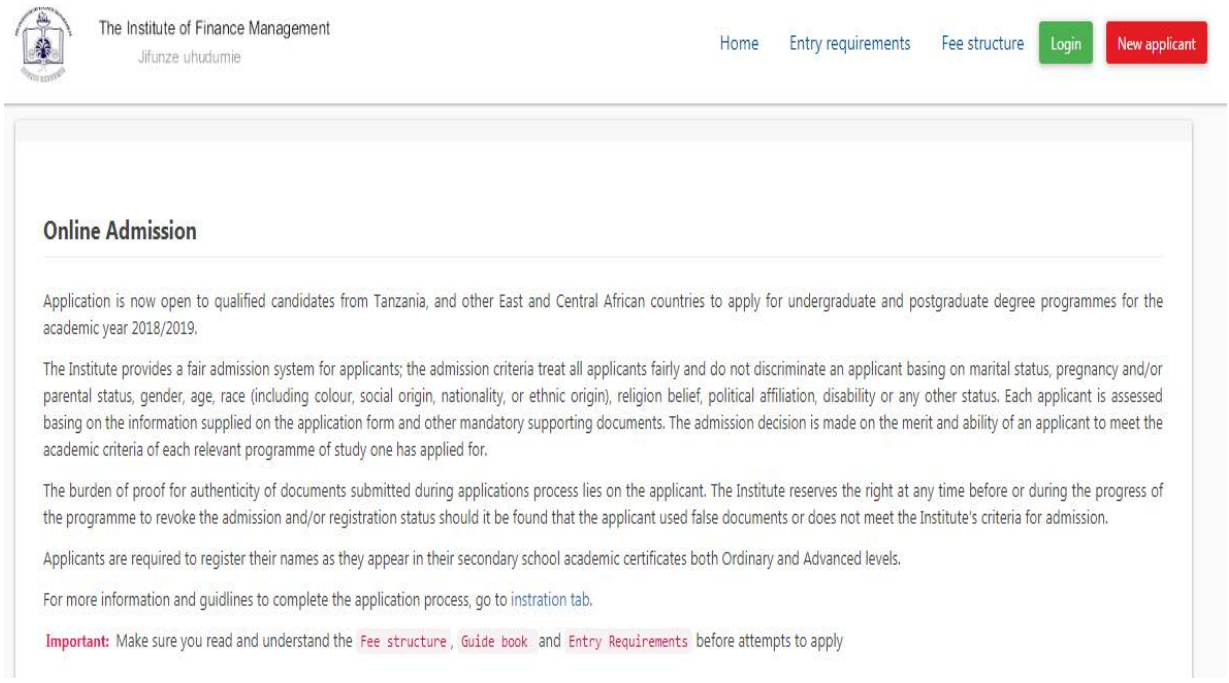
The Institute of Finance Management

Online Application- User Manual

Visit our Admission System through the Institute's Web address: http://admission.ifm.ac.tz

