Eastern Africa Statistical Training Centre (EASTC)

Online Application System (OLAP)

User Manual

Visit our Online Application System through web address link: **https://olap.eastc.ac.tz/**

Apply as a new user by clicking the "**Register here**" link as shown in Figure 1.

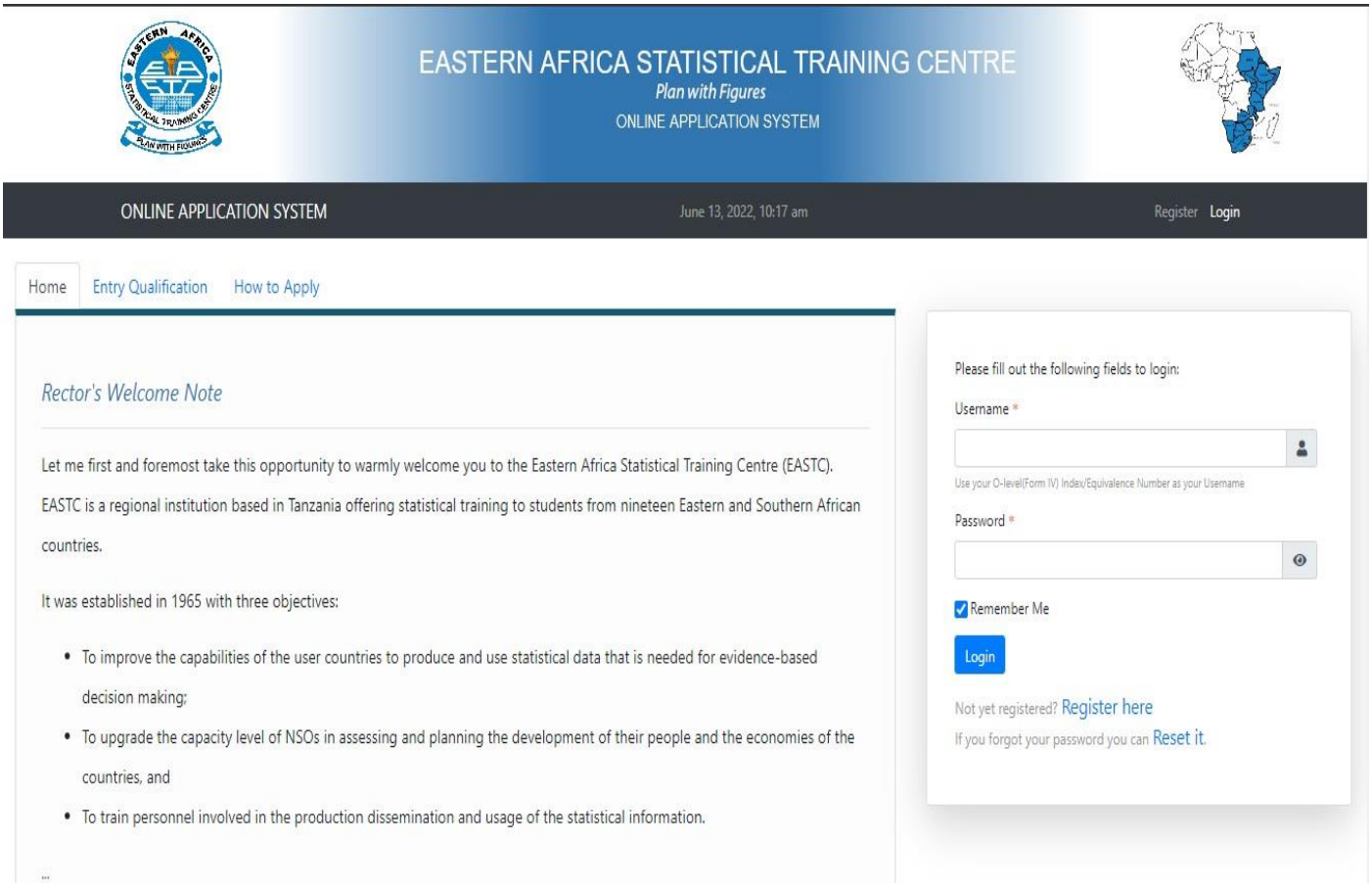

Figure 1: Online Application System

STEP 1: Account Registration

a) Application Account Registration

After clicking the "**Register here**" link in Figure 1, the system will display the registration form where you are required to enter your First O-level Sitting Index, if you don't have O-level index number from NECTA (you have foreign certificate) then enter the Equivalence Number given from NECTA and submit by clicking "**Submit**" button as shown in Figure 2.

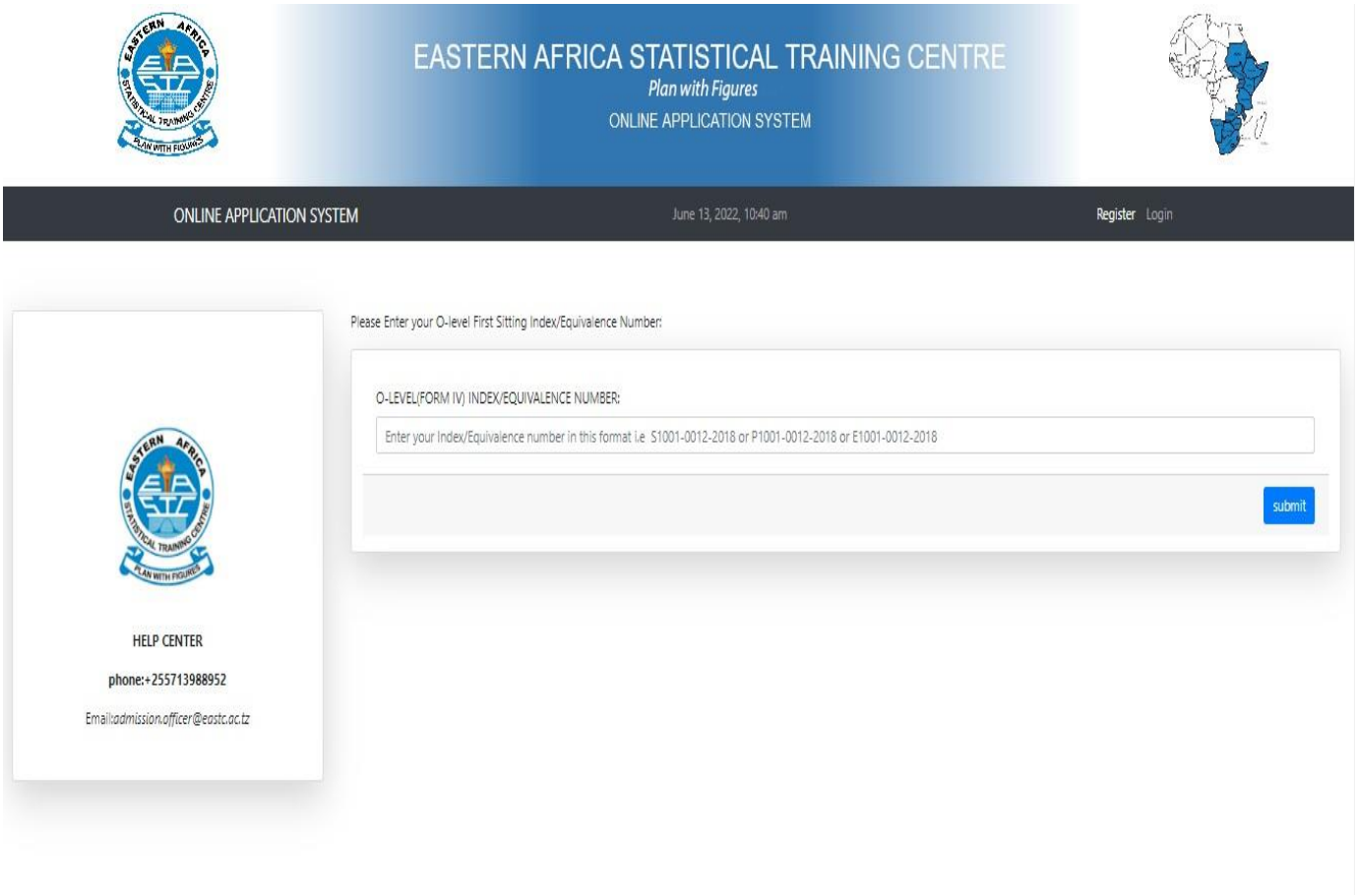

Figure 2: Registration form

Figure 2. **Note**: If you have multiple O-level index numbers, the first seat O- level index number should be used to create application account.

Then you will be shown a window which displays your results shown in Figure 3.

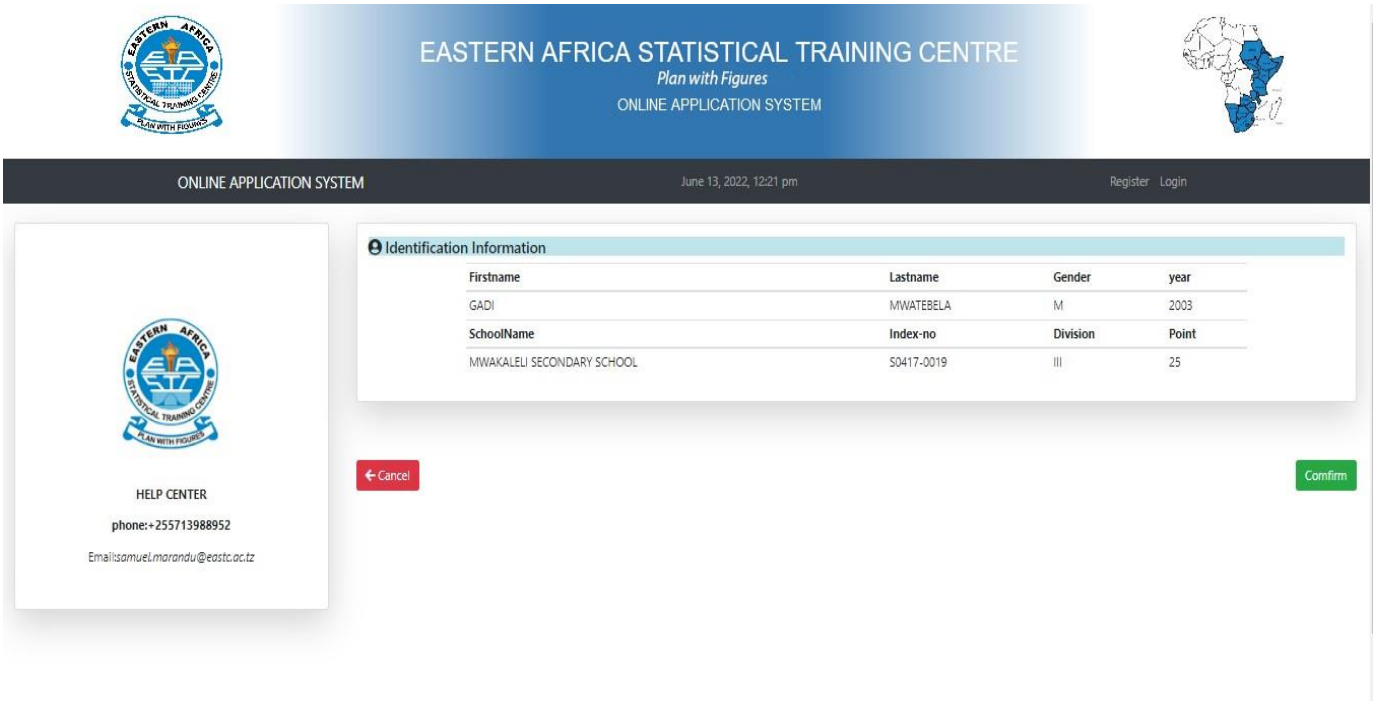

Figure 3: O-level results.

Then you are required to confirm your results only if there are yours by clicking "**Confirm**" button where another window will appear and ask you if the index/equivalence number belongs to you then you click "**Ok**" as shown in Figure 4.

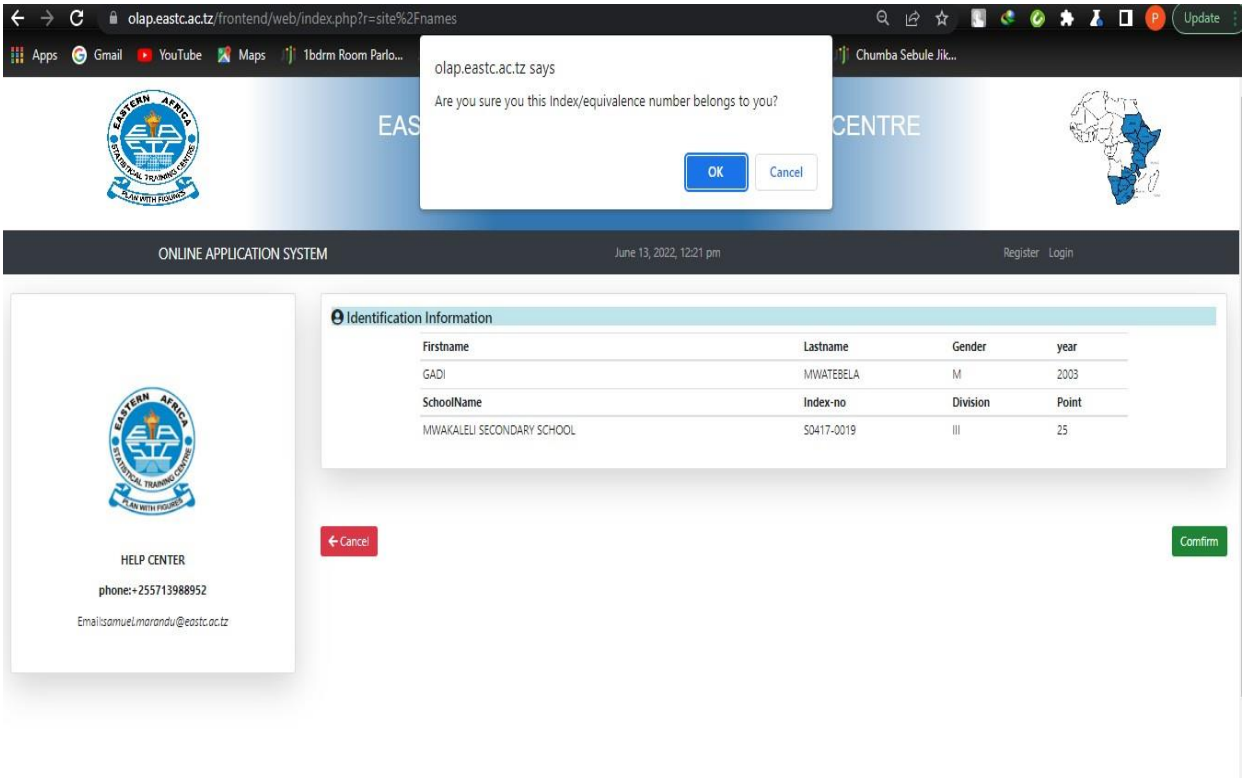

Figure 4: O-level results verification.

Figure 4. **Note**: if the results are not yours then cancel by clicking "**Cancel**" button where your will go back to previous stage to enter once again the First O-level Sitting Index/Equivalence Number.

b) Application Account Registration

After clicking the "**OK**" button, the system will display the application account registration form; fill all the required information as shown in Figure 5.

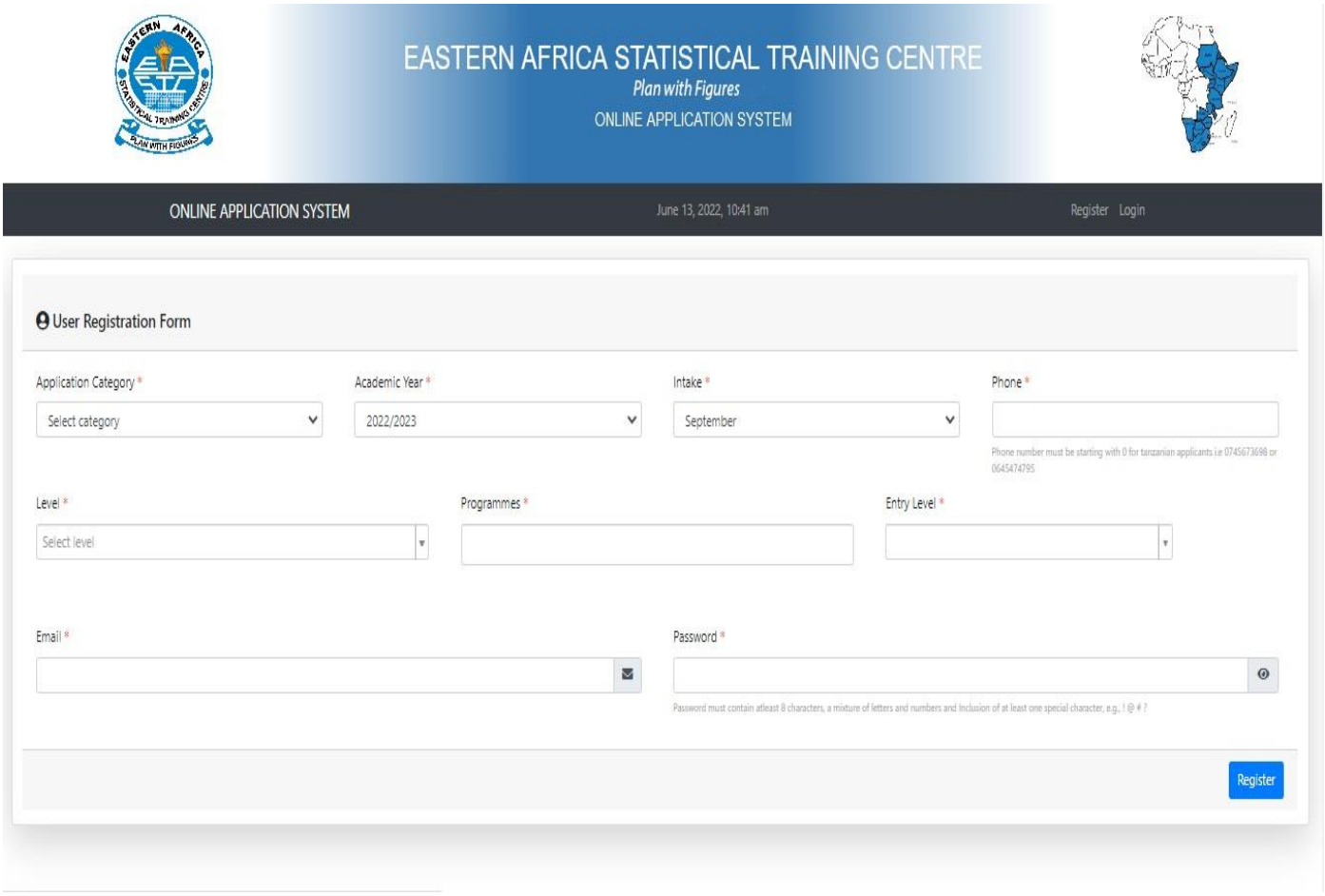

Figure 5: Application Account Registration Window.

