Instructions on how to apply to various Programmes at IFM

1: Registration for an Admission Account
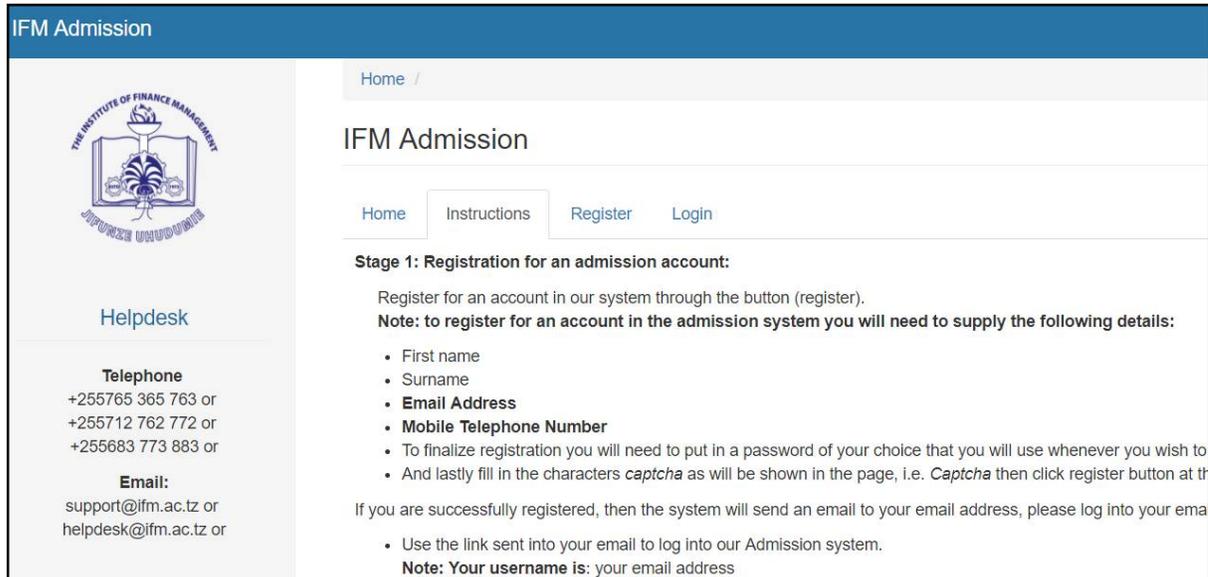

Figure 1: Screen shot showing IFM Admission system

1. Visit our admission system through web address (url) : https://ifm.admission.ac.tz

2. Register for an account in our system through the button (register).
   Note: to register for an account in admission system you will need the following information.

   a) First name
   b) Middle name (optional)
   c) Sur name
   d) **Email Address**
   e) **Mobile Telephone Number**
   f) To finalize registration you will need to put in password that you will use whenever you wish to log into our system. And lastly fill in the characters captcha as will be shown in our site and then click the register button at the bottom to register for an account.

Figure 2: Screen shot showing the registration form

3. If you are successful registered, then system will send an email to your email address, please log into your email account to use the instructions in the e-mail sent to you by the system to activate your admission account.

4. Use the link sent into your email to log into our Admission system.
   Note: Your username is: your email address
   Your Password is: the password you supplied during registration

2. Make an Application

When successfully logged in your account you will find a notification that your account is successfully activated.

Click on the "My Application" menu link to start the application process. Once you do this, you will be presented with four [4] steps to complete application as follows:

Step 1: My Profile

Update your profile by filling the information required in the profile form as shown in figure 4 below.

Figure 4: Screen shot for editing/updating applicant profile

a) Choose programme type *i.e. bachelor, diploma, certificate etc.* from *Programme Type* drop down list.

b) Choose the Entry Category for the programme type from the *Category* drop down list

c) Write names as they appear in your academic certificates

d) Provide other remaining information i.e. *sex, country of citizenship, disability (if any) and mailing address.*

e) Click "*Save and go to Step 2*" button to save the information and proceed to step 2 of the application process where the system will provide you a reference number which you will need to pay admission fee.

Step 2: Application Fee

Use the reference number shown to pay application fee by using mobile money services *(M-Pesa, Tigo-Pesa and Airtel Money).*

The required application fee amount is ***Tshs. 10, 000/-.***

Following is the instructions on paying application fee using mobile operators:

a) Vodacom M-Pesa

 i.   Dial *150*00#
 ii. Choose Option 4 --- *"Pay by M-Pesa"("Lipa kwa M-Pesa")*
 iii. Choose Option 4 --- *"Enter Business Number" ("Weka namba ya kampuni")*
 iv. Enter Business Number (Weka Namba ya Kampuni) --- ***888999***
 v.   Enter Reference Number (Weka Kumbu kumbu ya Malipo) --- *You will be given this unique reference number by the system.*
 vi. Enter your pin (Weka namba yako ya siri)
 vii. Confirm payment (Thibitisha malipo)

b) Tigo-Pesa

 i.   Dial *150*01#
 ii. Choose Option 4 --- *"Pay Bills"("Lipia Bili")*
 iii. Choose Option 3 --- *"Enter Business Number" ("Ingiza Namba ya Kampuni")*
 iv. Enter Business Number (Ingiza namba ya kampuni) --- ***888999***
 v.   Enter Reference Number (Weka Kumbu kumbu namba) --- *You will be given this unique reference number by the system.*
 vi. Enter Amount (Ingiza kiasi)

vii. Enter pin to confirm (Ingiza namba ya siri kuhakiki)

c) **Airtel Money**

i. Dial *150*60#
ii. Choose Option 5 --- *"Pay Bills"("Lipia Bili")*
iii. Choose Option 4 --- *"Enter Business Number" ("Ingiza Namba ya Kampuni")*
iv. Enter Business Number (Namba ya kampuni) --- **888999**
v. Enter Reference Number (Kumbu kumbu ya malipo) --- *You will be given this unique reference number by the system.*
vi. Enter Amount (Kiasi)

After payment, the system will automatically update and allow you to proceed to next steps

Step 3: Academic Qualification

a) For direct entry applicants with both form IV and VI from NECTA Add index number and year and choose either O-level or A-level.

   Your index number should be followed by the year you sat for the exam and the information should be separated by a forward slash; e.g. S0110/0092/2014

b) For equivalent applicants with form IV results from NECTA, add your NECTA results as instructed in (a) above, then submit your diploma certificates by entering required information and upload your diploma certificates in PDF format.

c) For local applicants with foreign certificates, you will need to put results in the system and upload certificates in PDF format

Step 4: Programme Choices

Choose from the List of available programmes and provide the choice number (for example if you put value for *"choice number"* as 1 it means the program is your first choice etc).

Figure 5: Selecting program choices

Once you select the program and provide choice number, you can click "Add Programme" button to add the program to your list.

Figure 6: Screen shot showing applicant selected programmes

You can continue adding, deleting and editing your programmes until when the application until 30th August 2017 which is the deadline date for applications.