STEP 1: New Applicant Registration

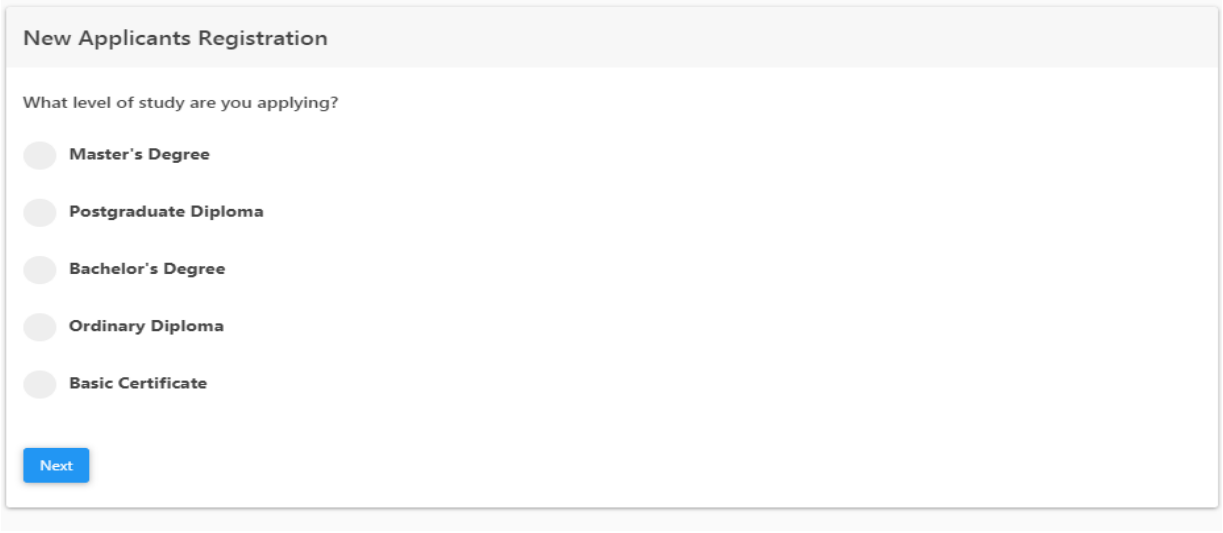
Register as a new user by clicking the ***New applicant*** button (red) as shown in the snapshot below.



Snapshot 1: Online Admission Portal

STEP 2: Choose the Category you want to Study

After clicking the ***New applicant*** button in Step 1, the system will display the window as shown below.

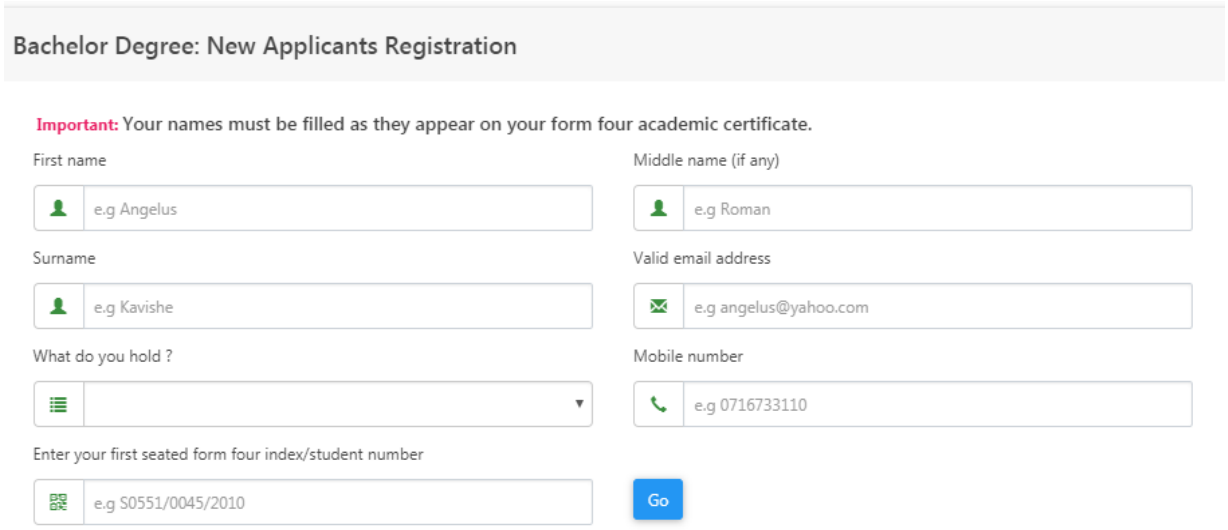


Snapshot 2: New applicant Registration

Choose the category you want to study (e.g. Master's degree, Postgraduate Diploma or Bachelor's degree) by clicking on the category and then click the ***Next*** button (blue) to submit your choice.

STEP 3: Fill in the Application Registration Form

After clicking the ***Next*** button in Step 2, the system will display the window below.