- Choose the Application Category whether if your Tanzanian or Non-Tanzanian.
- Enter your Mobile phone number (Bachelor and Masters applicants are encourage to not enter Halotel number since it delays the SMS or doesn't receive any responds)
- Choose the Level of Study you are applying for (e.g., Basic Certificate, Ordinary Diploma, Bachelor Degree, Master's Degree or Postgraduate Diploma) by selecting the applying for box as shown in Figure 5.
- Select Programs associated with the level you choose i.e. You can choose more than one program but the first one should be your first choice.
- Then select the Entry Level as shown in Figure 5.

Note: Entry Level (entry qualification) can be accessible through OLAP Home page or web address links providedbelow:

https://eastc.ac.tz/cms-v2/frontend/web/index.php?r=site%2Fundergraduate

https://eastc.ac.tz/cms-v2/frontend/web/index.php?r=site%2Fpostgraduate

- Fill in valid Email address and the password and click "**Register**" button to create your application account.

Note: The Email address will be used for communication purpose. Also, mobile phone number should be valid and accessible to allow the Institute and other regulators to communicate with you.

STEP 2: **Log in into the Application System.**

After clicking the "**Register**" button in step 1 shown in Figure 5, the system will display the window shown, green window shows Successful Registration message.

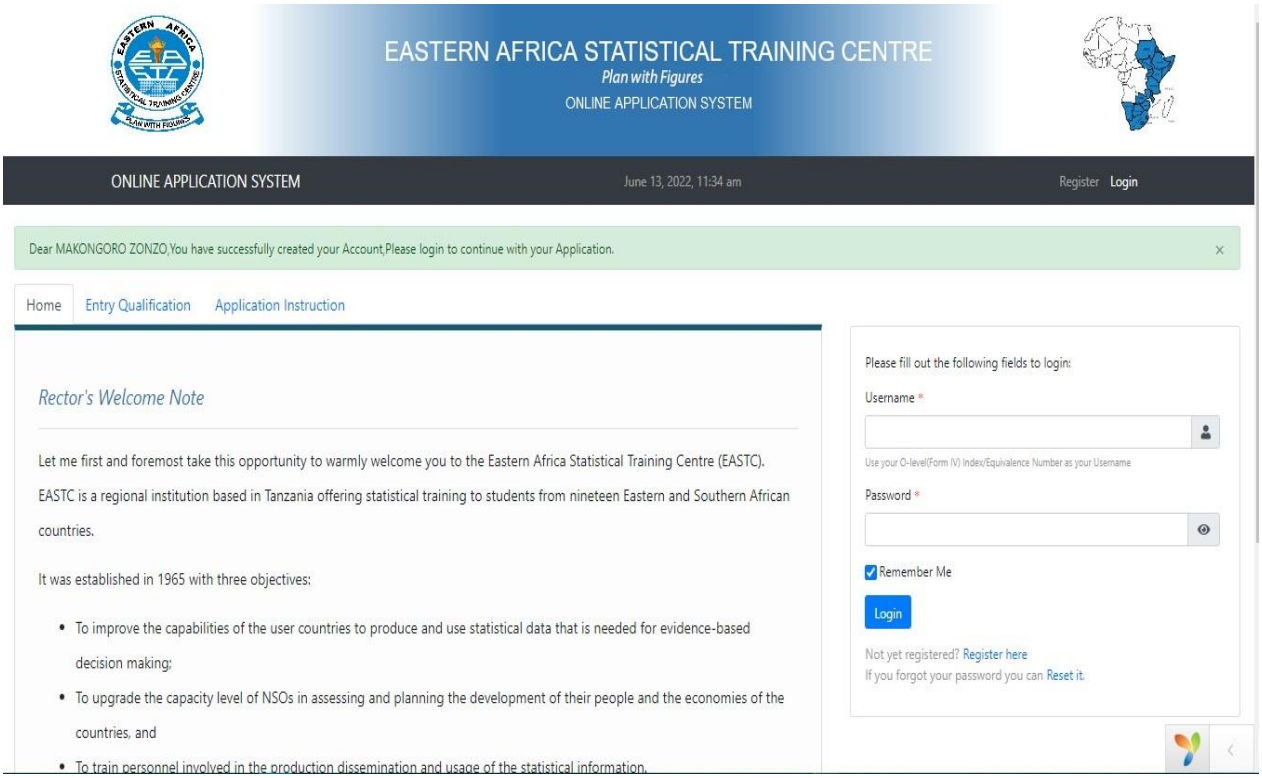

Figure 6: Successful Registered Window.

- Fill the login form shown in Figure 6 with the **O-level index number** and **password** used to create account.
- Then click the "**Login**" button to proceed.

Once you are logged in, the system will display the window Applicant Profile as shown in Figure 7.

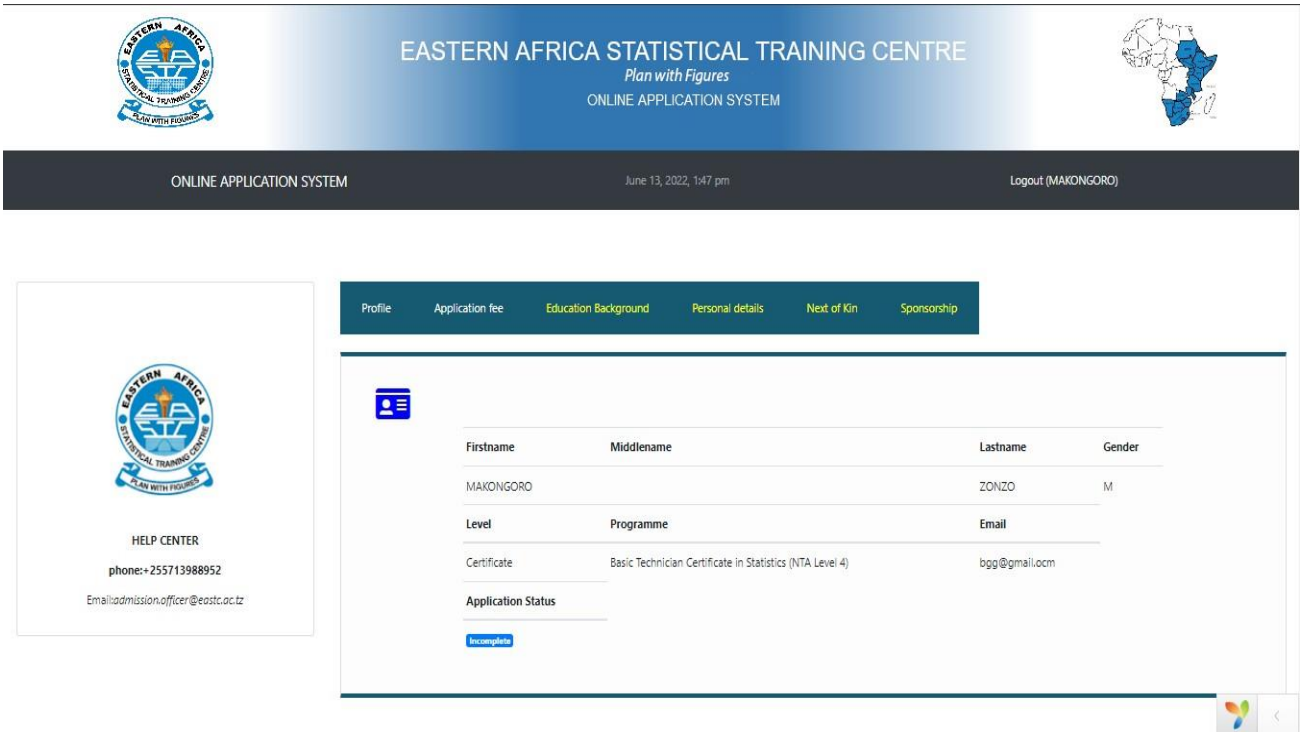

Figure 7: profile window.

Note: You cannot proceed to another step if the previous one hasn't finished yet. The step with yellow color tab indicates incomplete steps while the white color tab indicates completed steps.

- Applicants applying for **Undergraduate Programs** (Certificate, Diploma and Bachelor Level) will have 6 Stages as shown in Figure 7.

While Applicants applying for **Postgraduate Programs** (Postgraduate Diploma and Masters Level) will have 7 Stages as shown in Figure 8.

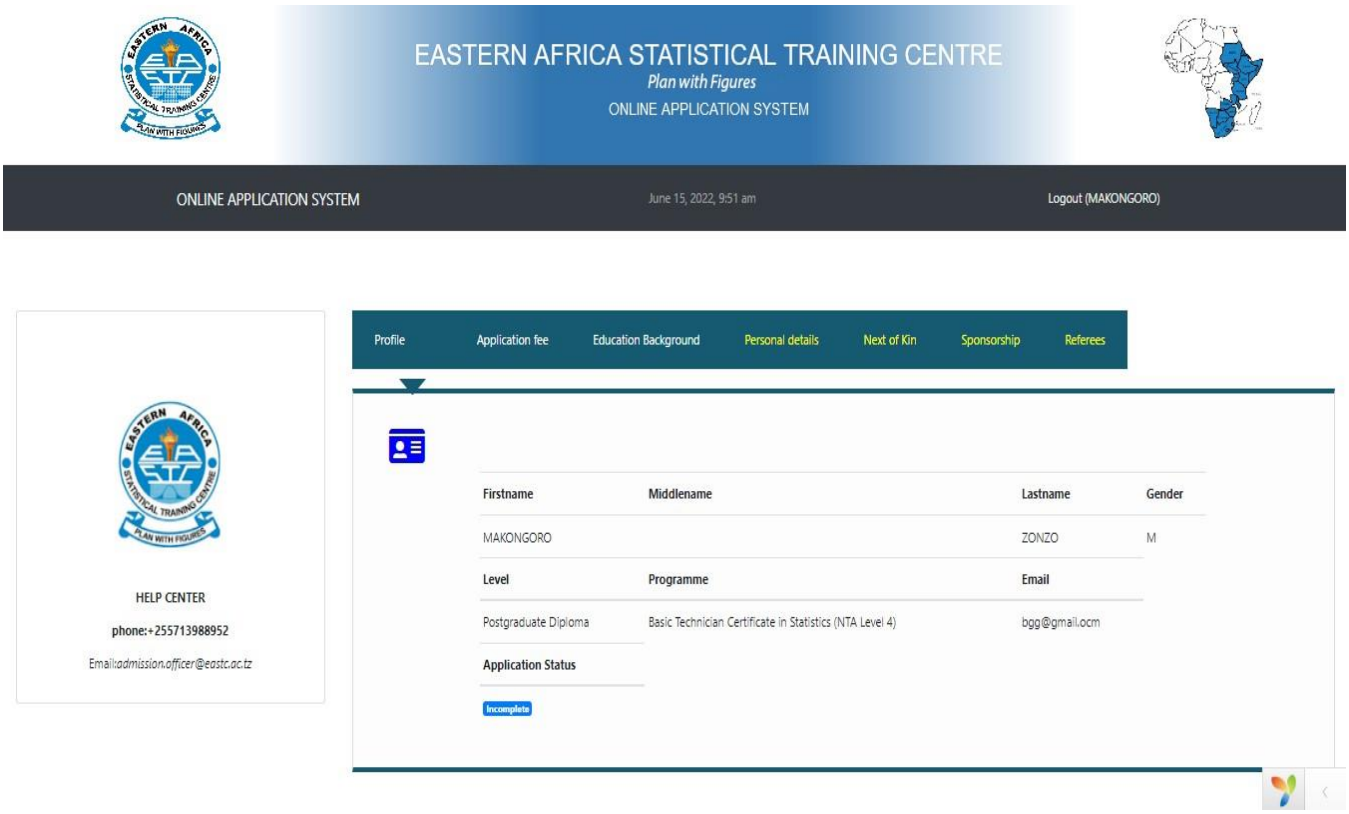

Figure 8: profile window.

STEP 3: Application Fee only for "<u>Postgraduate Programmes</u>".

a) Requesting the Control Number for Application Fee payment.

For **Tanzanian** when click the "**Application fee**" tab the system will display the following window. Then click "**REQUEST CONTROL NUMBER**" button to request for control number as shown in Figure 9.

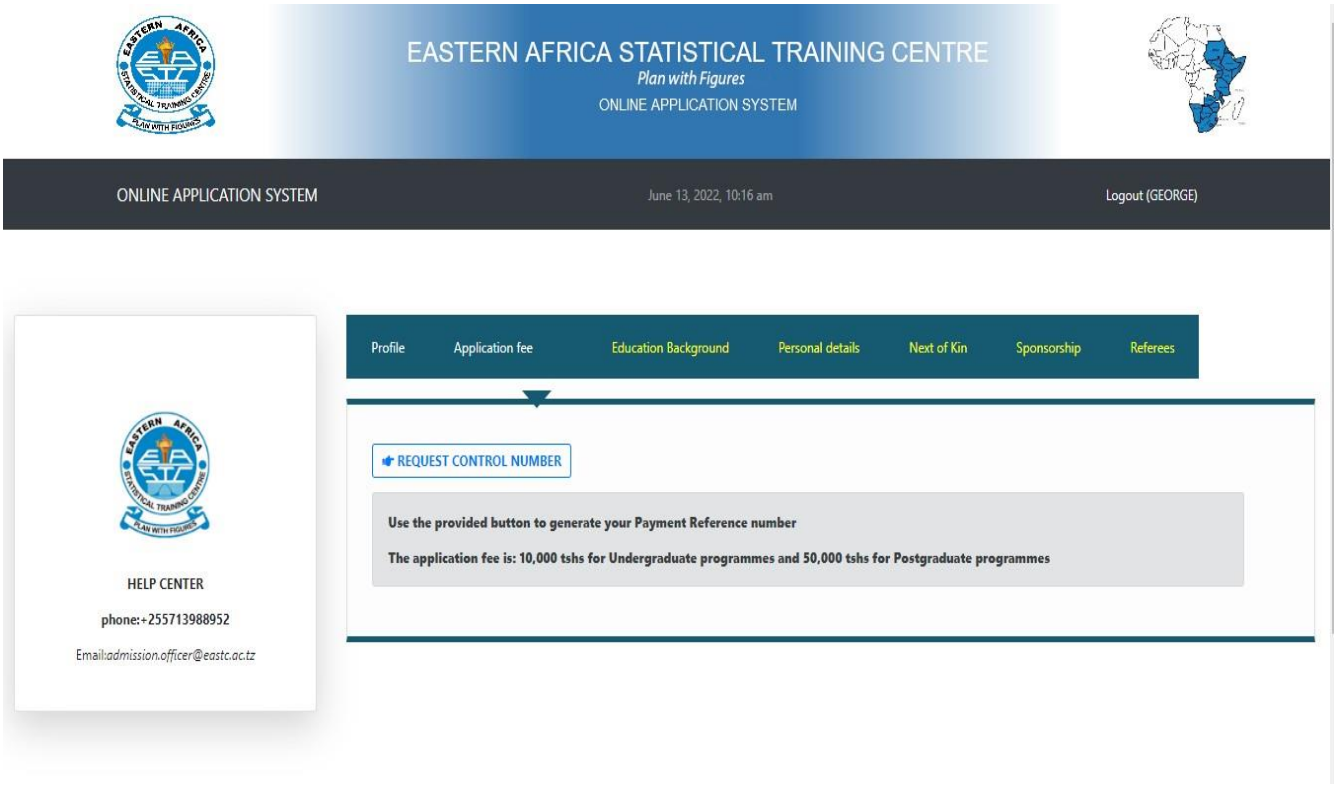

Figure 9: Request control number window.

b) Requesting the Control Number.

