

# Step by step instructions on how to register

The screenshot shows the Zanzibar University Student Information System (ZUSIS) registration form. The header features the university's logo and name in English and Swahili, along with the text "Student Information System-ZUSIS". A left-hand menu contains "Apply" and "Program Qualifications". The main form area is titled "Online Application Form" and includes the following fields:

- Voucher No.\*
- O Level No. (e.g S0334/0156 /2003)\*
- First name\*
- Middlename
- Surname\*
- E-Mail\*
- Password\*
- Apply For\* (dropdown menu)
- Qualification Mode\* (dropdown menu)

At the bottom of the form are "Register" and "Reset" buttons. A footer note states "This application is design by IET".

## SAFETY CAUTION:

1. Please make sure that you read this manual carefully before applying online at the Zanzibar University.
2. Examples for guidance are shown in the parenthesis

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## **PREFACE**

**This manual provides a detailed guidance for the applicants to apply online at the Zanzibar University (ZU). To ensure that you correctly use this system, it is recommended that you read this manual carefully before you make your online application.**

# 1. APPLICANT REGISTRATION

To start your application you should follow the link <http://www.zu.ac.tz/index.php/registration>. The link will send you directly to the page below.

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- Voucher No.\*
- O Level No. (e.g S0334/0156 /2003)\*
- First name\*
- Middlename
- Surname\*
- E-Mail\*
- Password\*
- Apply For\* (dropdown menu)
- Qualification Mode\* (dropdown menu)

At the bottom of the form are "Register" and "Reset" buttons. A footer note states "This application is design by LET".

## Before you start filling the form, please do the following:

- View the program qualification by following the left item "Program Qualification".
- Get the voucher no. from any of the ZU Admission Office.
- Make sure you have a softcopy of your transcripts and certificates.
- Make sure you have your passport size photo in digital or soft copy.

- You can start filling the form as shown below

MENU

- Apply
- Program Qualifications
- Instruction on how to apply

Online Application Form

Voucher No.\*

O Level No.\*

First name\*

Middlename

Surname\*

E-Mail\*

Password\*

Apply For\*

Qualification Mode\*

NOTE: O LEVEL No SHOULD INCLUDE YEAR

## In the Online Application Form

1. Enter your Voucher No (e.g. 0016100031846134 ).
2. Enter O-Level index No (e.g. S0156/0086/2003 ).
3. Enter First Name (e.g. PHILBERT).
4. Enter Middle Name (e.g. S).
5. Enter Surname (e.g. MTATIRO).
6. Enter E-Mail address (e.g. philbert@yahoo.com).
7. Enter Password (e.g. 138759).
8. Select Course (e.g. Degree).
9. Select Qualification Mode (e.g. Direct or Equivalent).

## 1.1 MESSAGE DESCRIPTION

The screenshot shows a web interface for an online application form. On the left, there is a 'MENU' section with three buttons: 'Apply', 'Program qualifications', and 'Instruction on how to apply'. The main form area is titled 'Online Application Form' and contains the following fields:

- Voucher No.\*: 0018100094256795
- O Level No.\*: S0156/0086/2003
- First name\*: PHILBERT
- Middlename: S
- Surname\*: MTATIRO
- E-Mail\*: philbert@yahoo.com
- Password\*: (empty)
- Apply For\*: Degree (dropdown menu)
- Qualification Mode\*: Equivalent (dropdown menu)

At the bottom of the form are two buttons: 'Register' and 'Reset'.

Below the form, a blue message box contains the following text:

Your Registration for online application is Successful. Please use the username of *S0156/0086/2003* and password *222222*, By Click Here <http://www.zu.ac.tz> you will be prompted to enter username and password to finish / proceed with the application . This information is also sent to your email address

By clicking “Register” you will receive a message that your registration is successful, and providing you a username and password. You will then be asked to click “Click Here” to proceed with the application. By Clicking “Click Here”, you will be prompted to enter the following:

1. Your username (S0156/0086/2003).
2. Your password (123429).

## 2. ENTER ZANZIBAR UNIVERSITY STUDENT INFORMATION SYSTEM (ZUSIS).

Zanzibar University  
Student Information System(ZUSIS)



User Name\*

Password\*

### 3. Enter your general information

MENU

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

Please enter your basic Information

Applicant No

First Name\*

Middle Name

Surname\*

Sex

Marital Status

Disability

Program Category

Birth Date


Birth Place

Your Sponsor

Upload Photo

Country of Birth

Citizenship



1. **First , middle and surname:** as on your certificates
  2. **Birth Date:** Select the year, month and the date of birth.
  3. **Birth Place:** Enter the place where you were born.
  4. **Country of Residence:** Select the country of residence.
  5. **Citizenship:** Select your citizenship.
  6. **Your Sponsor:** Select “HESLB” or “Private”.
  7. **Photo:** Upload your digital/scanned passport size photo
  8. **Academic Transcripts:** Upload your transcripts.
- Click “Update” to proceed.