Snapshot 3: New Application registration form

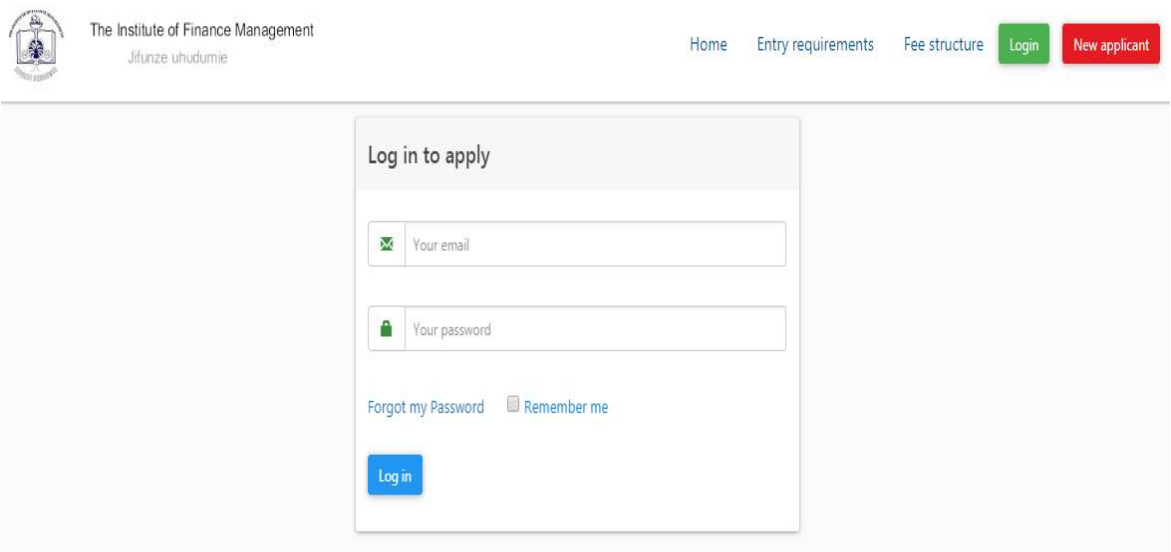
Fill in the information required, and then click the ***Go*** button (blue). After clicking the ***Go*** button, the system will provide you with your **username** and **password**; keep a copy to your email address for records, for they will be required for logging in the Institute's Admission System.

STEP 4: Logging in the Admission System

Click the ***Login*** (green) button. Fill the login form with the **username** and **password** provided by the system, and then click the ***Login*** (blue) button appears at the end of the form.

Note:

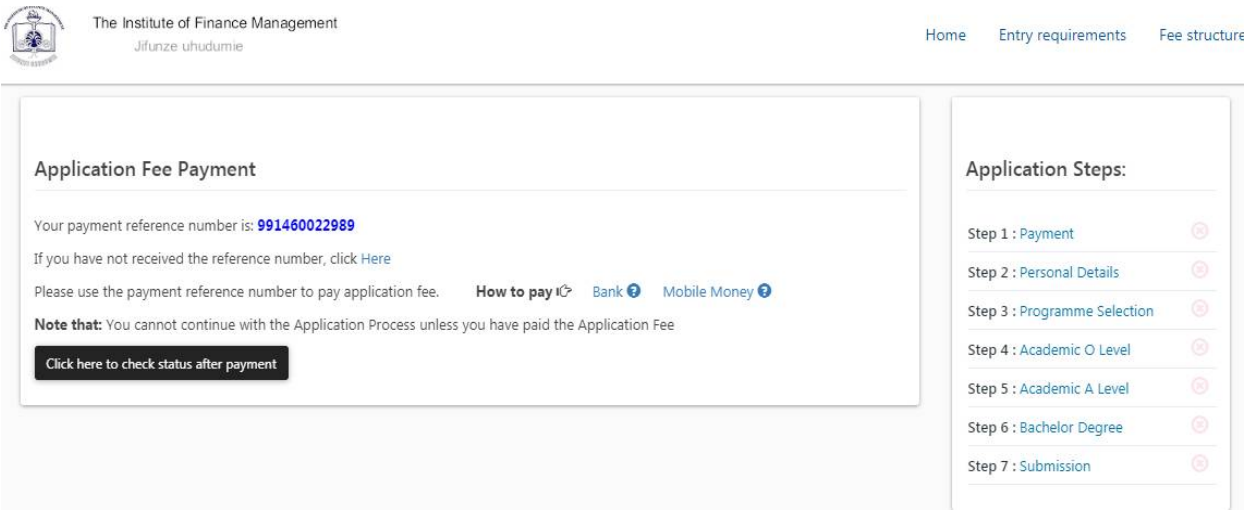
Username: Your email address
Password: Password given by the system during registration.