Once you have clicked the "**REQUEST CONTROL NUMBER**" button as shown in figure 8, the system will display the Control Number (Reference Number). Use the Number to the application fee through bank as shown on Figure 10.

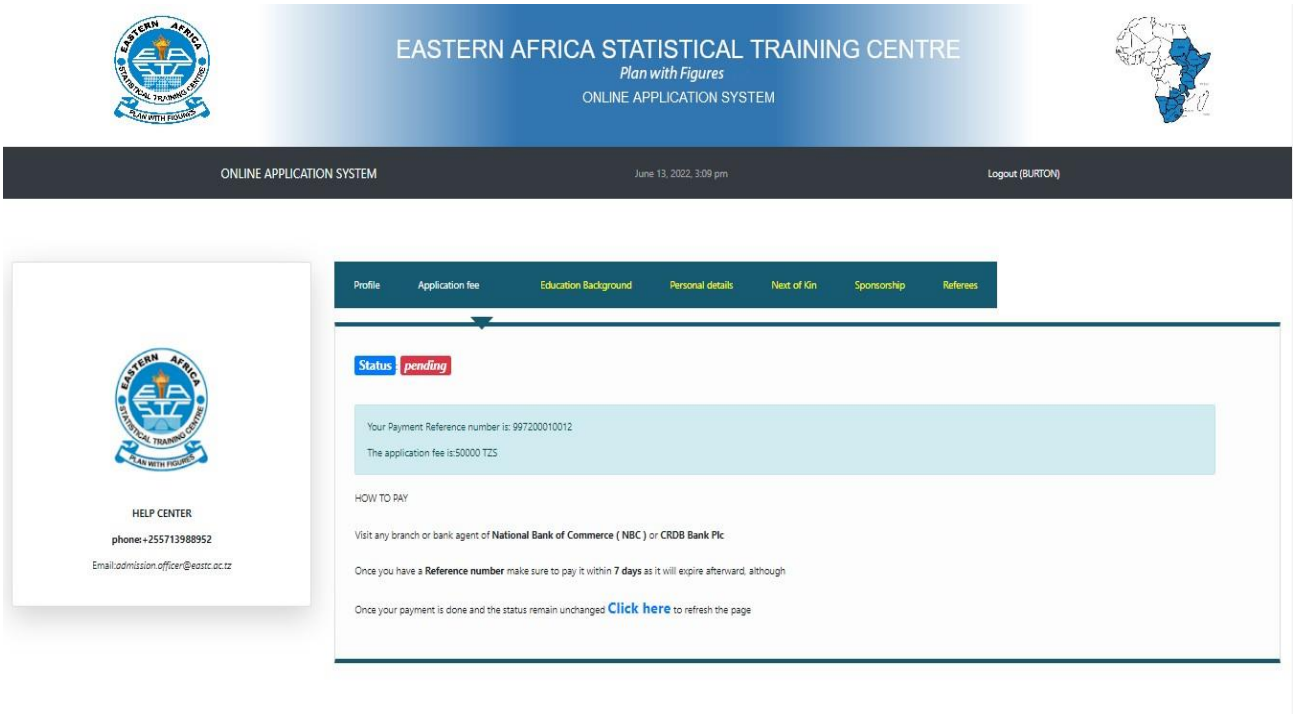

Figure 10: Acquire control number window.

NOTE: Control Number expires within **7 days** once requested, so please pay the application fee in due time.

Payment Options:

i. **Payment through Bank.**

- Visit any branch or bank agent of **National Bank of Commerce (NBC)** or **CRDB Bank Plc.**
- Upon your arrival at the bank, provide the Application Control Number (Reference Number) to the bank teller for payment process.

NOTE: You can't proceed with the application process if your application payment is not received/paid.

Once your application fee has been received/paid, the following window will be displayed as shown in Figure 11.

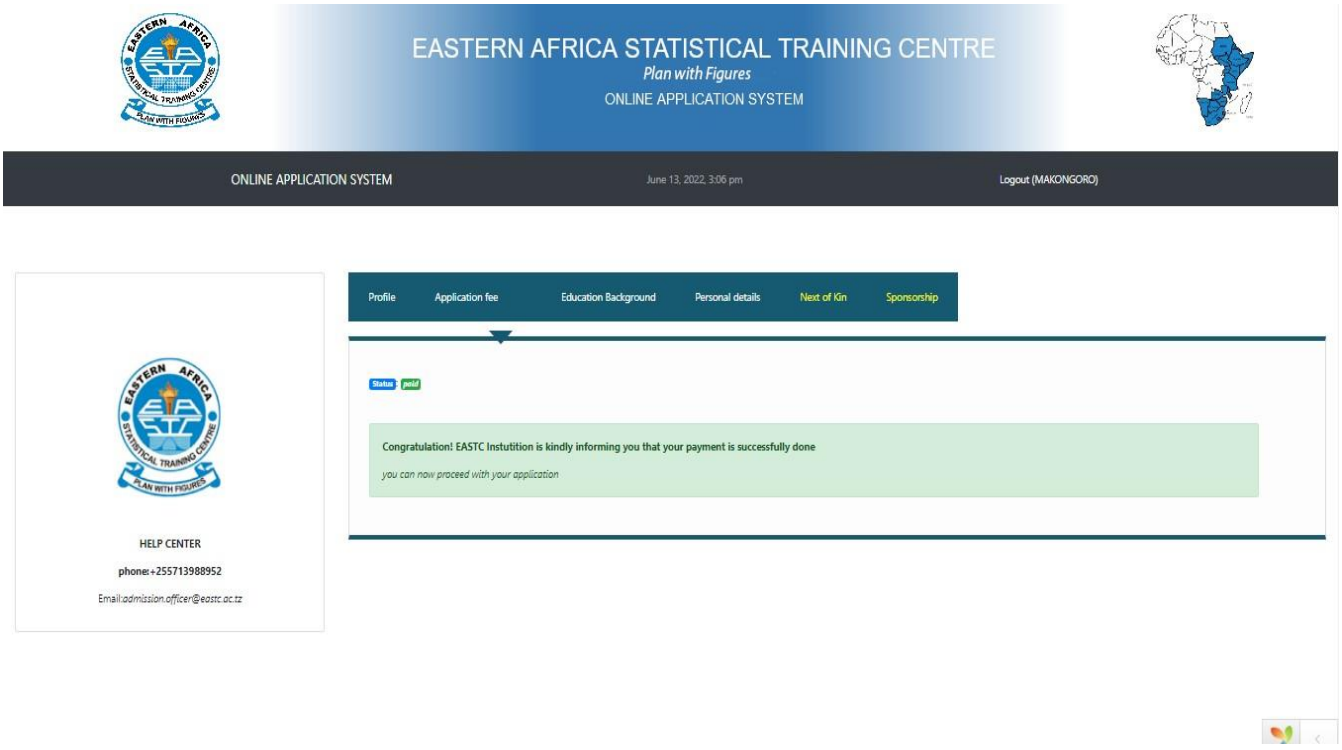

Figure 11: Payment details window.

For **Non-Tanzanian** when click the "**Application fee**" tab the system will display the following window as shown in Figure 12.

Note: the window shows Account information like Account Name, Name of Bank etc.

- After paying the required fee, then click the "**Upload Receipt**" button to upload the receipt.

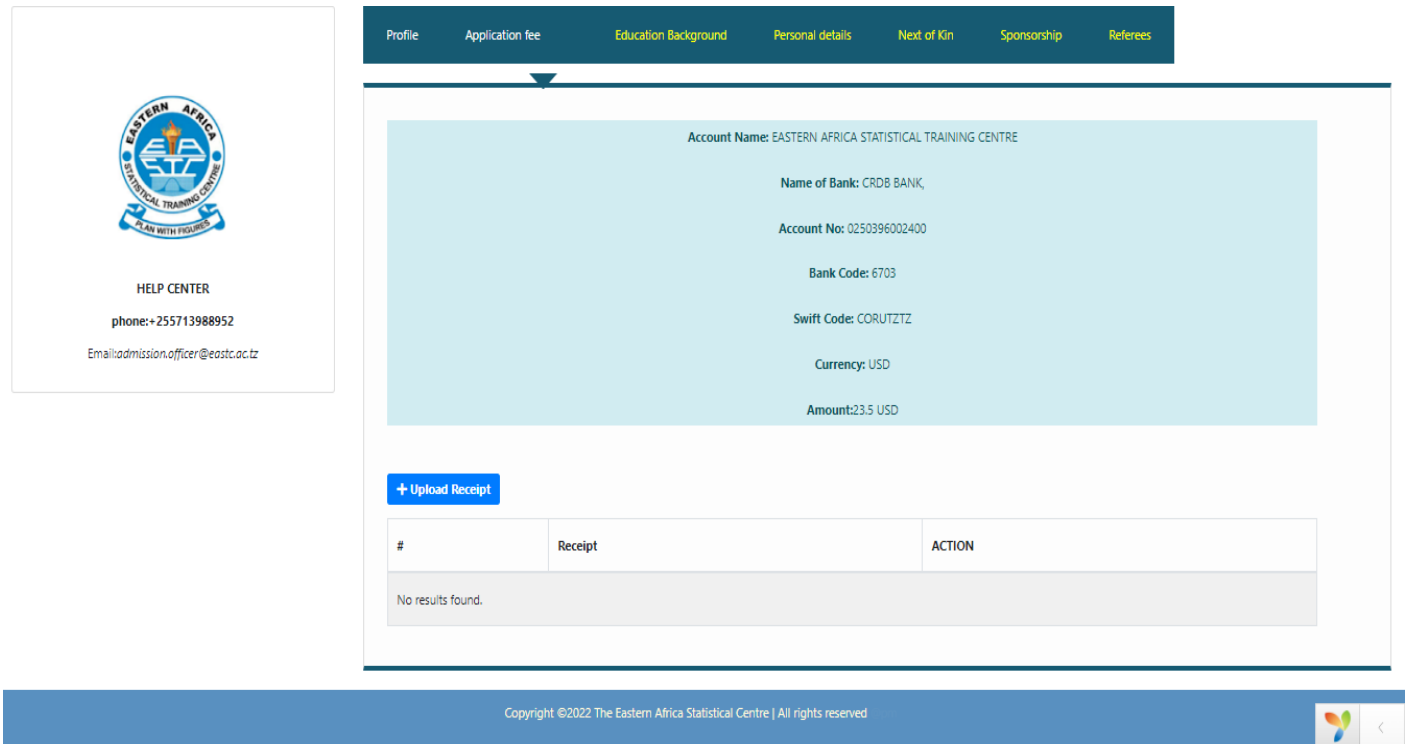

Figure 12: Fee Payment window.

- Then the system will display a form where you are required to upload the **Receipt**.
- Proceed to next stage "**Education Background**".

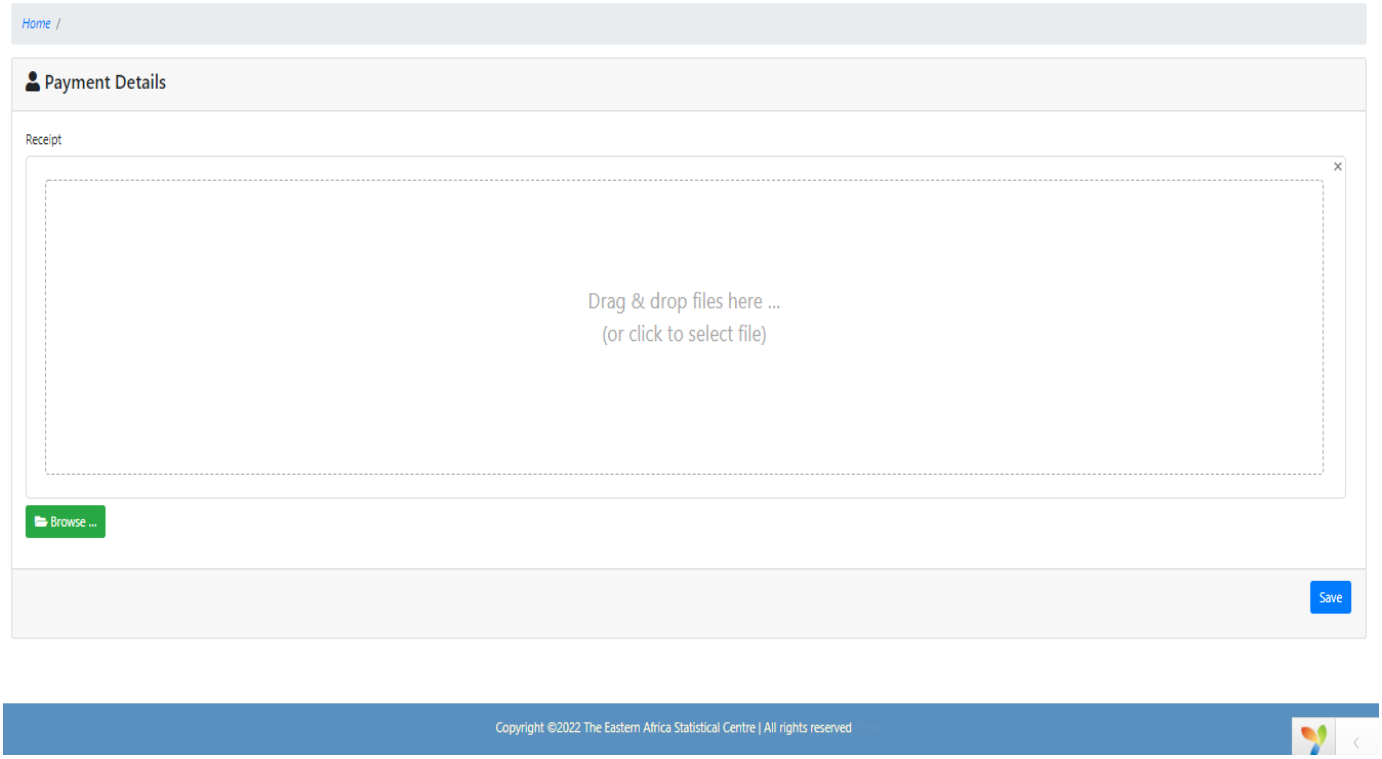

Figure 13: Receipt form.

STEP 4: **Education Background**

Upon successfully paying the application fee, the "**Education Background**" tab will change color to white indicating the "**Application Fee"** stage is complete, then click the "**Education Background**" tab to view your education background as shown in Figure 14.

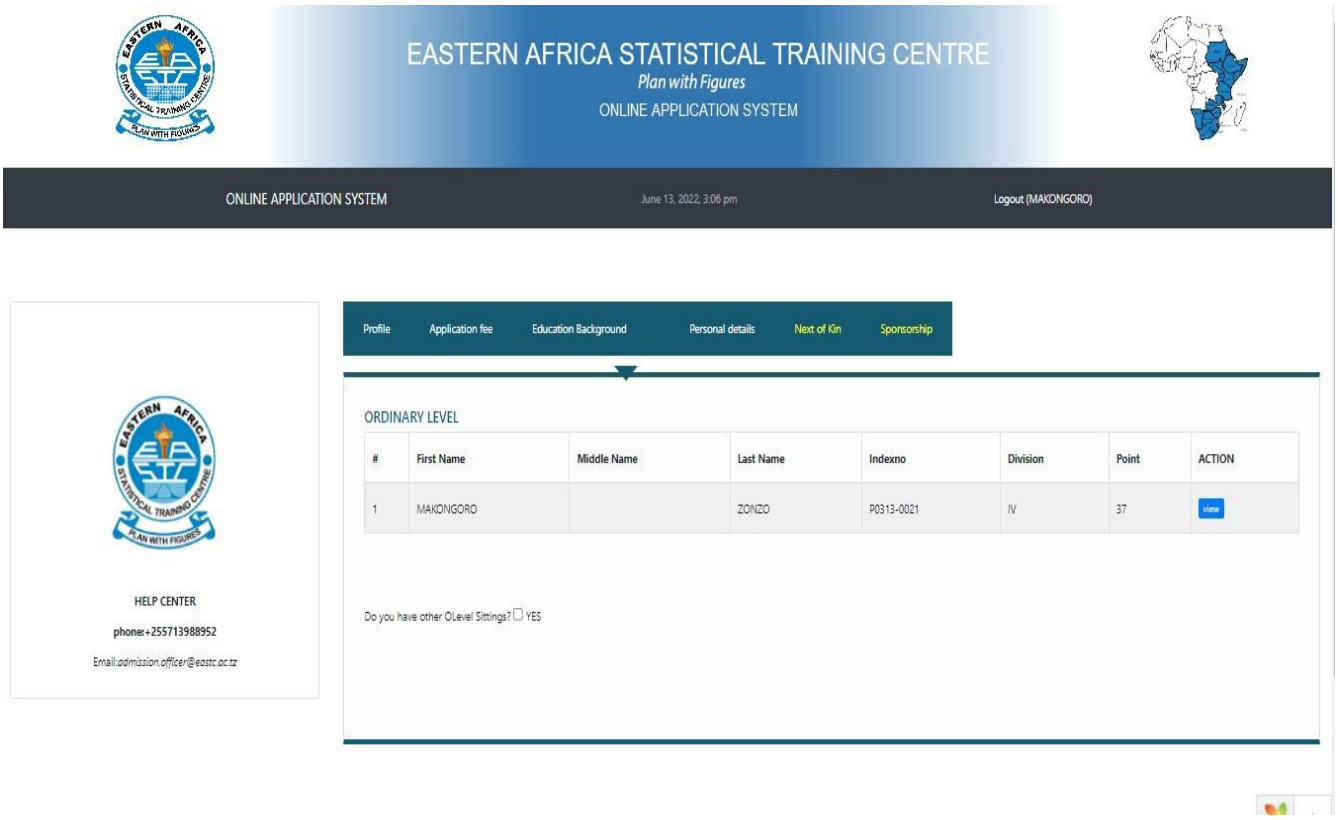

Figure 14: Education Background window.

