

THE OPEN UNIVERSITY OF TANZANIA
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**GUIDELINES FOR TRANSFER OF ADMISSION FOR NEWLY UNDERGRADUATE
ADMITTED STUDENTS 2023-2024 ACADEMIC YEAR**

ISSUED JUNE 2023

First year student's transfers are of two categories; Inter-University Transfer and Intra-University Transfer.

Inter-University Transfer

1. Inter university transfer is a process of transferring admission of the newly admitted students from other universities to the Open University of Tanzania (OUT) during registration period before commencement of academic classes.
2. This is not credit transfer.
3. The applicant wishes to transfer at the OUT must possess a valid admission status from other university for 2023-2024 admission cycles.
4. Applications for transfer of admission must be done online through the OUT Online Application System (OAS) available at 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 generate control number and pay 10,000 by using control number,
 - iii) Fill in all your academic qualification as directed by OAS,
 - iv) Click transfer button at the end of application,
 - v) Choose the university and programs which you were selected,
 - vi) Click save button to submit your application.
5. The deadline for inter university transfer for 2023-2024 academic year is 20th November 2023. No transfer shall be processed after set deadlines.
6. Feedback for approved admission transfer shall be announced through website and applicant contacts upon approval by OUT Senate, TCU and NACTVET.

Intra- University Transfer

Intra-university transfer is a process of changing programmes for the newly admitted students at the OUT during registration period. The procedure is as follows:

1. A student wishes to change programme must be registered in the programme which was first selected.
2. Must meet the admission criteria of the new programme wish to change as approved by the OUT Senate.
3. All applications for change of programme must be done online through Online Application System (OAS) by using following steps.
 - i. Log in OAS by using application account eg S0175/0012/2009 password 123456,
 - ii. Click show to generate control number and pay 30,000 by using control number,
 - iii. Select new programme of your choice,
 - iv. Click save button to submit your program change request.
 - v. An evidence for payment should be sent to dugs@out.ac.tz, copy to records@out.ac.tz and admission@out.ac.tz
4. The window for change of programme shall commence immediate after the announcement of selected applicants.
5. The deadline for change of programme shall be 20th November 2023. No change of programme shall be accepted after set deadlines.
6. The feedback for change of programme approved from Tanzania Commission for Universities and the National Council for Technical and Vocational Education Training shall be announced in the website and sent to applicants.