



THE UNITED REPUBLIC OF TANZANIA

MINISTRY OF FINANCE

INSTITUTE OF RURAL DEVELOPMENT PLANNING

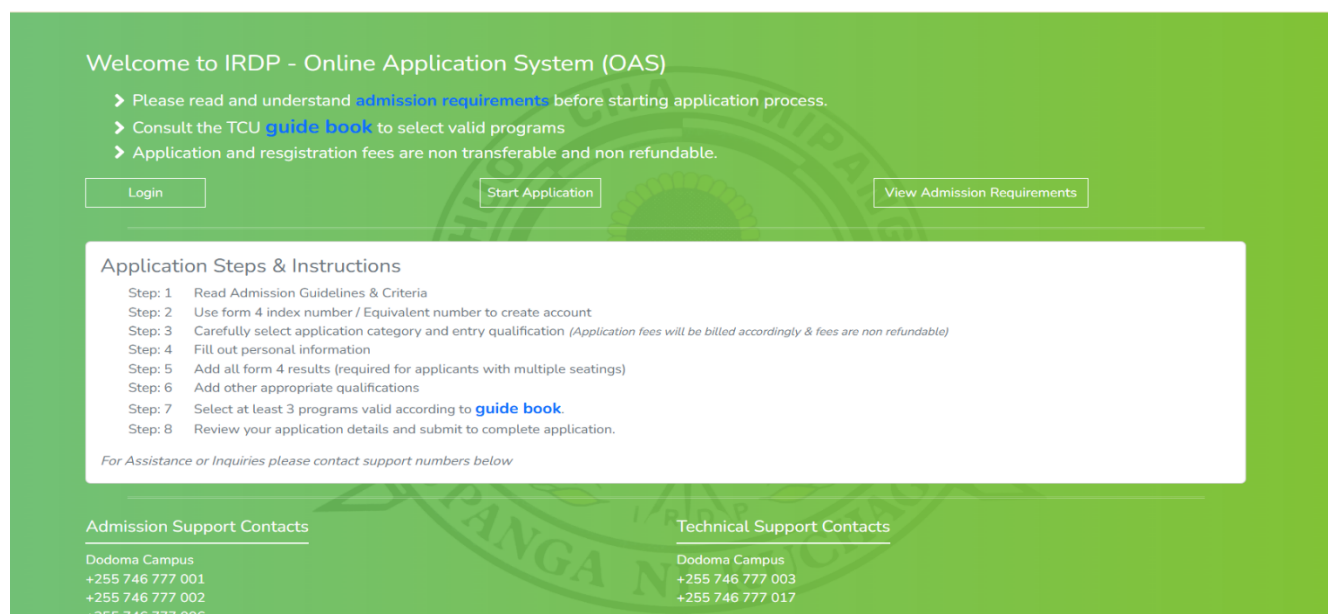


## ONLINE REGISTRATION MANUAL

### STEP 1 GO TO

☐ Open your browser (Google Chrome recommended).

☐ Go to:  <https://oas.irdp.ac.tz>



Welcome to IRDP - Online Application System (OAS)

- Please read and understand [admission requirements](#) before starting application process.
- Consult the TCU [guide book](#) to select valid programs
- Application and registration fees are non transferable and non refundable.

[Login](#) [Start Application](#) [View Admission Requirements](#)

#### Application Steps & Instructions

- Step: 1 Read Admission Guidelines & Criteria
- Step: 2 Use form 4 index number / Equivalent number to create account
- Step: 3 Carefully select application category and entry qualification (*Application fees will be billed accordingly & fees are non refundable*)
- Step: 4 Fill out personal information
- Step: 5 Add all form 4 results (required for applicants with multiple seatings)
- Step: 6 Add other appropriate qualifications
- Step: 7 Select at least 3 programs valid according to [guide book](#)
- Step: 8 Review your application details and submit to complete application.

*For Assistance or Inquiries please contact support numbers below*

Admission Support Contacts	Technical Support Contacts
Dodoma Campus +255 746 777 001 +255 746 777 002 +255 746 777 006	Dodoma Campus +255 746 777 003 +255 746 777 017

### STEP 2 LOGIN

☐ Enter your **username** and **password** provided by IRDP.

☐ Click **Login** to access your account.

- Use your **Form Four Index Number** as your username (e.g., S1234/0001/2018).

## Login

Input your data to register to our website.

 eg. S1010/1111/2030

 Password

LOGIN

Don't have an account? [Start Application.](#)

[Forgot password?.](#)

**requirements** before starting application process.

- > Consult the TCU **guide book** to select valid programs
- > Application and resgistration fees are non transferable and non refundable.

[Login](#) [Start Application](#) [View Admission Requirements](#)

### Application Steps & Instructions

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*For Assistance or Inquiries please contact support numbers below*

## STEP 3: CONFIRM YOUR PHONE NUMBER

1. When you reach the **Dashboard**, click “**Get Control Number.**”
2. A pop-up window will appear asking you to **confirm your phone number**.
3. Enter your **active mobile number** (e.g., 07XXXXXXXXX).
4. Click “**Proceed.**”
5. The system will generate a **Control Number** that you will use to make payments through **banks or mobile money services**.

