023

Form 4 Results

MWADUI TECHNICAL SECONDARY SCHOOL (2023)

School / Center	MWADUI TECHNICAL SECONDARY SCHOOL
Index Number	S0883/0081/2023
Completion Year	2023
Results	Show Results

Ordinary Level Aggregate Results

Subject	Grade
CIVICS	D
HISTORY	D
GEOGRAPHY	D

Once you have submitted your application, an acknowledgement notification will be shown to you on your account “your application has been submitted, you will receive an SMS notification”

A large, well-lit computer lab with rows of Dell desktop computers and server racks. The room has large windows on the right side and ceiling fans. The computers are arranged in rows, and the server racks are placed between the desks. The text is overlaid in the lower center of the image.

...Thank you very much for choosing
Institute of Rural Development Planning



ENQUIRIES

For more information visit our website: www.irdp.ac.tz

Main Campus-Dodoma

0746 777 001

0746 777 002

0746 777 003

0746 777 004

0746 777 005

0746 777 006

Lake Zone Training Centre - Mwanza

0748 000 648

0748 002 460

0748 002 461

0742 001 113

0742 001 114