Snapshot 4: Login form

STEP 5: Application Fee Payment

Once you have logged in, the system will display the window below.



Snapshot 5: Application Fee Payment

Use 'Your payment reference number' displayed by the system to pay for application fee by using mobile services or through bank system.

Payment through mobile services

1. Dial *150*01,*150*00# or*150*60# (Tigo Pesa, M-Pesa and Airtel Money respectively)
2. Select Pay Bills
3. Enter Business Number **888999**
4. Enter your payment reference number provided by the system
5. Enter the amount(10,000Tsh)
6. Confirm your password/pass code

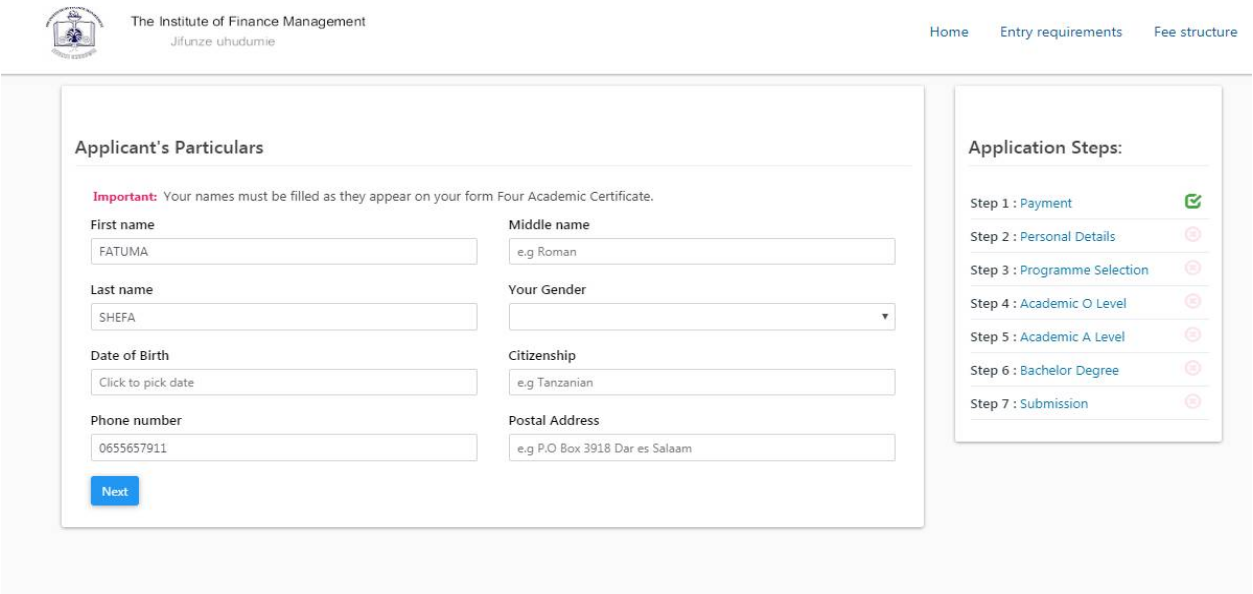
Payment through bank

Upon your arrival at a bank (CRDB, NMB or Postal Bank), provide your payment reference number to a teller to process the payment.

Note: After confirming the payment, you can proceed to other steps by clicking the ***Click here to check status after payment*** button.