Note: if you applying for Certificate Level and if you don't have more than one O-level index number, then the "**Personal Details**" tab will change color to white indicating that the "**Education Background**" stage is complete and you can proceed to another step.

You can add another O-level national examinations if you have sat for more than one by check the box "**YES**" and enter the Index/ Equivalence Number and click "**Submit**" button to proceed as shown in Figure 15.

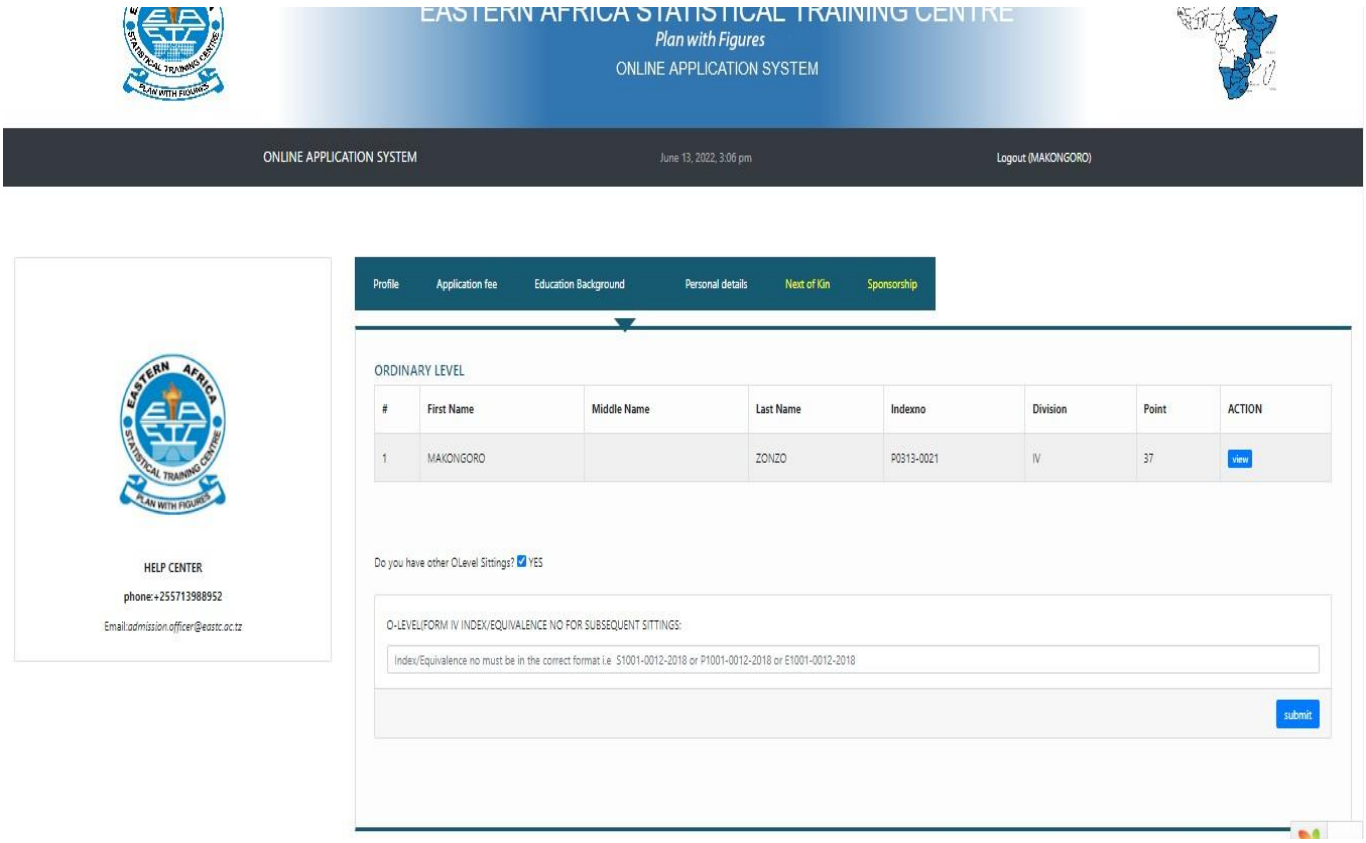

Figure 15: Add another O-level setting window.

Note: Then the "**Personal Details**" tab will change color to white indicating that the "**Education Background**" stage is complete and you can proceed to another step.

i. **If you applying for Diploma and your entry level is Advanced level (Form vi)**.

- Enter you're A-Level (Form VI index/Equivalence Number) the click "**Submit**" button to proceed as shown in Figure 16.

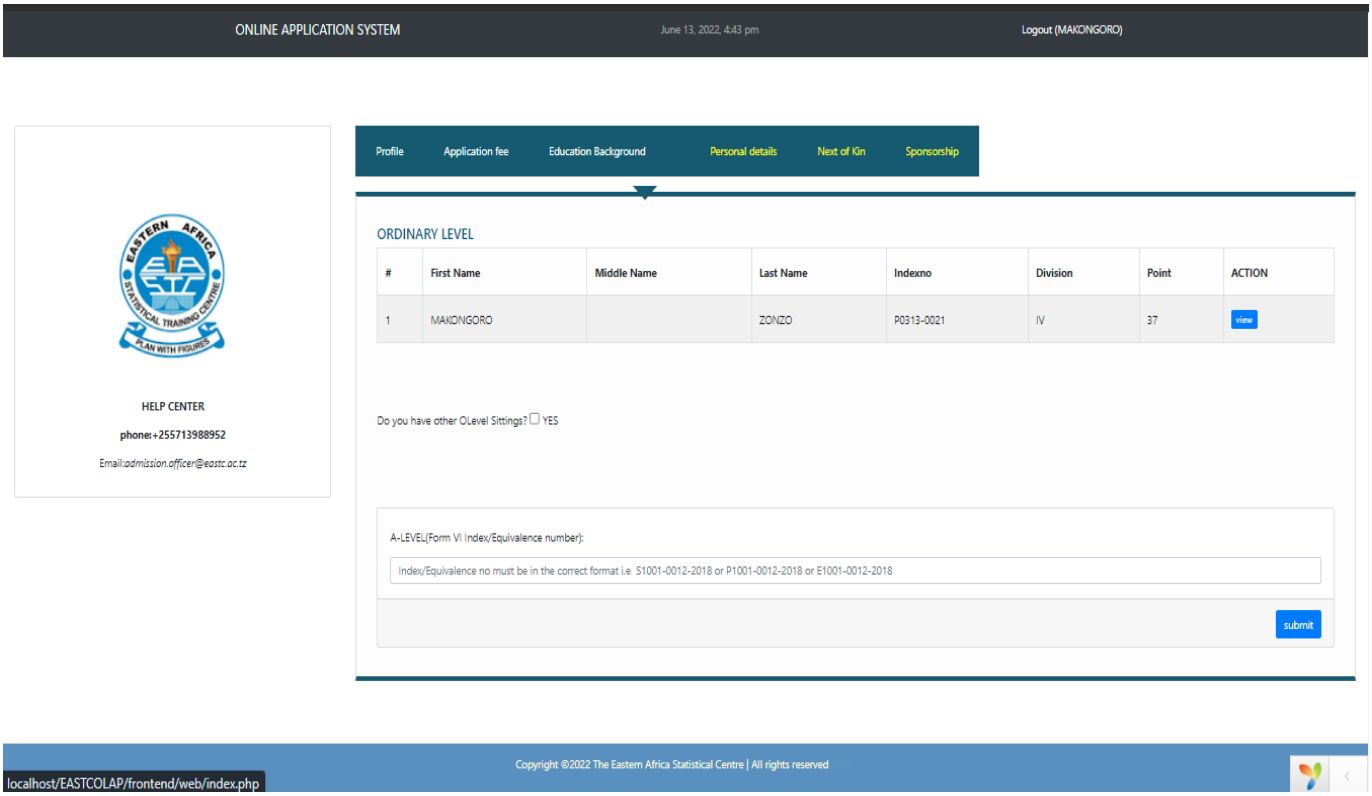

Figure 16: Add A-Level Information.

ii. If you applying for Diploma and your entry level is Basic Technician Certificate.

You need to provide your certificate information by uploading it through "**Add Certificate Details**" as shown in Figure 17.

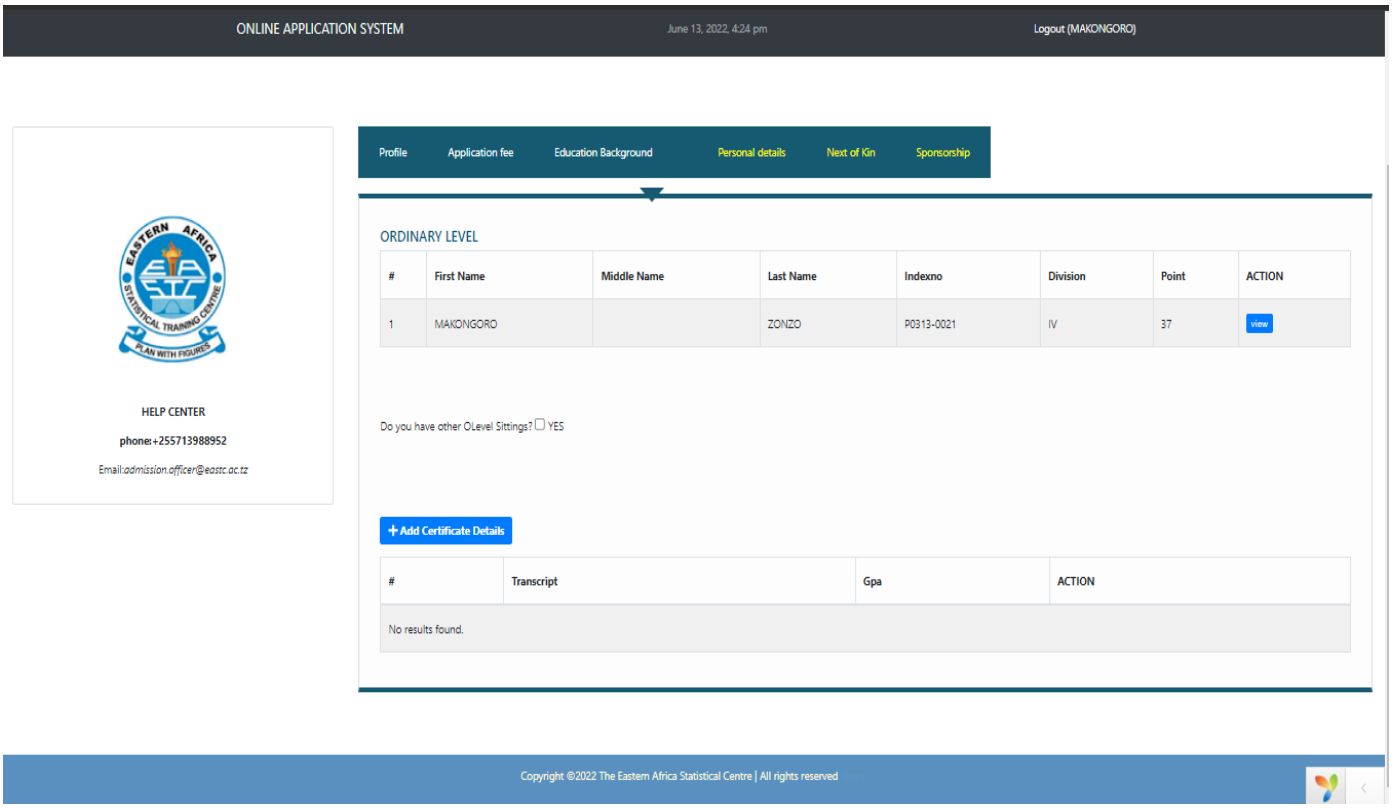

Figure 17: Add Certificate information window.

- Upon clicking "**Add Certificate Details**", the system will display a form where you are required to enter Certificate information.
- Drag, drop or click to select your Certificate or Transcript, the file must be in "**PDF FOMART**" as shown in Figure 18.
- Enter your "GPA".
- Then click "**Save**" button to proceed.

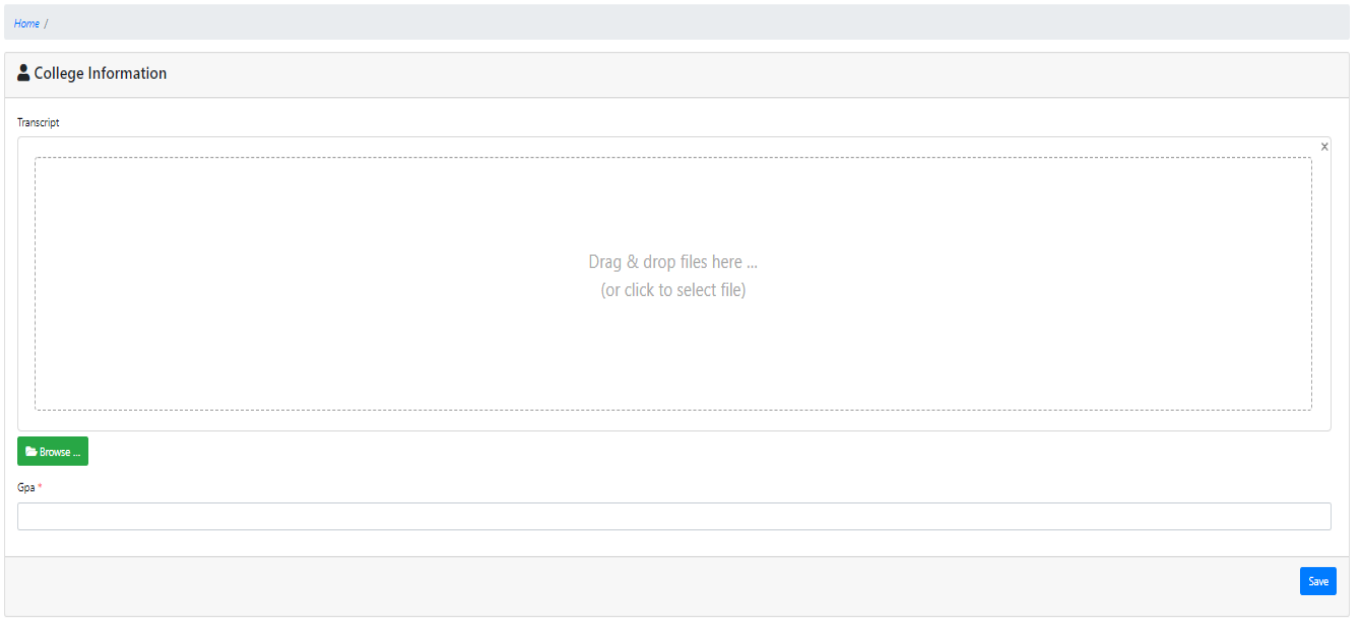

Figure 18: College information form.

iii. If you applying for Bachelor and your entry level is Advanced level (Form vi).

- Then you need to follow steps as shown in Figure 16.

iv. If you applying for Bachelor and your entry level is Ordinary Diploma.

- Enter AVN Number the click "**Submit**" button to proceed as shown in Figure 19.