## 4. Enter your contact information

**MENU**

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

Please fill your physical address Information

Full Address*	<input type="text" value="P.O.BOX 13892"/> <input type="text" value="DAR ES SALAAM"/>	Next of Kin	<input type="text" value="FRIDES SIMON"/>
Mobile No.	<input type="text" value="0785819299"/>	Occupation	<input type="text" value="NURSE"/>
Email Address	<input type="text" value="philbert@yahoo.com"/>	Relationship	<input type="text" value="SISTER"/>
Employer's Information		Full Address	<input type="text" value="P.O.BOX 233"/> <input type="text" value="MWANZA"/>
Employer	<input type="text" value="OUT"/>	Mobile No.	<input type="text" value="07435344444"/>
Full Address	<input type="text" value="P.O.BOX 53530"/>		
Mobile No.	<input type="text" value="0754555555"/>		
Email Address	<input type="text" value="dvc@out.ac.tz"/>		

1. **Full Address:** Enter your P. O. Box number and the district and region where you reside.
  2. **Mobile Number:** Enter your phone number.
  3. **Email Address:** Enter your E-mail address.
  4. **Employer:** Enter employer's name (if you are employed).
  5. **Full Address:** Enter employer's P. O. Box number, district/region.
  6. **Mobile Number:** Enter employer's phone number?.
  7. **Email Address:** Enter employer's E-mail address?.
  8. **Next of Kin:** Enter the name of your next of kin.
  9. **Occupation:** Enter his/her job title.
  10. **Relationship:** Enter the nature of the relationship.
  11. **Full Address:** Enter his/her P.O.Box number and the district/region that you next of kin reside.
  12. **Mobile Number:** Enter his/her phone number.
- Clicks "Save" to proceed.

## 5. Select a program

**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\*

## 6. Enter School and colleges attended

**MENU**

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

Enter School and Colleges you have attended

Category

School/Institute

Index/Reg. No

Award

Classification

Upload Certificate

### Note

1. **O LEVEL:** Enter the school attended; Index No, award, and division attained.
  2. **A LEVEL:** Enter the school attended; Index No, award, and division attained.
  3. **CERTIFICATE/DIPLOMA/DEGREE:** Enter the Institute Name, select award and select Grade/class;
- Click “Save” to proceed.
  - We normally use division rather than grades (in schools attended on the grade column)

## 7. Enter grades attained.

**MENU**

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

**Enter Grades Attained in School**

School/Institute: TANGA TECHNICAL SCHOOL

Maths	B	Biology	C
English	C	Physics	D
Geography	C	Chemistry	--Select--
History	B	Agriculture	--Select--
Kiswahili	B	Nutritions	--Select--
		Civics	--Select--
		Commerce	--Select--
		Book Keeping	--Select--
		Literature in English	--Select--
		Siasa	--Select--

Save Show Next

1. **O-LEVEL GRADES:** Select the grades attained in school.
  2. **A-LEVEL GRADES:** Select the grades attained in school.
- Click “Save” and click “Show”.

## 8. Confirmation

**HOME**

- My Account
- Other Information
- Admission Programs
- Schools Attended
- Grades Attained
- Personal Change
- Logout