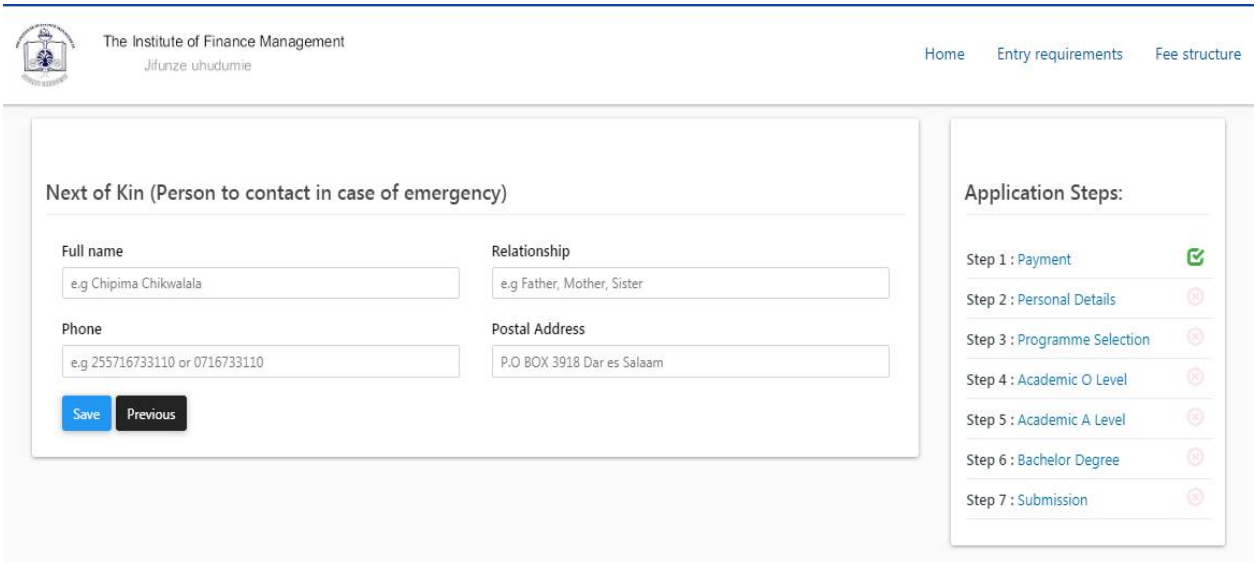
STEP 6: Fill in Personal Information

Once your payment has been confirmed (after clicking the ***Click here to check status after payment*** button, in Step 5), the following window will be displayed.



Snapshot 6: Applicants Particular Form

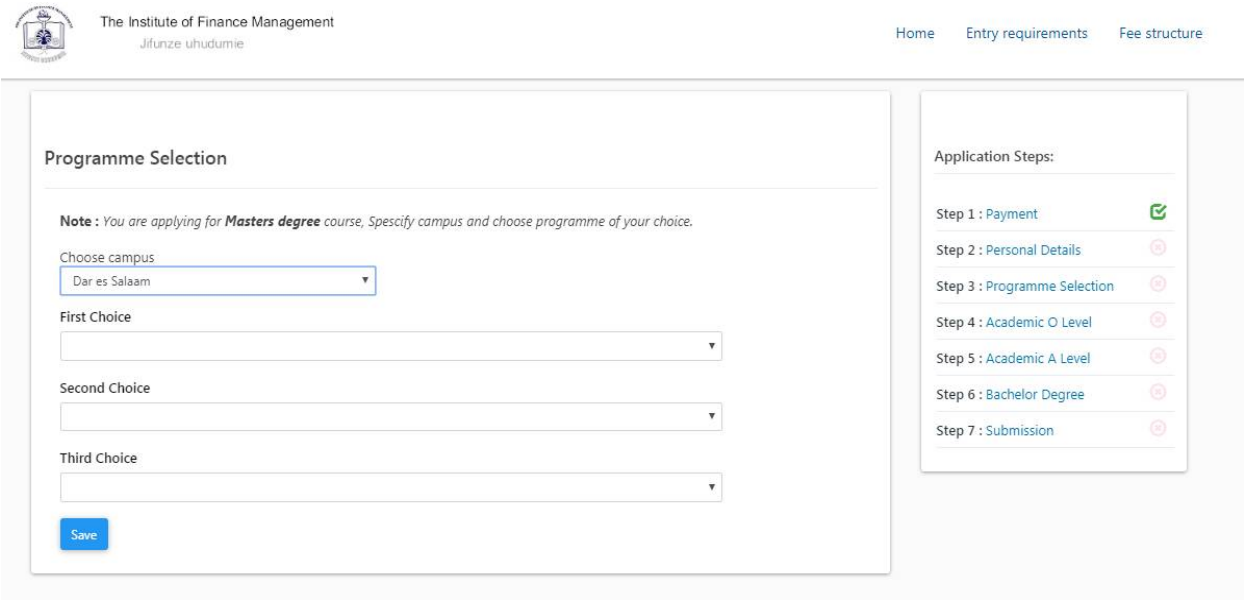
Fill in all the information required (i.e. gender, date of birth, citizenship and postal address) and then click the ***Next*** button to complete other information. Then click the ***Save*** button to proceed.



