

**THE OPEN UNIVERSITY OF TANZANIA**  
**OFFICE OF THE DEPUTY VICE CHANCELLOR (ACADEMIC)**  
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**PROCEDURES FOR CHANGE OF PROGRAMME 2021-2022 ACADEMIC  
YEAR**

**ISSUED JULY 2021**

1. Change of programme is a process of changing programme for newly admitted students at the Open University of Tanzania (OUT) into new programme of their choice before commencement of academic classes.
2. The applicant wish to change programme must be registered in the programme which was first selected at the OUT.
3. The admitted student wish to change programme must meet the admission criteria of the new programme wishes to be registered.
4. Request for change of programme must be done online through the OUT online application system (OAS) available at [www.out.ac.tz](http://www.out.ac.tz) undergraduate window as follows;-
  - i) Log in OAS by using application account eg. S0175/0012/2009 password 123456
  - ii) Click show to create control number and pay 30,000 by using control number
  - iii) Select programme of your choice.
  - iv) Click save button to submit your program change request.
5. The window for change of programme shall be open on 1<sup>st</sup> November 2021
6. The deadline for change of programme requests shall be 14<sup>th</sup> November 2021.
7. Feedback on approved change of programme shall be announced on 16<sup>th</sup> December 2021 via student's contacts and the OUT website undergraduate window.