**Go back**

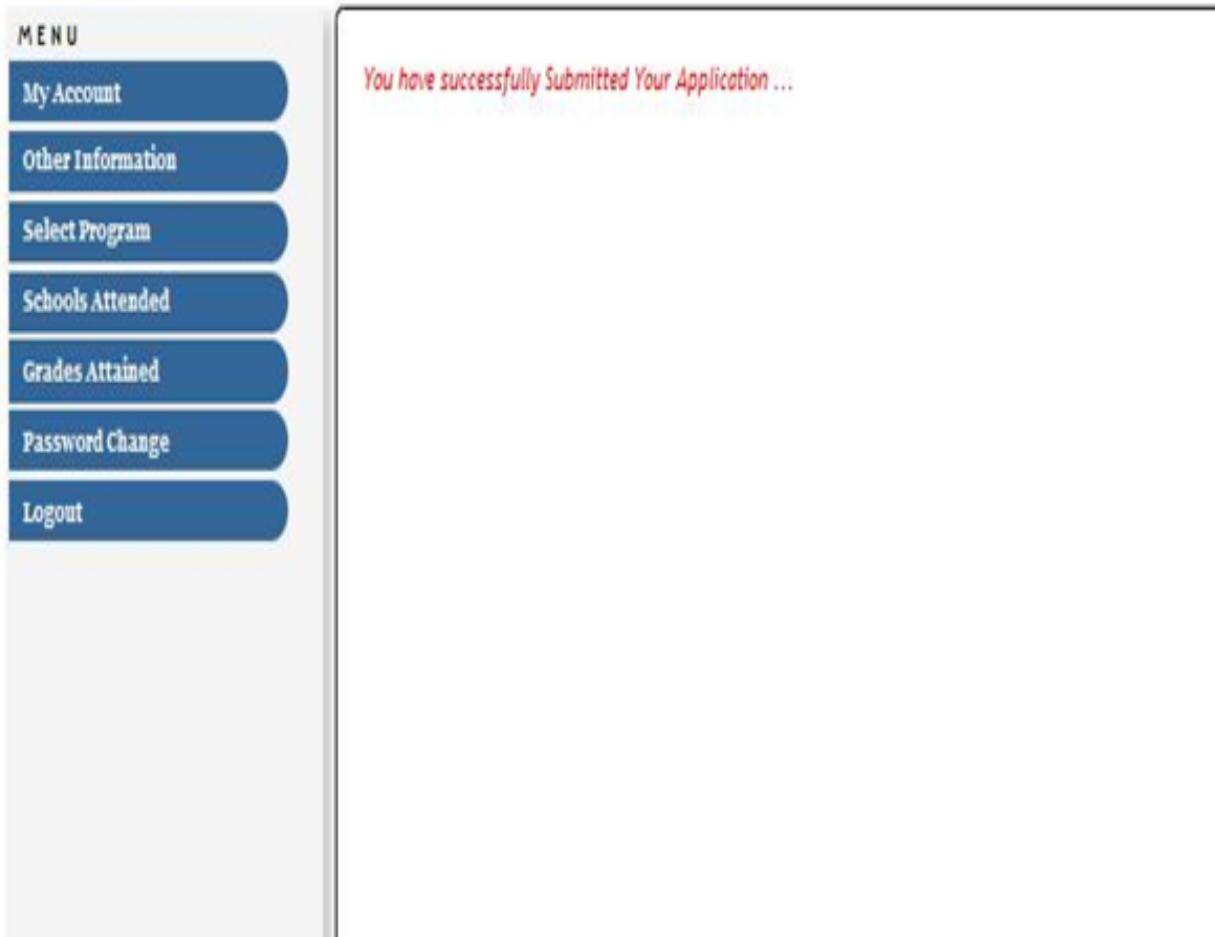
As you have entered the following information, please click confirm to submit:

[Applicant No.] A40000000000		
1.0 Surname:	HTATIRO	
2.0 First Name:	PHILBERT	
3.0 Middle Name:	S	
4.0 Birth Date:	5.0 Birth Place:	
6.0 Marital Status:	Single	
8.0 Sex: Male	9.0 Citizenship:	10 Country of Residence:
11 Contact Address:	Employer Name:	OUT
Postal Address: P.O. BOX 12802 D48 22 SALAH		Contact Address: P.O. BOX 52530
Email Address: philbert@yaho.com		Tel. Number: 0754333333
Mobile Number: 076561039		Email Address: dno@out.ac.tz
12 Name of next of kin: FIDDES SHON	13.1.0 Subjects take at O level:	13.1.4 Grades (i.e. A,B,C,D,E & F):
Occupation: NURSE	Name: B	
Relationship: SISTER	English: C	
Full address: P.O. BOX 233 HAWIZA	Geography: C	
Tel. No: 0743244444	History: B	
Mobile: 0742344444	Kenyan: B	
12 Secondary School(s) attended:	Biology: D	
13.1.8 level: THIGA TECHNICAL SCHOOL	Physics: A	
13.1.1 Index No: 20156008/003		
Overall Grade (Class/Division) Form: O/I/2		
13.2.0 level:	13.2.4 Subjects take at A level:	13.2.5 Grades (i.e. A,B,C,D,E & F):
13.2.1 Index No:		
Overall Grade (Class/Division) Form:		
14 Details of further courses of study:	Award:	(Grade attained) Dist. Credit, Pass):
<p><b>Statement by the Applicant</b> I have read and understood the entrance qualification for admission to Open University of Tanzania and the courses available, and certify that to the best of my knowledge, the information given above is true and correct.</p>		
<input type="button" value="I Confirm"/> <input type="button" value="Not Confirm"/>		

The first sentence in the box above should read “As you have entered....”

**This is the overall information you have entered, click “I confirm” to submit the Form.**

## 8.1 CONFIRMATION MESSAGE.



**This is the message which shows that you have successfully submitted your Application.**

**Now you can “Logout”.**

**Note: If you encounter any problem, please contact ZANZIBAR UNIVERSITY .**