

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 CHANGE OF PROGRAMME 2023-2024 ACADEMIC YEAR

ISSUED JUNE 2023

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.