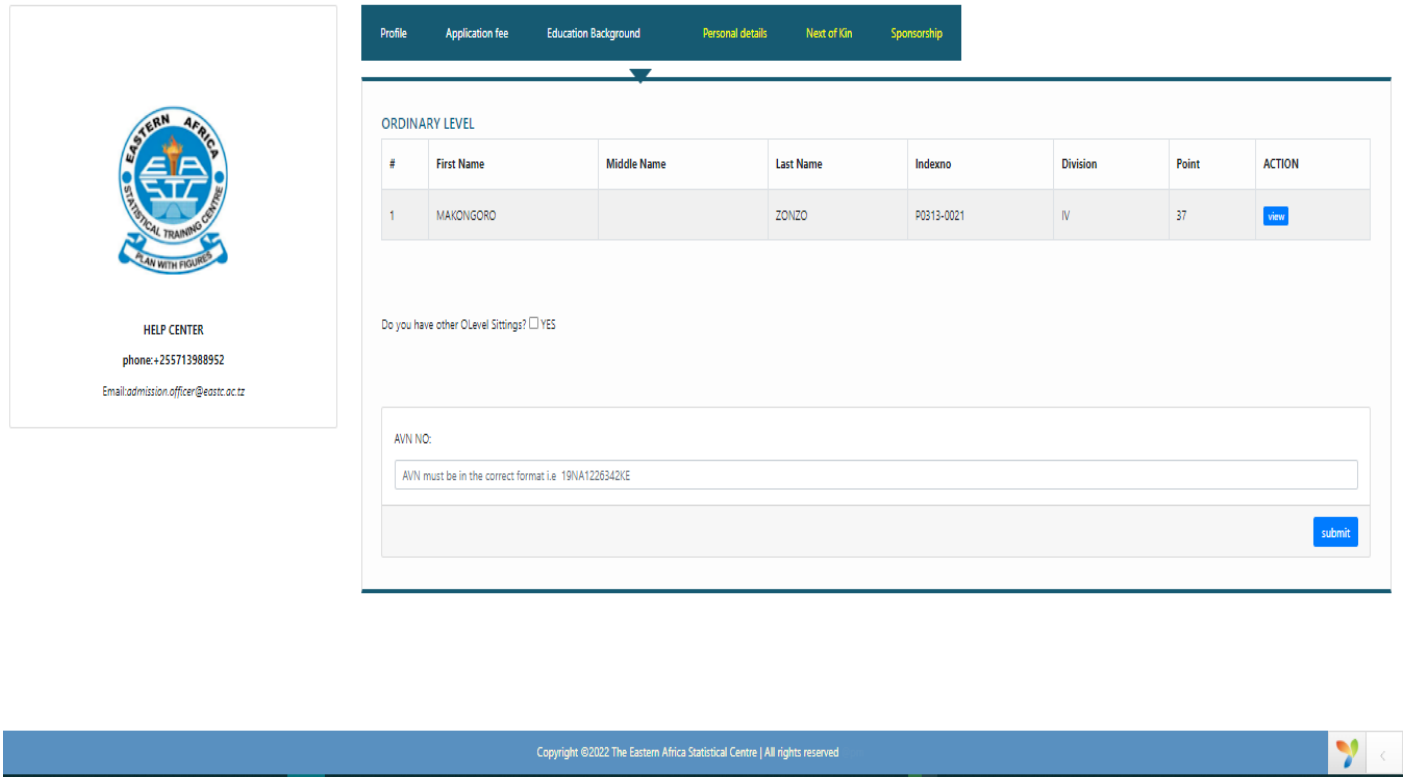

Figure 19: Add Diploma information window.

v. If you applying for Bachelor and your entry level is Foundation Program

- Enter OFP Number the click "**Submit**" button to proceed as shown in Figure 20.

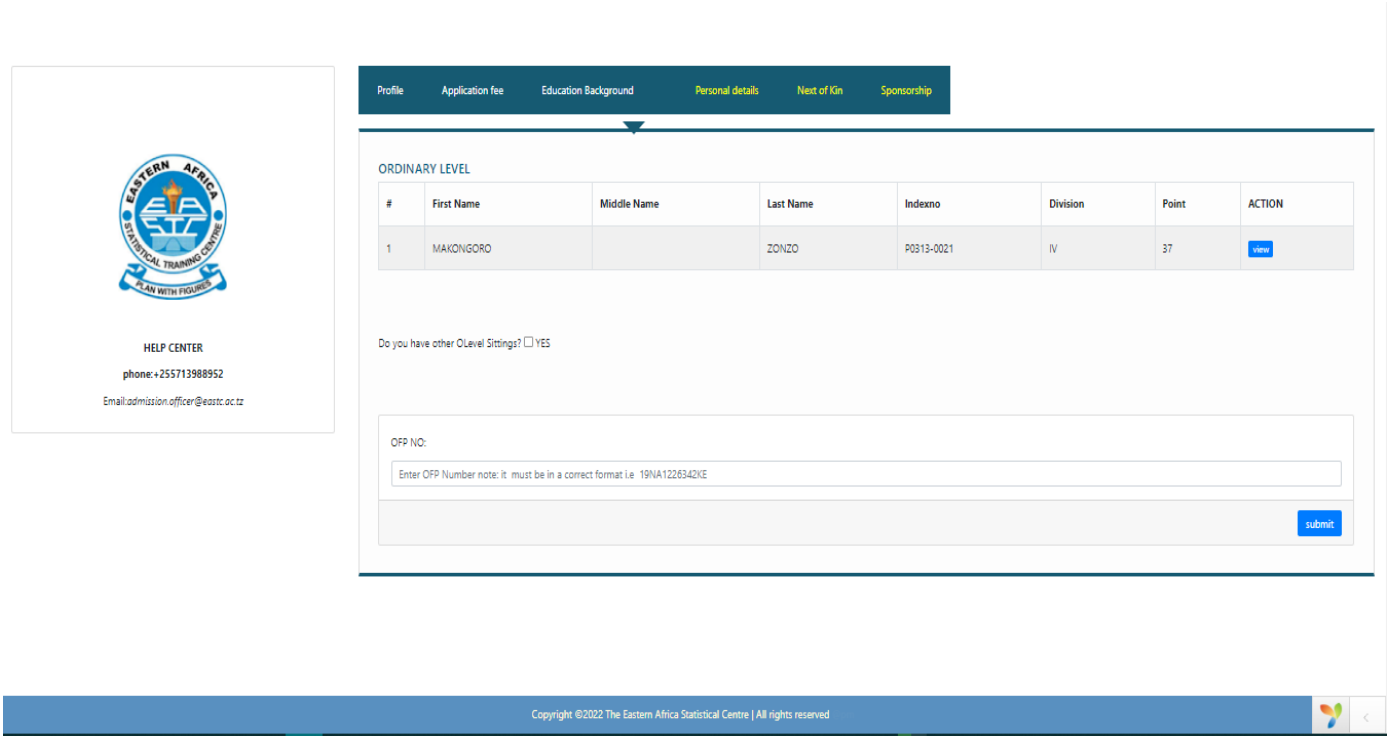

Figure 20: Add Foundation Program information window.

vi. If you applying for Postgraduate Diploma/Masters and your entry is Bachelor Degree/Higher Diploma

- Select "**DID YOU STUDY FORM SIX**" as shown in Figure 21.

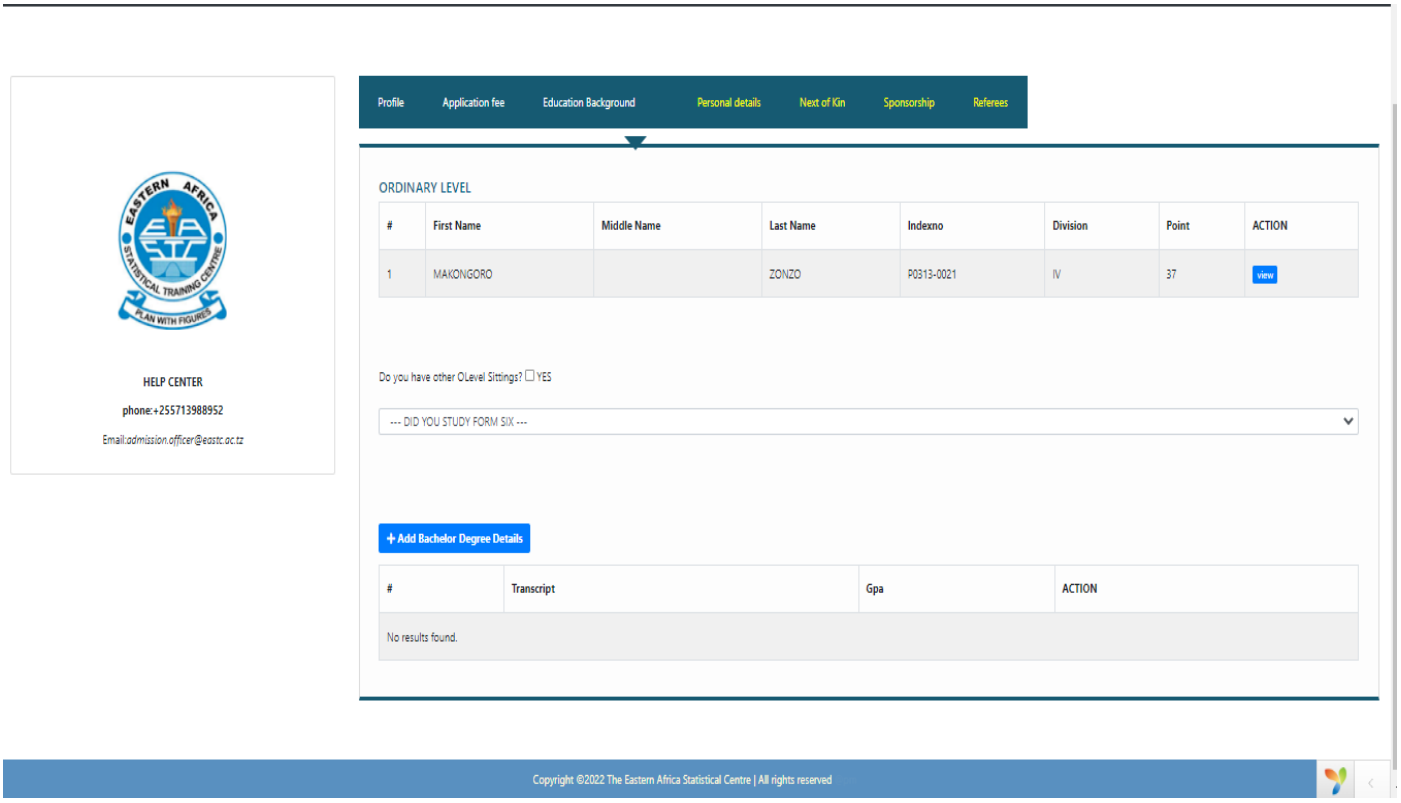

Figure 21: Other Education information window.

Note: If you select "**YES**", then you need to enter you're A-Level Index/Equivalence Number and click "**Submit**" button to proceed as shown in Figure 22.

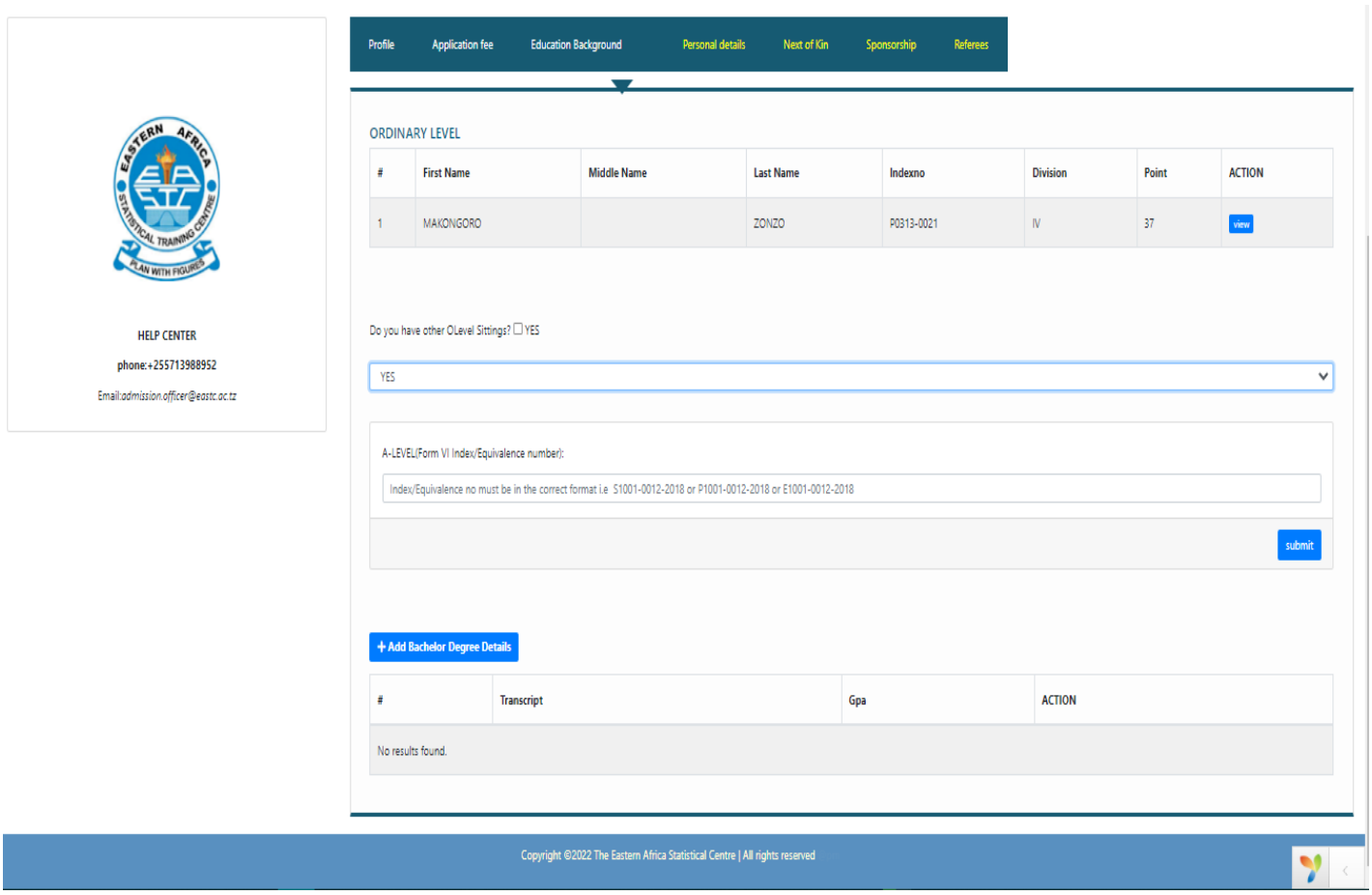

Figure 22: A-Level Education information window.

- Then you need to provide your Bachelor information by uploading it through "**Add Bachelor Degree Details**" as shown in Figure 22.

- Upon clicking "**Add Bachelor Degree Details**", the system will display a form where you are required to enter Bachelor information.
- Drag, drop or click to select your Certificate or Transcript, the file must be in "**PDF FOMART**" as shown in Figure 23.
- Enter your "GPA".
- Then click "**Save**" button to proceed.

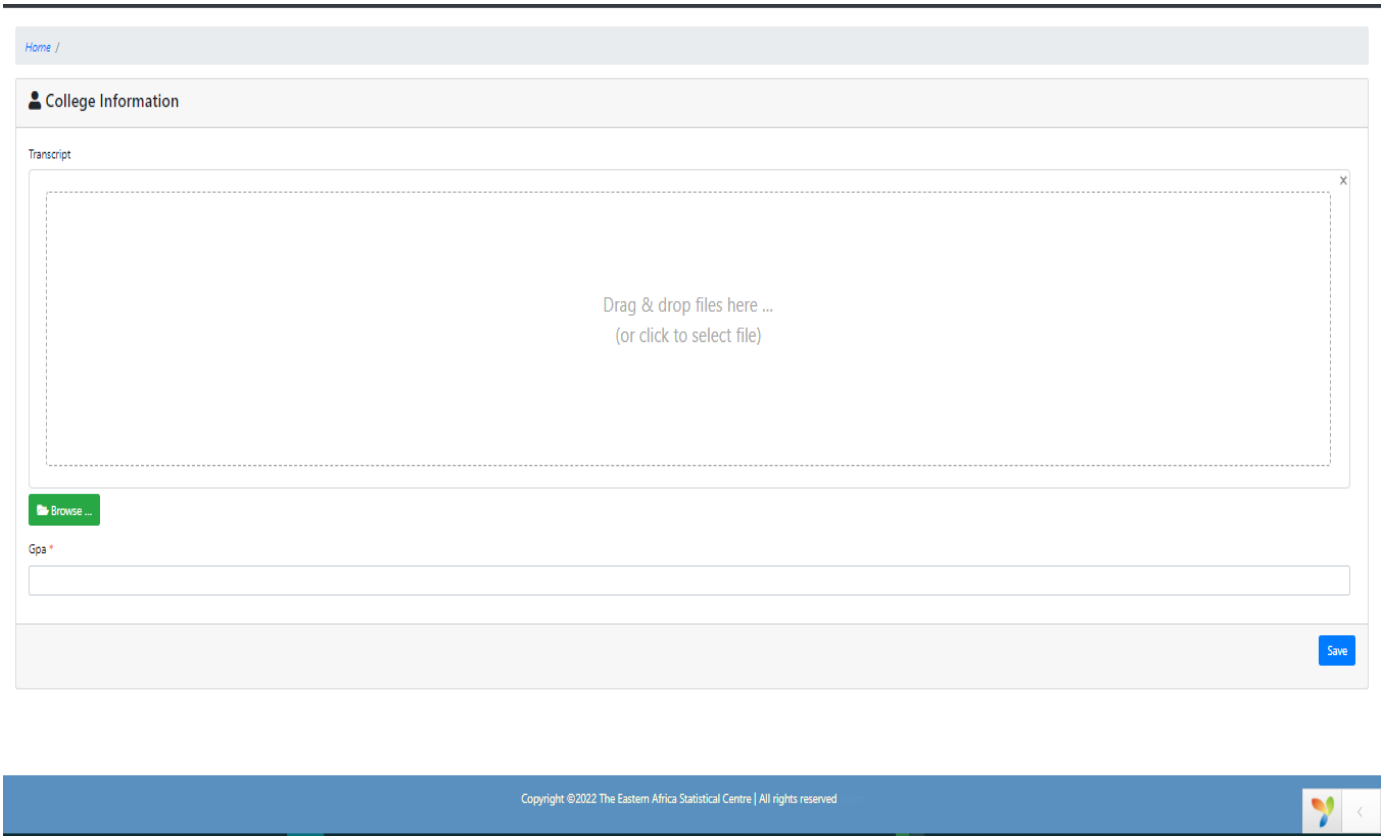

Figure 23: College information form.

Note: If you select "**NO**", then you need to enter you're AVN Number and click "**Submit**" button to proceed as shown in Figure 24.