Snapshot 7: Applicants next of kin

STEP 7: Programme Selection

Once you have done with filling in personal information in Step 6, the following window will be displayed.

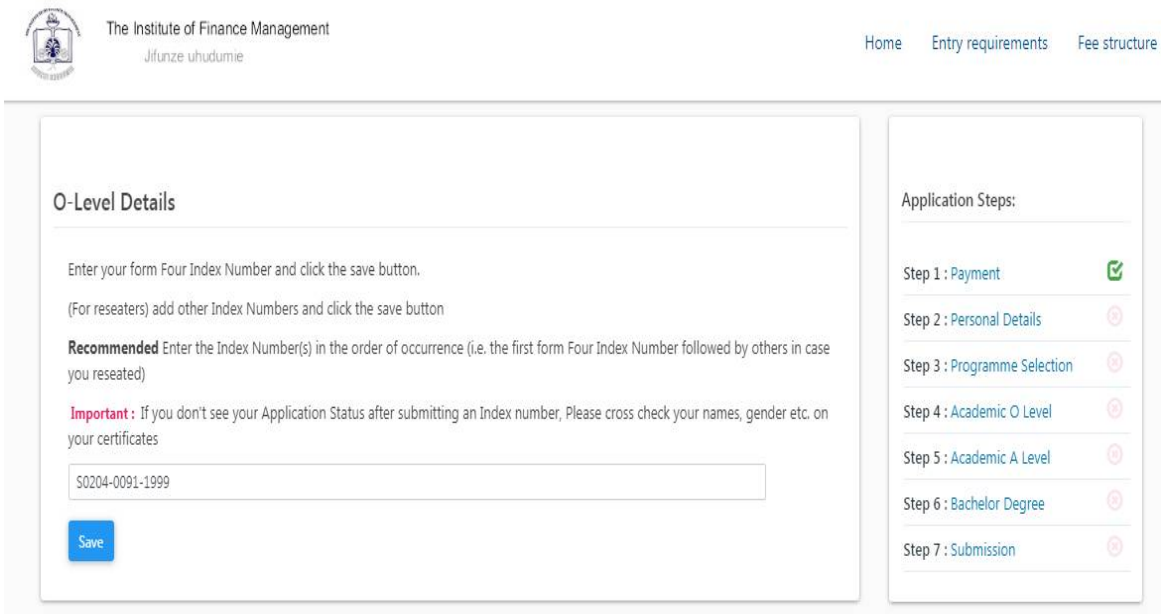


Snapshot 8: Programme Selection

First, choose the campus (Dar es Salaam, Mwanza or Dodoma) you want to be enrolled by clicking on the ***Choose campus*** box. Then choose the programme you want to study by clicking on the ***First Choice*** box, and select a programme from a dropdown list. Repeat the same procedure to second and third choices (if you have more than one choice) and then click the ***Save*** button.