Dashboard
OAS / Dashboard

Application | Cover Letter

### Important Notes to Review Before Proceeding

- If you are transferring from another program, please ensure that all transfer procedures are finalized before beginning the registration process.  
Iwapo unahamishwa kutoka programu nyingi, kuanza mchakato wa usajili.
- Enrollment will be granted only upon payment of fees.  
Usajili utatolewa tu baada ya malipo ya ad.
- All fees are non-refundable.  
Ada zote hazirudishwi.
- Only students with both complete registration and payment of fees are allowed to attend classes.  
Ni wanafunzi tu waliyo na usajili kamili na kadi za kitambulisho zenye halali watakoruhusiwa kujandikisha na kuhudhuria madarasa.
- Utilize this dashboard to monitor your registration progress or steps.  
Tumia dashibodi hii kufuatilia mchakato/hatua za usajili wako.

Fee Name	Fee Amount	Minimum Required
Direct Cost	940,000	325,000
	40,000	40,000
	10,000	5,000
Hospitals and Clinic	5,000	5,000

Get Control Number

Confirm Your Phone Number

Phone Number \*

0xxxxxxxx

Cancel
Proceed

## STEP 4: VIEW AND USE YOUR CONTROL NUMBER

- After confirming your phone number, the system will display your **Control Numbers** under the section “**Fee & Other Payments.**”
- Each fee type (e.g., *Institutional Tuition Fee + Direct Cost, Application Fee, Supervision Fee*, etc.) will have its own **Control Number**.
- Copy the **Control Number** for the specific payment you want to make.

Application | Cover Letter



## Fee &amp; Other Payments

Payment Type	Control Number	Amount	Minimum	Paid	Status
Institutional Tuition Fee + Direct Cost				0	Pending
Application Fee				0	Pending
Supervision Fees				0	Pending
Fees at Government Hospitals and Clinic				0	Pending

**STEP 5 UPLOAD DOCUMENT**

- **You are required to upload clearly visible soft copies of all documents listed below.**
- **All documents must be scanned in color format.**
- **Submitted documents can only be in PDF format.**
- **Original documents of all copies submitted here must be presented on arrival for verification**

Application | Cover Letter



Registration Bills



Registration Steps

Current Registration Step :

Upload Certificates

- You are required to upload clearly visible soft copies of all documents listed below.
- All documents must be scanned in color format.
- Submitted documents can only be in PDF or Image format.
- Original documents of all copies submitted here must be presented on arrival for verification

Document	Status	Actions
Birth Certificate		<a href="#">Upload</a>
Ordinary Level Transcript		<a href="#">Upload</a>
Comment : Waiting for approval		

[Start Registration](#)[Clear Payments](#)[Upload Document](#)[Upload Photo](#)[Profile Verification](#)[Accommodation](#)[Dispensary](#)[Register/Verify NHIF](#)[NIDA](#)[Admission Office](#)

## STEP 6: UPLOAD PASSPORT SIZE/PHOTO WITH THE FOLLOWING SPECIFICATIONS

- **Size : Passport size dimentions (45mm x 40mm)**
- **Color: The photo must be in color**
- **Background: Light Blue background**
- **Uploaded image must be less than 1 (< 1mb)**
- **Eyes open and not obscured by anything (no glasses or shades)**
- **No hats, caps, burqas or niqab and only hijab for women**

Registration Steps  
Current Registration Step :

Upload Passport size photo

- Size : Passport size dimentions (45mm x 40mm)
- Color: The photo must be in color
- Background: Light Blue background
- Uploaded image must be less than 1 (< 1mb)
- Eyes open and not obscured by anything (no glasses or shades)
- No hats, caps, burqas or niqab and only hijab for women

Valid photo samples

Status **Pending**  
Comment Waiting for approval

[Start Registration](#)  
[Clear Payments](#)  
[Upload Document](#)  
[Upload Photo](#)  
[Profile Verification](#)  
[Accommodation](#)  
[Dispensary](#)  
[Register/Verify NHIF](#)  
[NIDA](#)  
[Admission Office](#)

## THE FOLLOWING STEPS SHOULD BE CONDUCTED ON ARRIVALS FROM 3<sup>RD</sup> NOVEMBER, 2025

### STEP 7: Profile and Documents Verification

Students' profiles and original academic documents will be verified to ensure accuracy and authenticity.

### STEP 8: Accommodation

Students who wish to stay in campus hostels will be allocated rooms upon confirmation of payment.

### STEP 9: Dispensary (Health Checkup) & NHIF

All students are required to undergo a medical checkup at the campus dispensary. Those without NHIF cards will be guided on how to obtain one.

### STEP 10: Final Admission – Opening of File & ID Collection

After completing all the previous steps, students will open their admission files and collect their student identification cards.

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