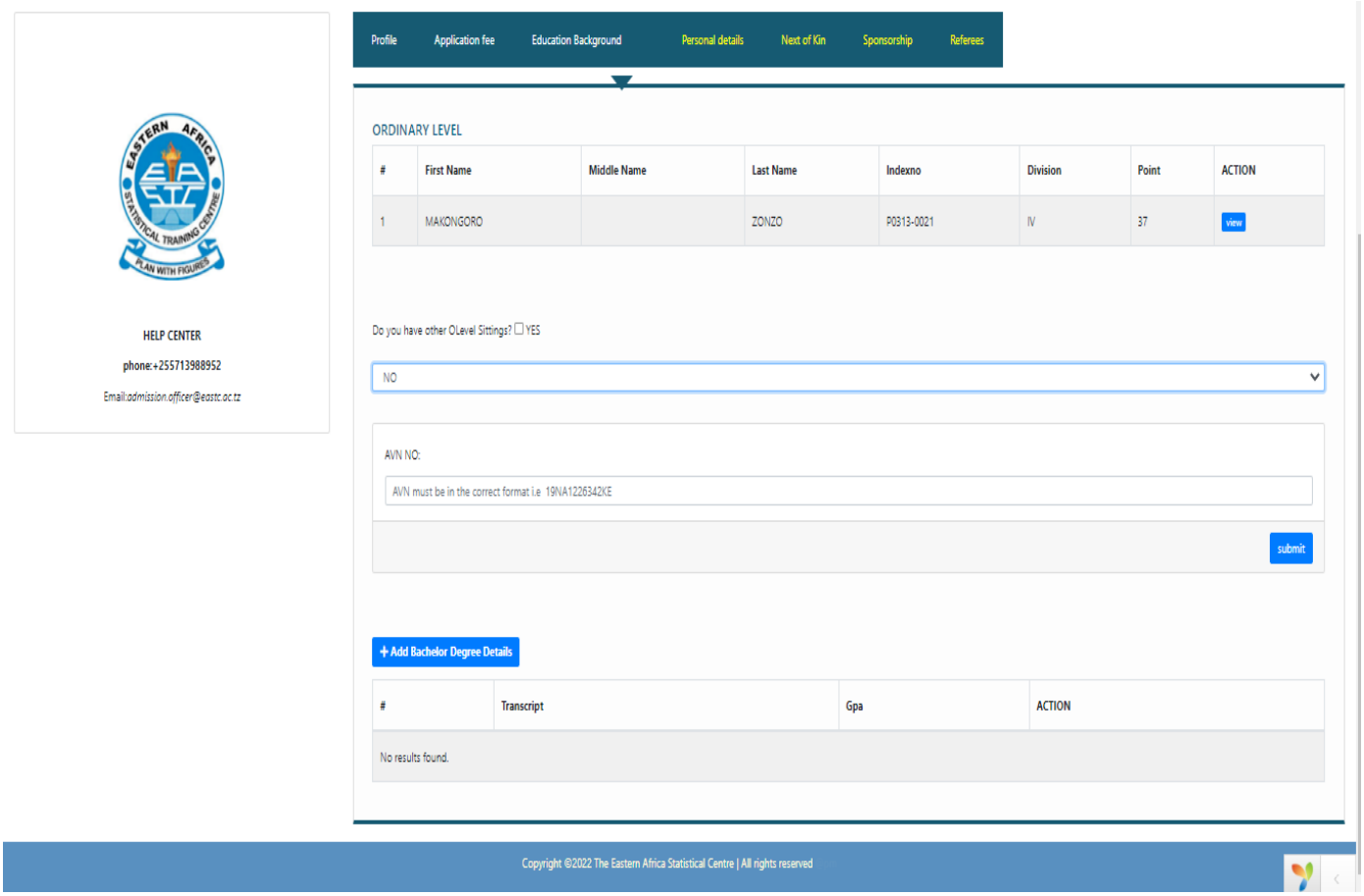

Figure 24: College Education information window.

- You need to provide your Bachelor information by uploading it through "**Add Bachelor Degree Details**" as shown in Figure 24.
- Then Upon clicking "**Add Bachelor Degree Details**", the system will display a form where you are required to enter Bachelor information as shown Figure 23.

Note: When you finish the entering your education background information the "**Personal Details**" tab will change color to white indicating the "**Education Background**" is complete you can proceed to another stage.

STEP 5: Personal Details

Click the "**Personal Details**" tab the system will display a window as shown in Figure 25.

Note: Click the "**Add Personal Details**" button.

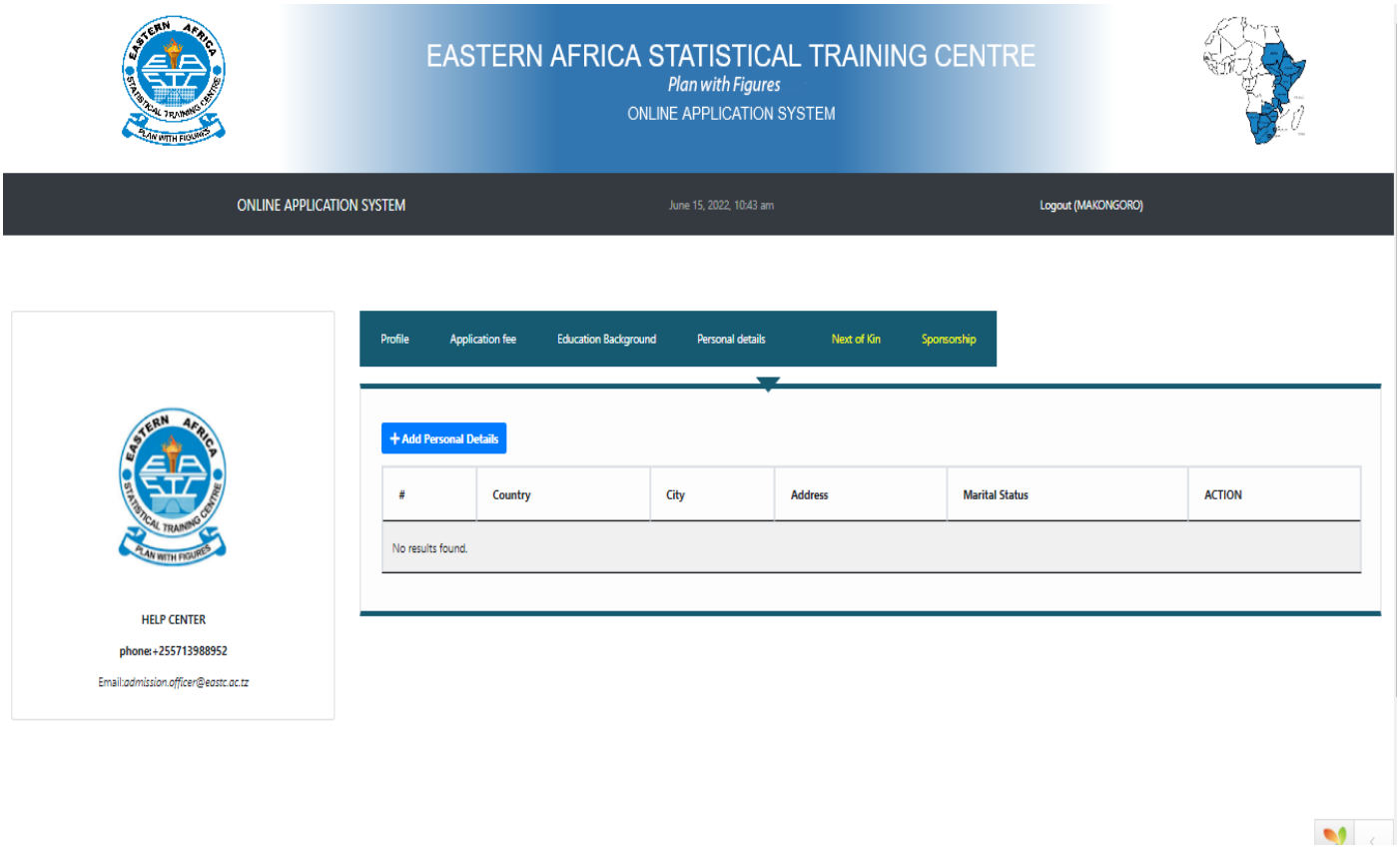

Figure 25: Personal information window.

When click "**Add Personal Details**" button the system will display the personal information form.

Note: Fill in all required personal information which includes Basic information, Health information, National ID if you have one "**Not Mandatory**" as shown in Figure 26.

- Then click the "**Save**" button to proceed.

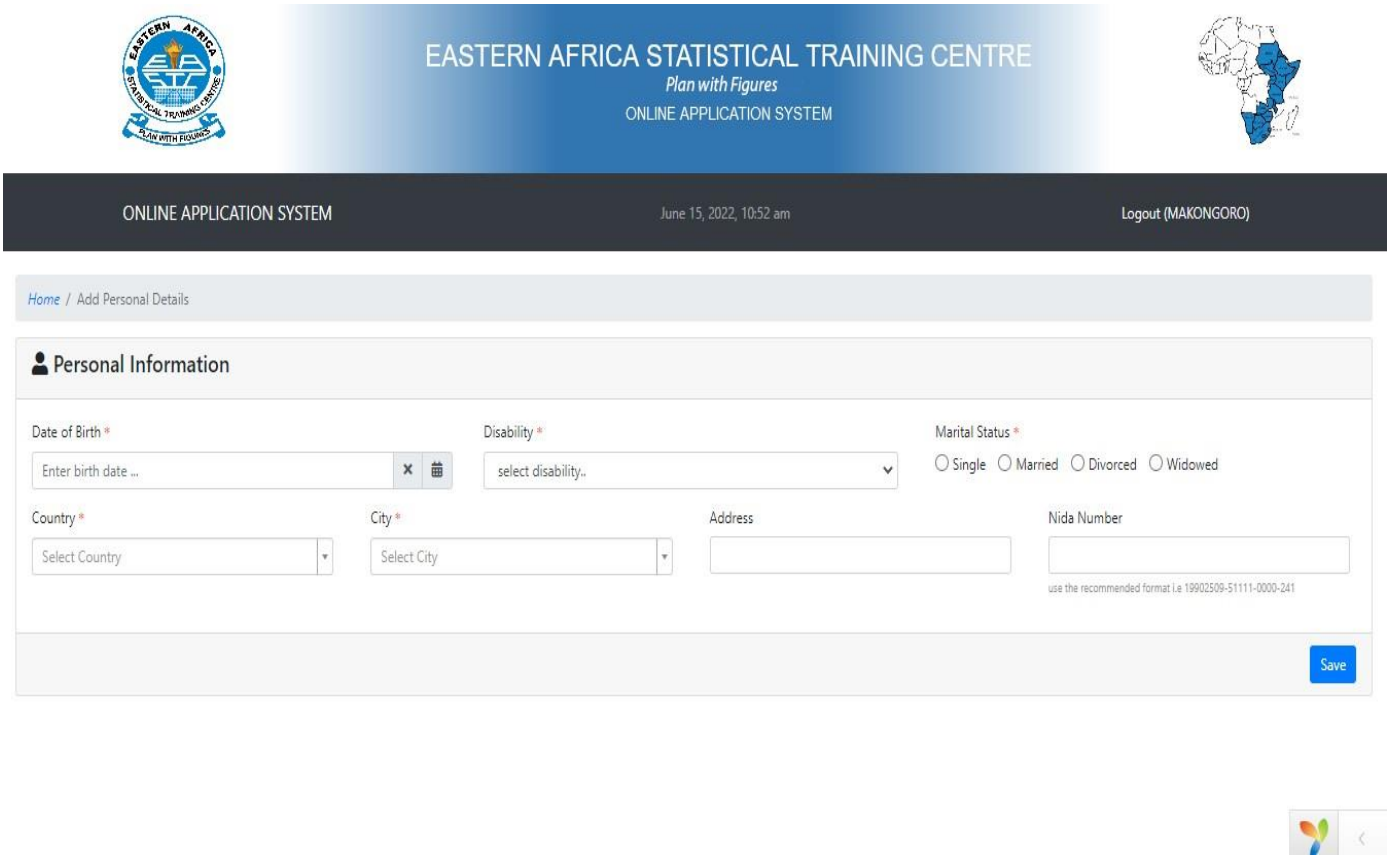

Figure 26: Personal information form.

Note: When you finish the entering your personal information the "**Next of kin**" tab will change color to white indicating the "**Personal Details**" stage is complete, you can proceed to another stage.

STEP 6: Next of kin

Click the "**Next of kin**" tab the system will display a window as shown in Figure 27.

Note: Click the "**Add Next of kin Details**" button.

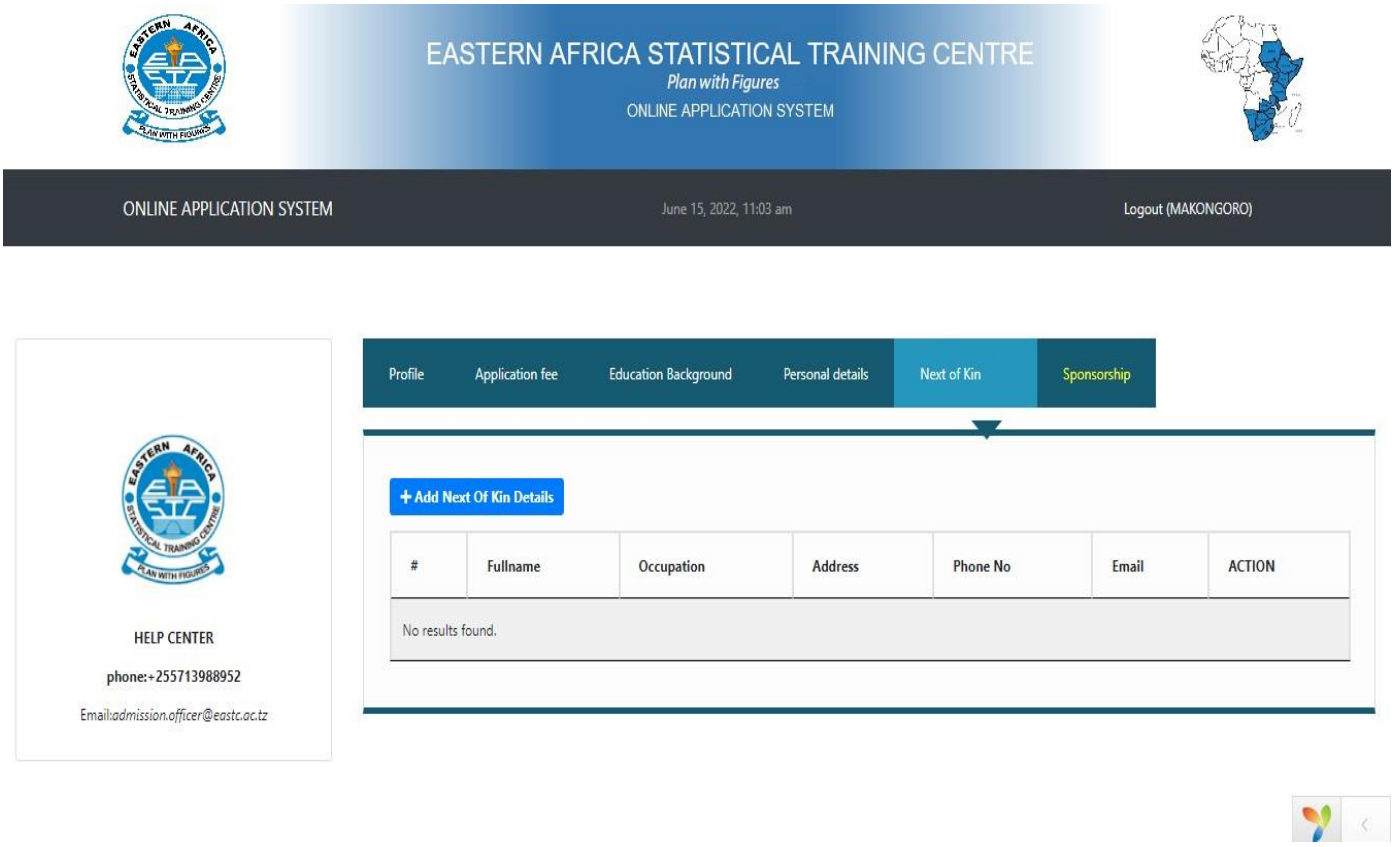

Figure 27: Next of Kin information window.

When click "**Add Next of kin Details**" button the system will display the Next of kin information form.

Note: Fill in all required information which includes full name, Phone number, Occupation, Relationship, address as shown in Figure 28.

- Then click the "**Save**" button to proceed.

