

THE OPEN UNIVERSITY OF TANZANIA
OFFICE OF THE DEPUTY VICE CHANCELLOR (ACADEMIC RESEARCH AND CONSULTANCY)

DIRECTORATE OF UNDERGRADUATE STUDIES

Tel: +255 22 2668820
Fax: +255 22 2668759
Email: dugs@out.ac.tz
Website: <http://www.out.ac.tz>



Kawawa Road, Kinondoni
P.O. Box 23409
Dar es Salaam,
TANZANIA

GUIDELINES FOR CREDIT TRANSFER TO THE OPEN UNVIERSITY OF TANZANIA

ISSUED JUNE 2023

Credit transfer is a process whereby a student admitted and registered into a degree programme in any other University transfers accumulated credits on a specific subject, module or course or part of it to the Open University of Tanzania (OUT).

The Procedure for Credit Transfer at the OUT

Application for credit transfer is done both online and manually as per provided steps below.

- i) The applicant must apply for admission at the OUT through the OUT Online Application System (OAS) available at www.out.ac.tz undergraduate window.
- ii) Log in OAS by using application account eg. S0175/0012/2009 password 123456 and follow instructions as indicated in the OAS.
- iii) Click show to generate control number and pay 10,000/=or its equivalence for international students by using control number.
- iv) Fill in required application information.
- v) Click credit transfer fee to generate control number and pay 80,000/= or 100 USD for international students by using control number.
- vi) Write a letter requesting credit transfer to Deputy Vice Chancellor Academic Research and Consultancy, Ufs, Director of Undergraduate Studies, The Open University of Tanzania, P. O Box 23409, Dar es Salaam, Tanzania.
- vii) The letter must clearly state reasons for transfer and accompanied by the following documents: -academic transcript from releasing university, releasing letter showing reasons for transfer from releasing University, relevant academic certificates and AVN numbers for the Diploma holders or equivalence number for international students used to gain admission at releasing university, official receipt of Tshs 80,000/= for local and USD 100 for international students obtained at any nearest OUT regional centre office.
- viii) The letter must be sent through email to dvc-ac@out.ac.tz and copy to dugs@out.ac.tz .
- ix) Deadline for credit transfer is 28th October, 2023.
- x) Feedback for approved credit transfer shall be announced on the OUT website www.out.ac.tz undergraduate window and to the applicant contacts.