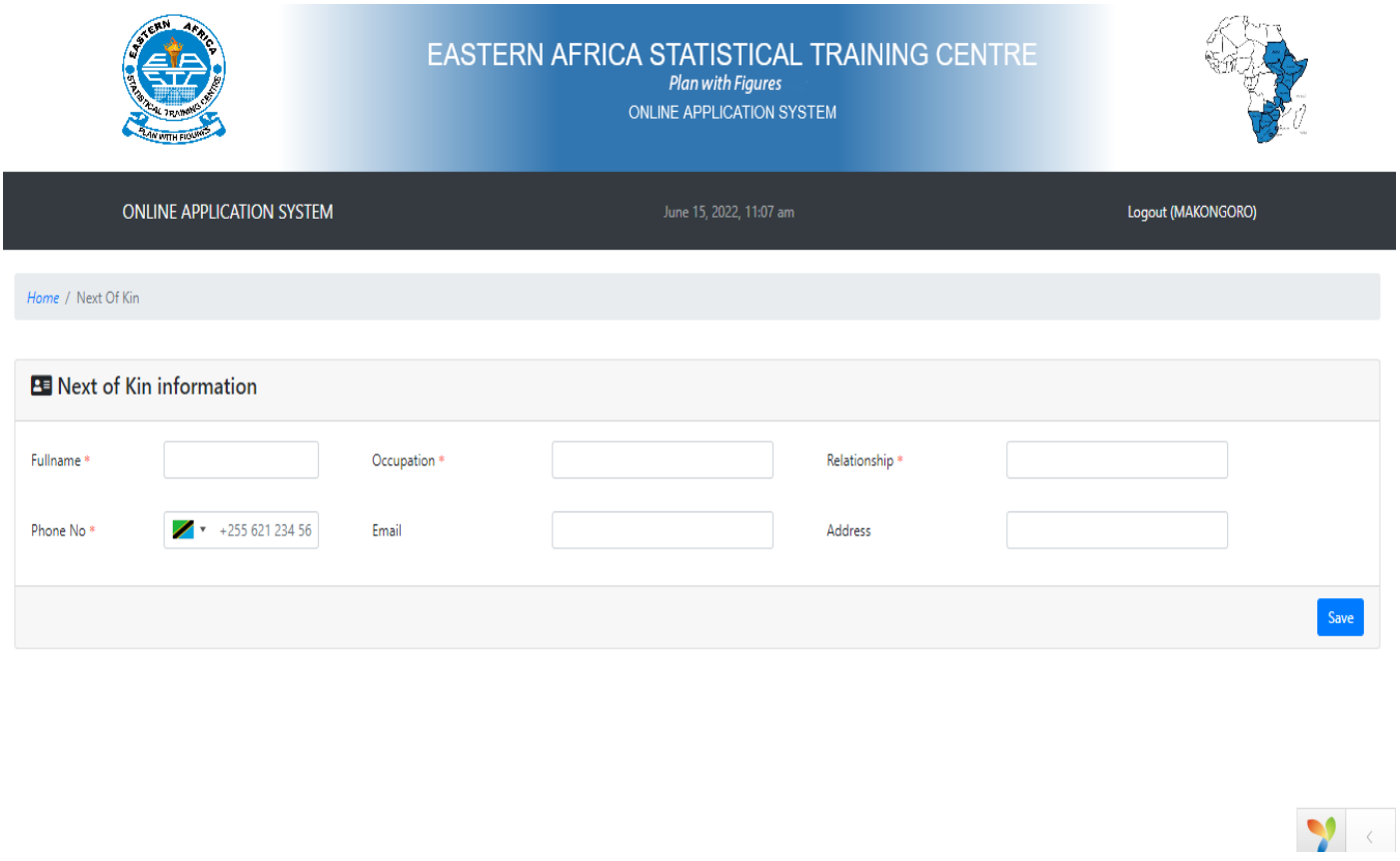

Figure 28: Next of Kin information form.

Note: When you finish the entering your next of kin information the "**Sponsorship**" tab will change color to white indicating the "**Next of kin**" stage is complete, you can proceed to another stage.

STEP 7: Sponsorship Details

Click the "**Sponsorship**" tab the system will display a window as shown in Figure 29.

Note: Click the "**Add Sponsorship Details**" button.

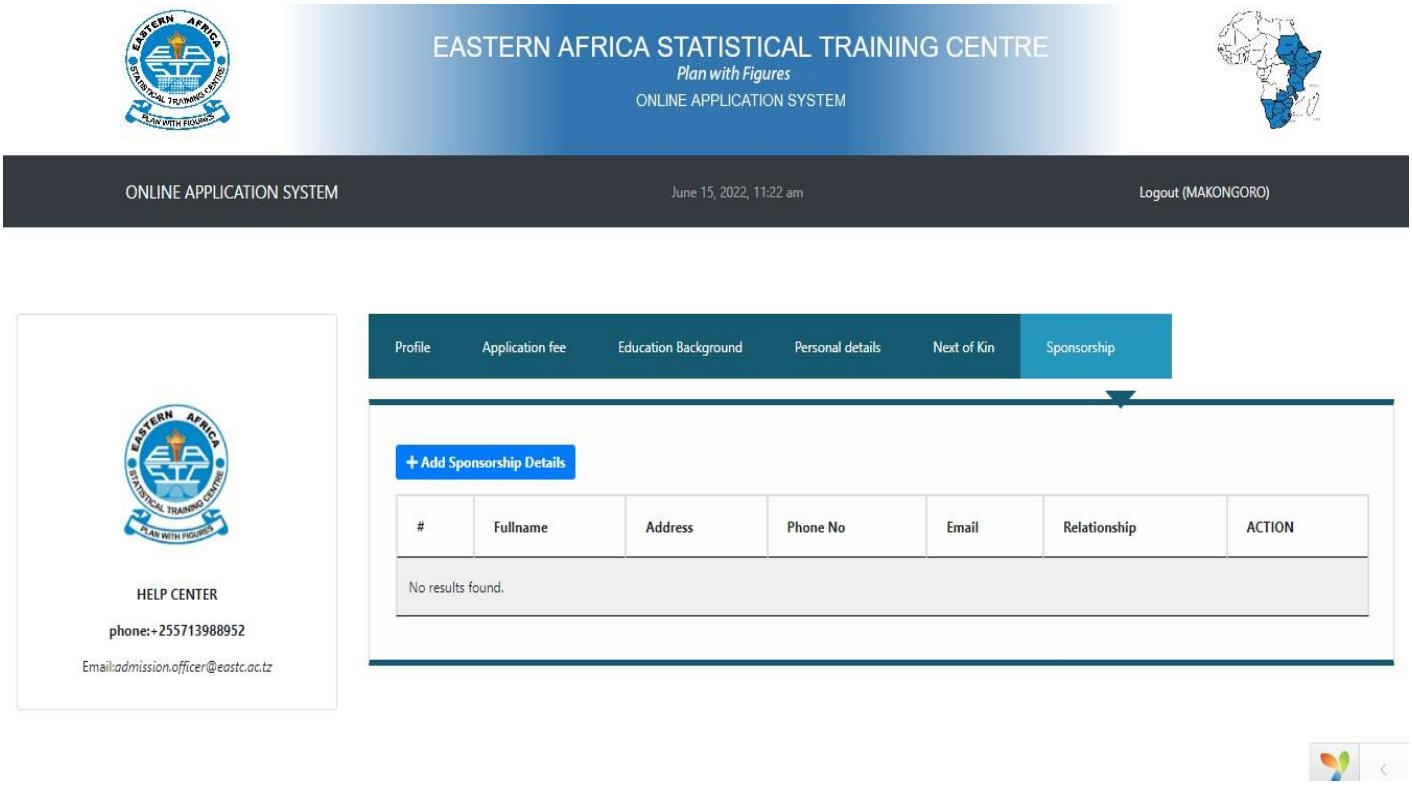

Figure 29: Sponsorship information window.

When click "**Add Sponsorship Details**" button the system will display the Sponsorship information form.

Note: Fill in all required information which includes full name, Phone number, Relationship, address as shown in Figure 30.

- Then click the "**Save**" button to proceed.

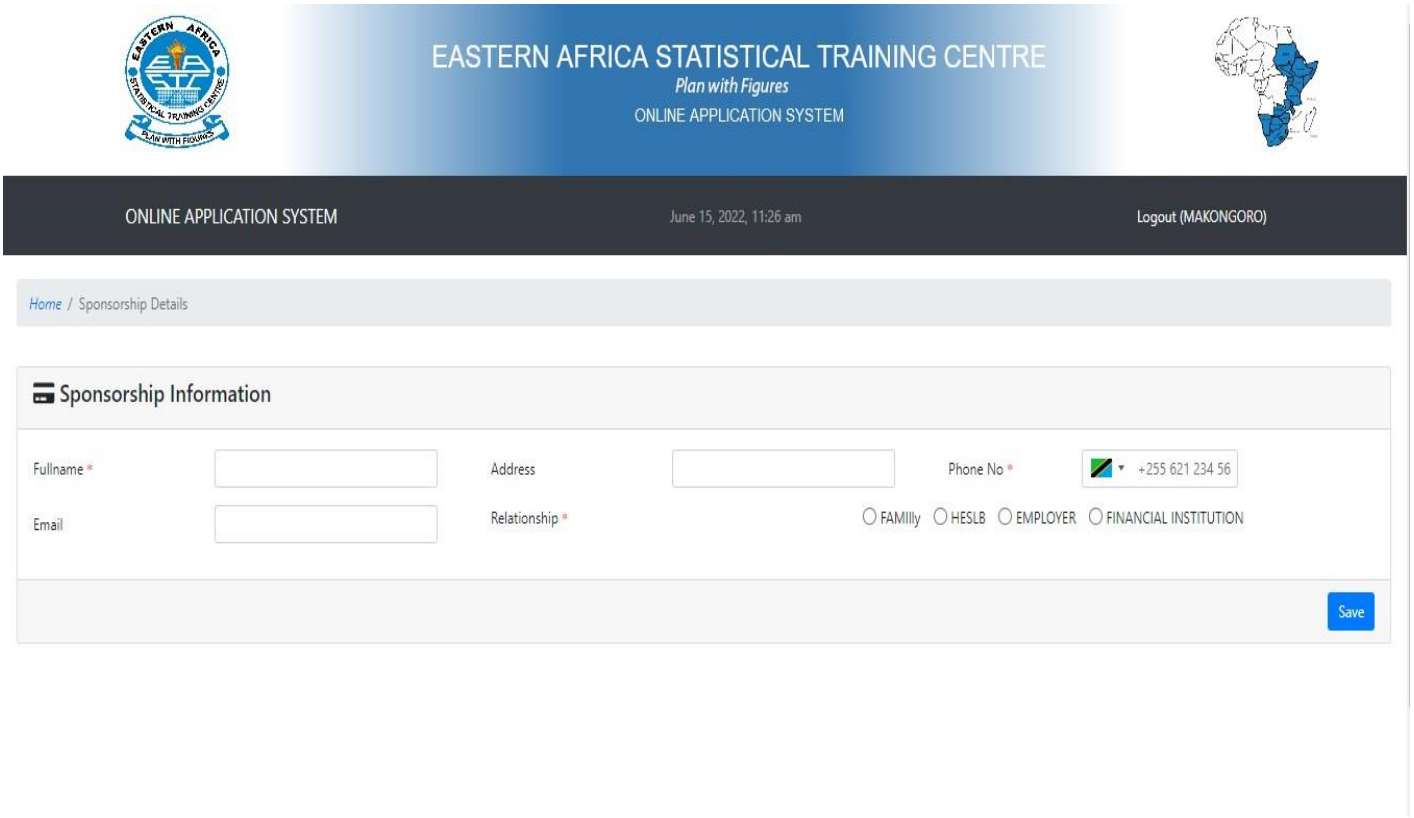

Figure 30: Sponsorship information form.

Note 1: Applicants applying for **Undergraduate Programs** (Certificate, Diploma and Bachelor Level) who Successfully finish "**Sponsorship**" Stage, the system will display the following window where you are required to click "**Preview Application**" button as shown in Figure 31.

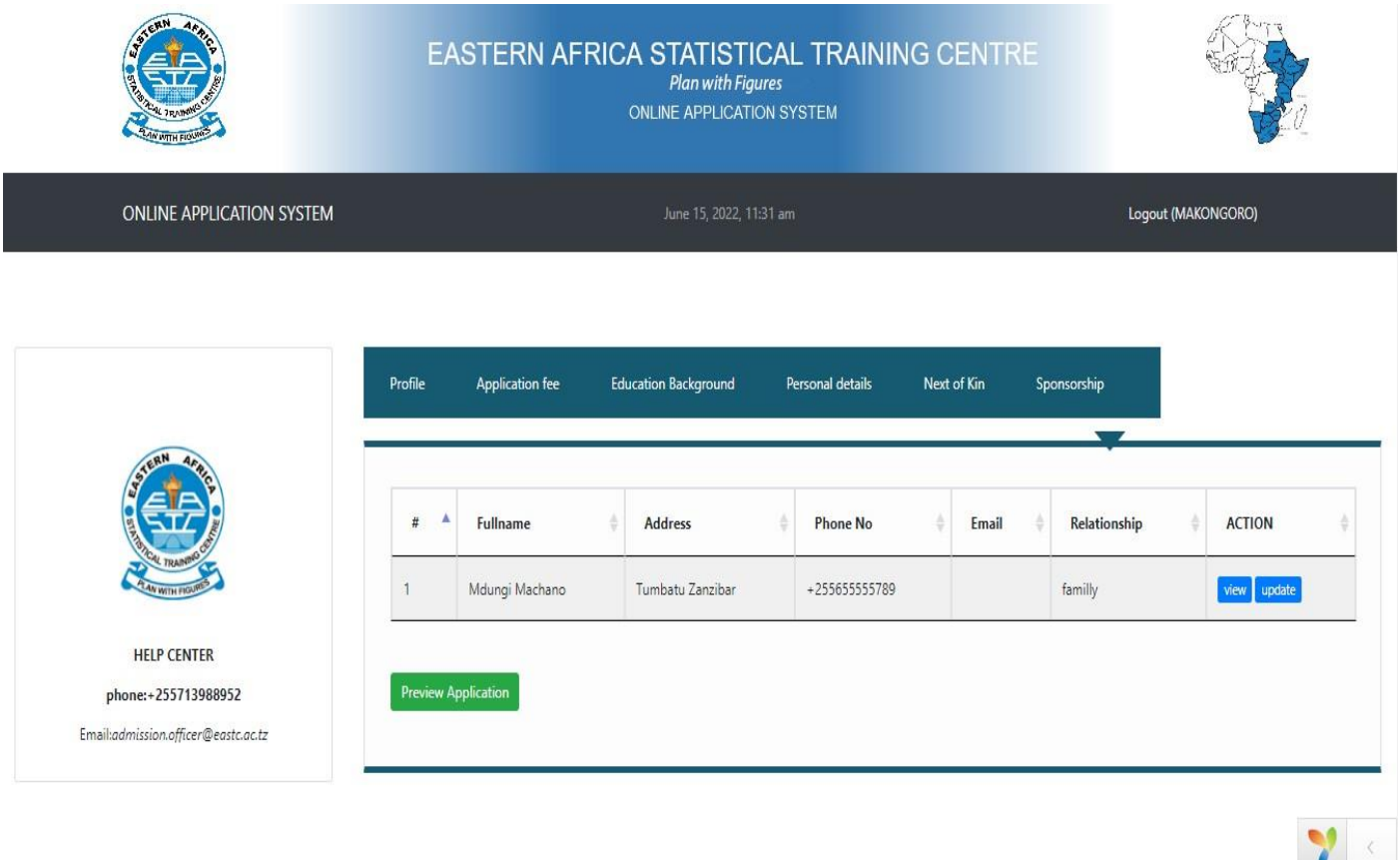

Figure 31: Sponsorship information window.

Note 2: Applicants applying for **Postgraduate Programs** (Postgraduate Diploma and Masters Level), upon finishing the entering your sponsorship details the "**Referees**" tab will change color to white indicating the "**Sponsorship**" stage is complete, you can proceed to the final stage.

STEP 8: Referees Details

Click the "**Referees**" tab the system will display a window as shown in Figure 32.

Click the "**Add Referees Details**" button.

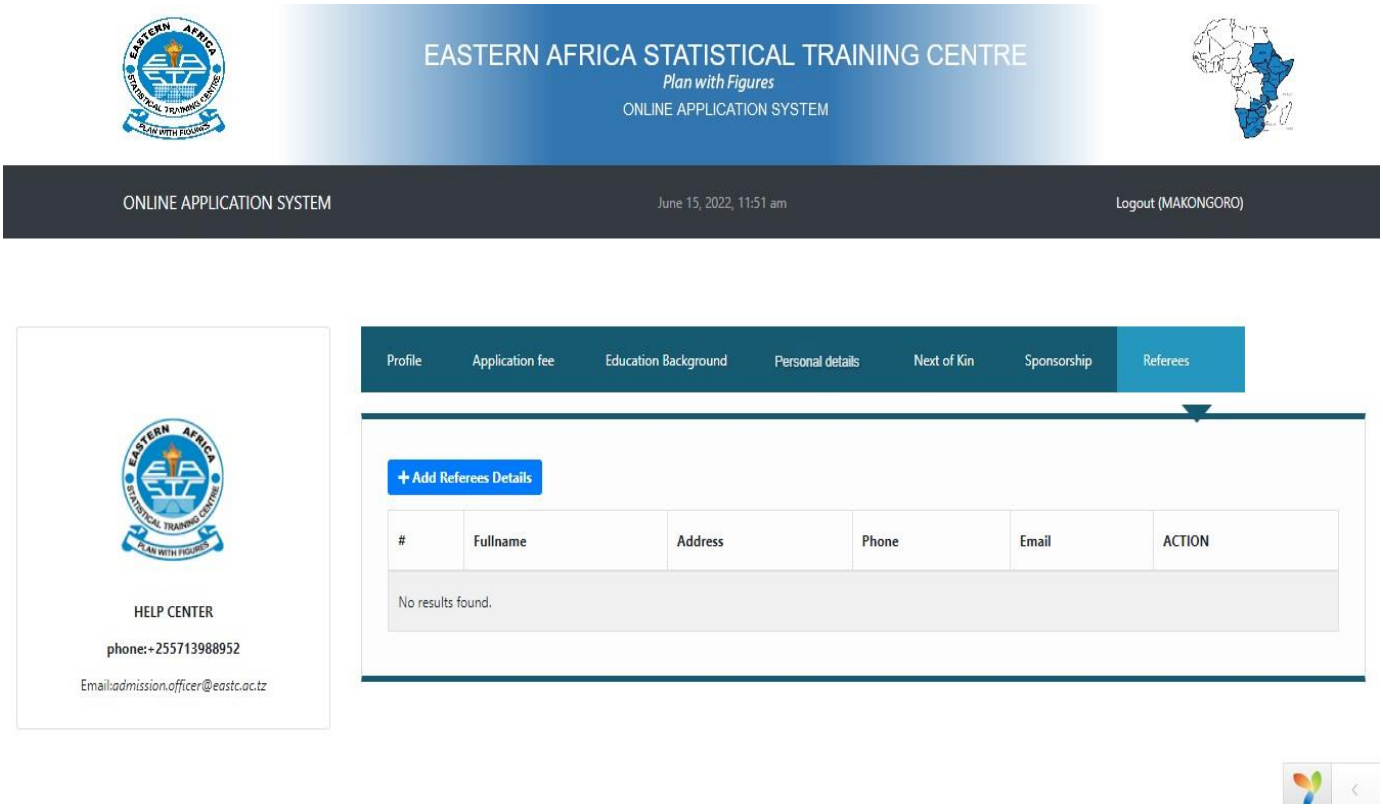

Figure 32: Referees information window.

Note Figure 32: you are required to add at least **TWO** Referees details to proceed to final stage.

When click "**Add Referees Details**" button the system will display the Sponsorship information form.

Note: Fill in all required information which includes full name, Phone number, address as shown in Figure 33.

- Then click the "**Save**" button to proceed.

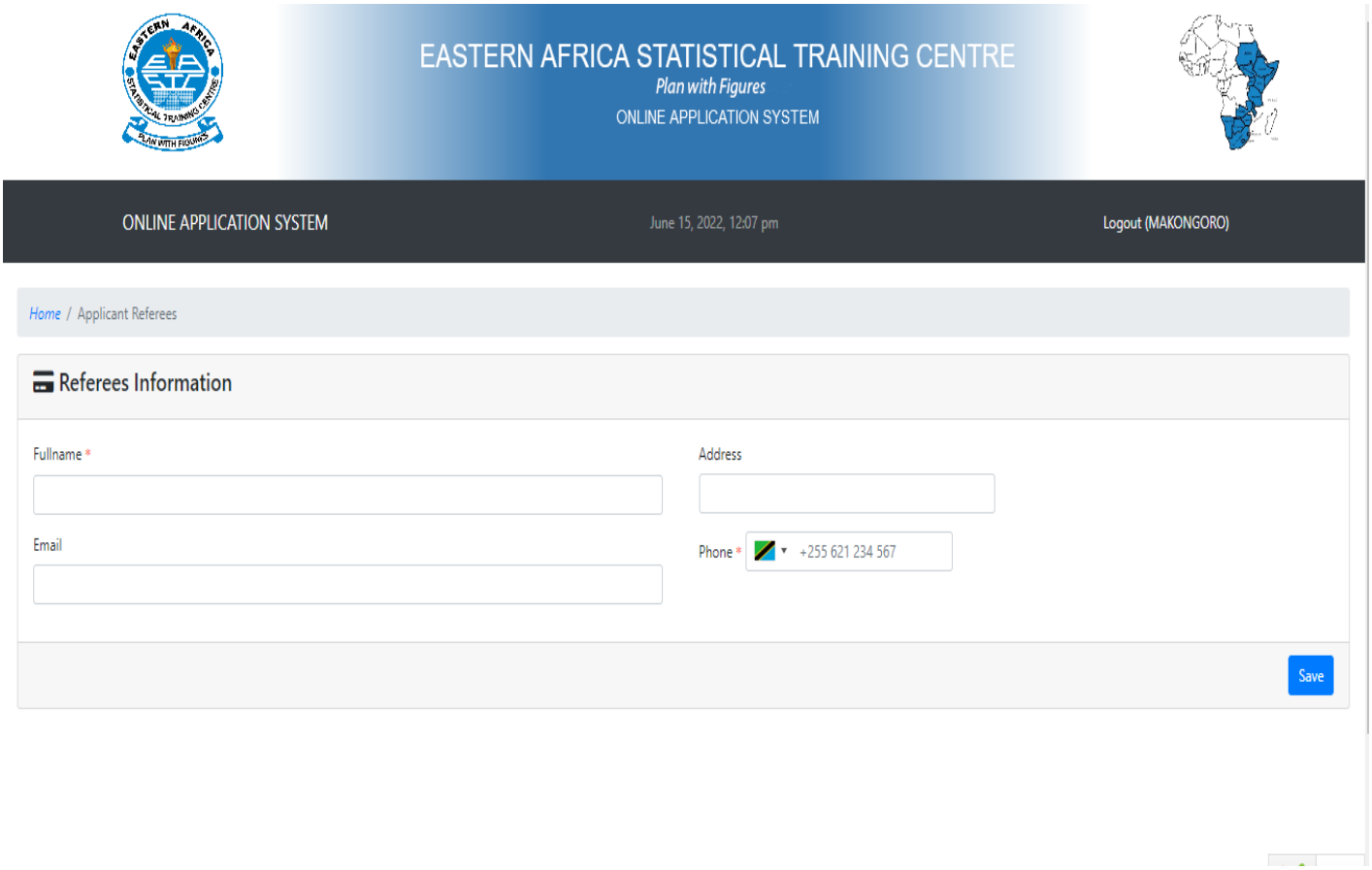

Figure 33: Referees information form.

Note: After Successfully finishing "**Referees**" Stage, the system will display the following window where you are required to click "**Preview Application**" button as shown in Figure 34.

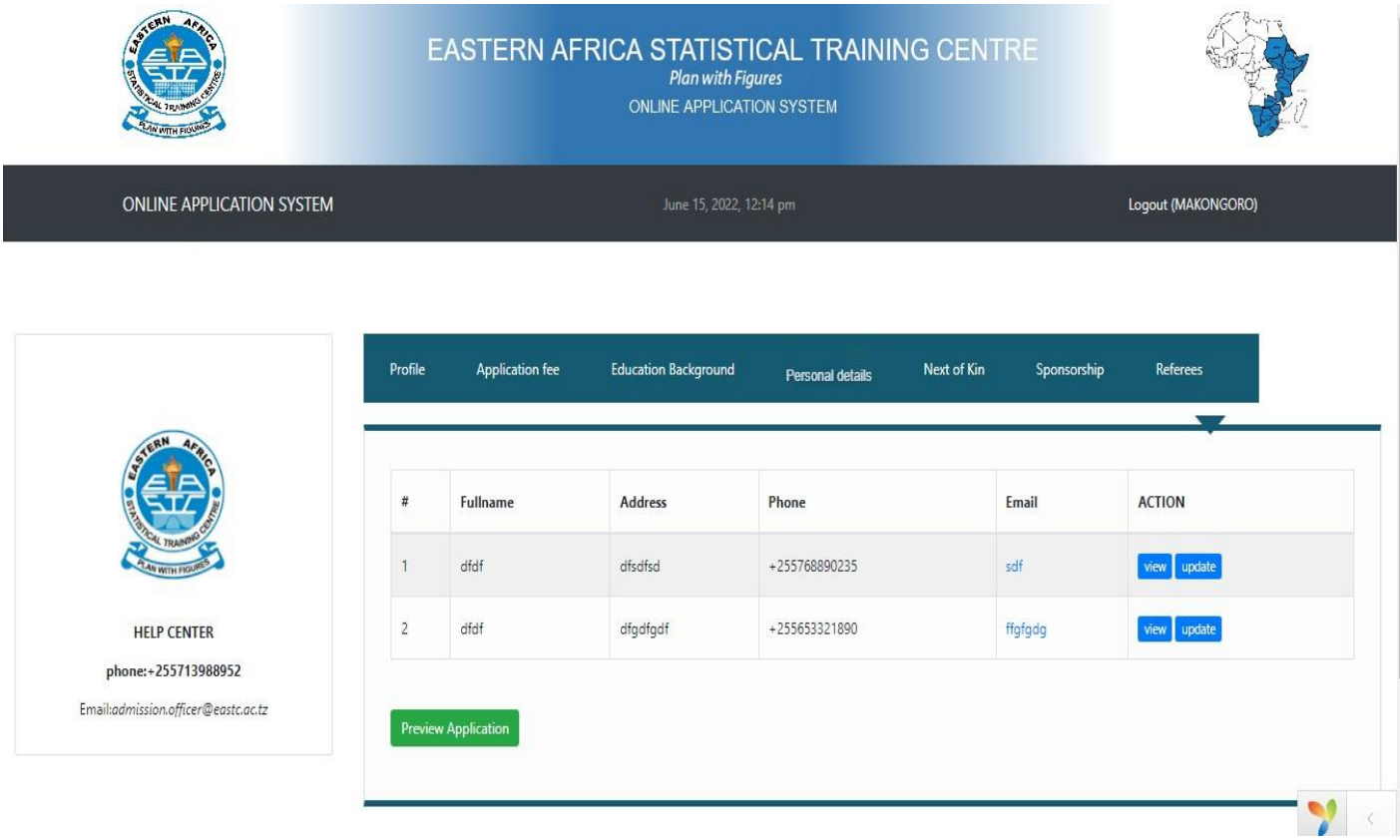

Figure 34: Referees information window.

STEP 9: Applicant's Declaration

When Click "**Preview Application**" button, both **Undergraduate** and **Postgraduate applicants** the system will display the following window to review and submit your application as shown in Figure 35.

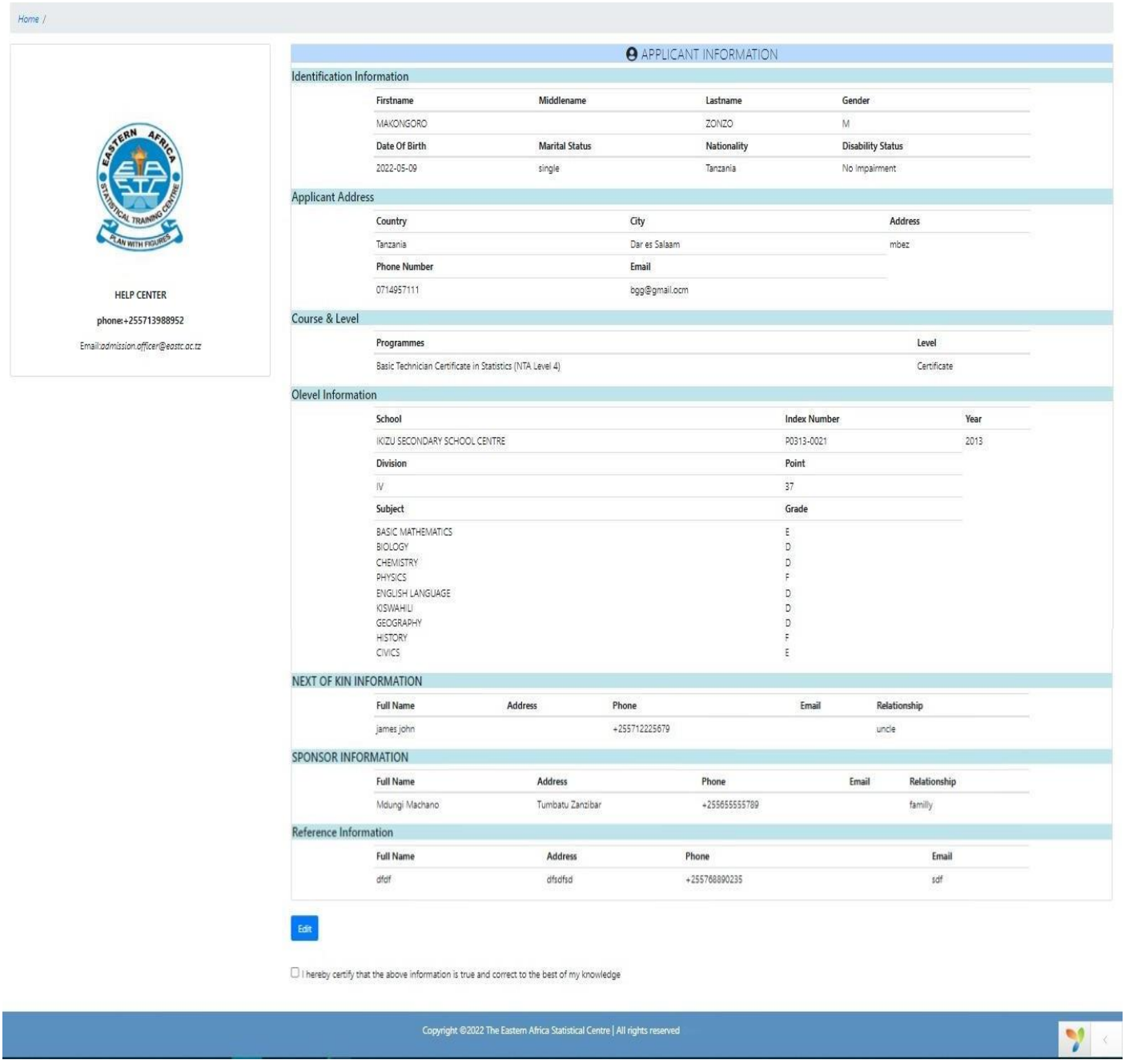

Figure 35: Applicant verification window.

Note Figure 35: If you notice some of your information are incorrect, please click “Edit” button to go back to the previous stages to enter the details correctly.

If all your information’s are correct click the **Chex box**, click “**Submit Application**” button and then click “Ok” button to submit the application as shown in Figure 36.

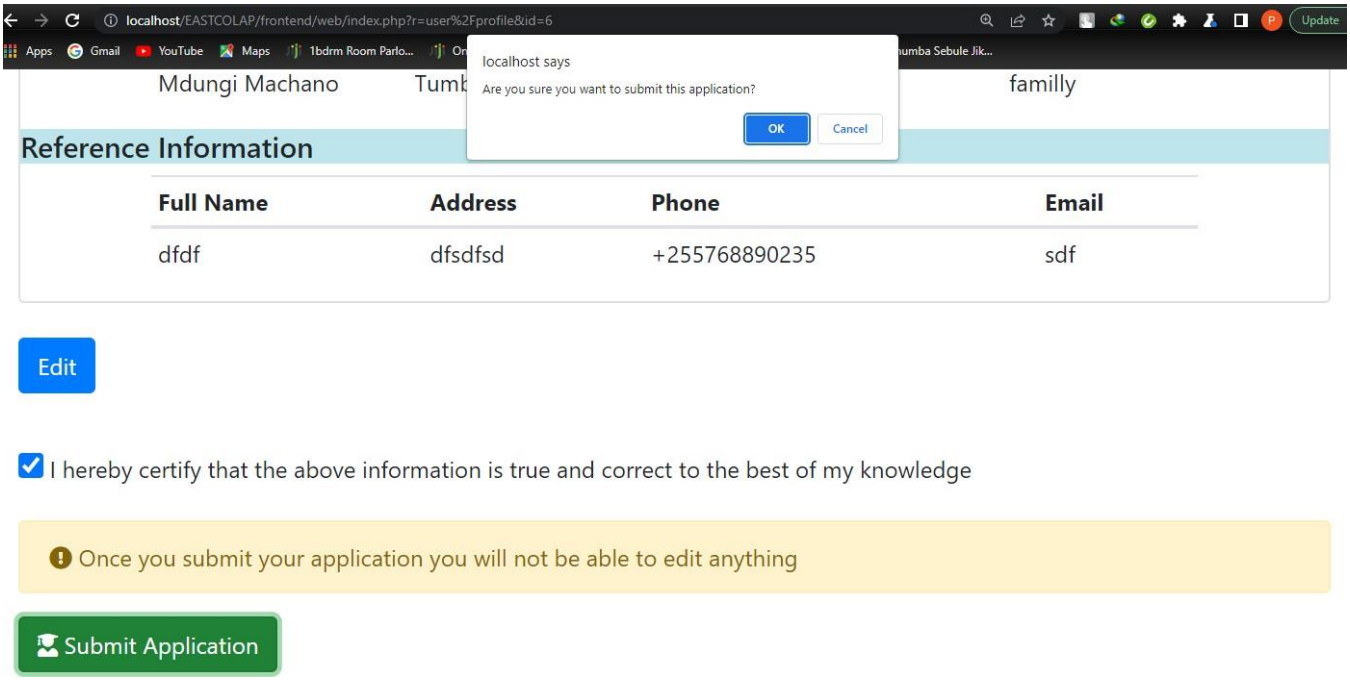

Figure 36: Applicant’s Declaration form.

Note: **Read and understand the declaration statement.**

Once your application is successfully submitted, then window will display by Congratulating you that you have successfully fished your application, you will be notified once the selection process is complete as shown in Figure 38.

Figure 37: Applicant's Declaration form.

Note: If you have any queries concerning Application, please contact:

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+255784689439

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END OF ONLINE APPLICATION