STEP 8: Academic Qualifications

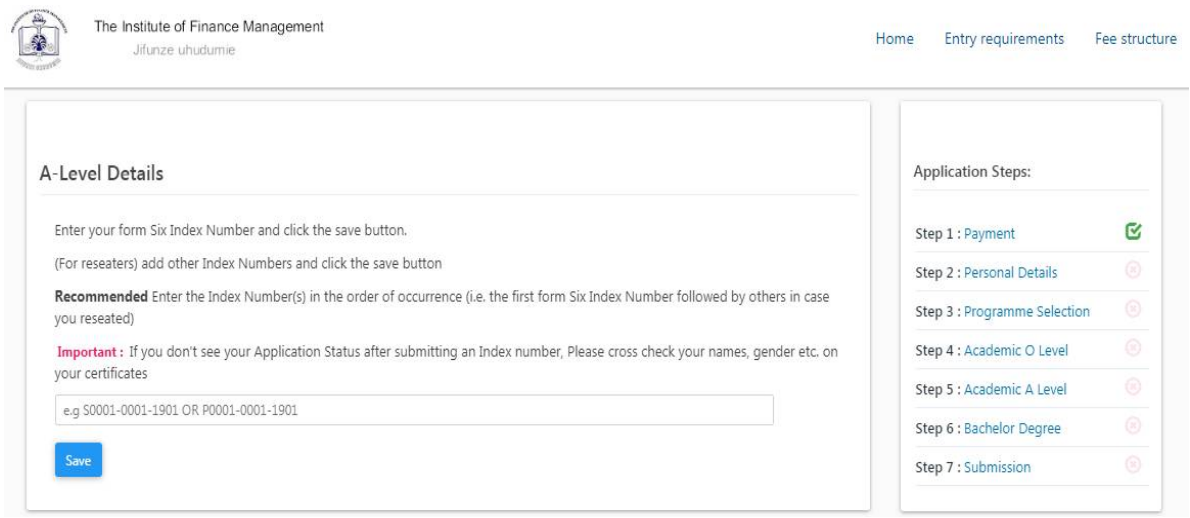
After completing Step 7, the following window will be displayed.



Snapshot 9: O-Level details

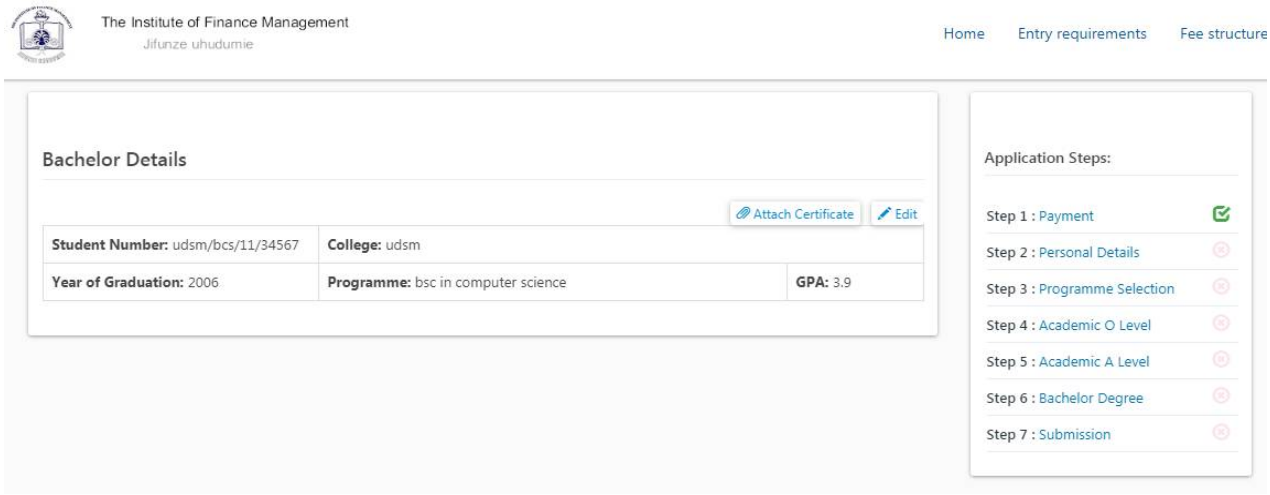
Enter your Form Four Index Number and the completion year in the format shown in snapshot 9 above and then click the ***Save*** button to proceed.

If your choice in Step 2 was a Bachelor's degree or Postgraduate diploma or a Master's degree, form six results will be requires. If so, add your form Six Index Number and the year of completion in the format shown in snapshot 10 below and click the ***Save*** button to proceed.

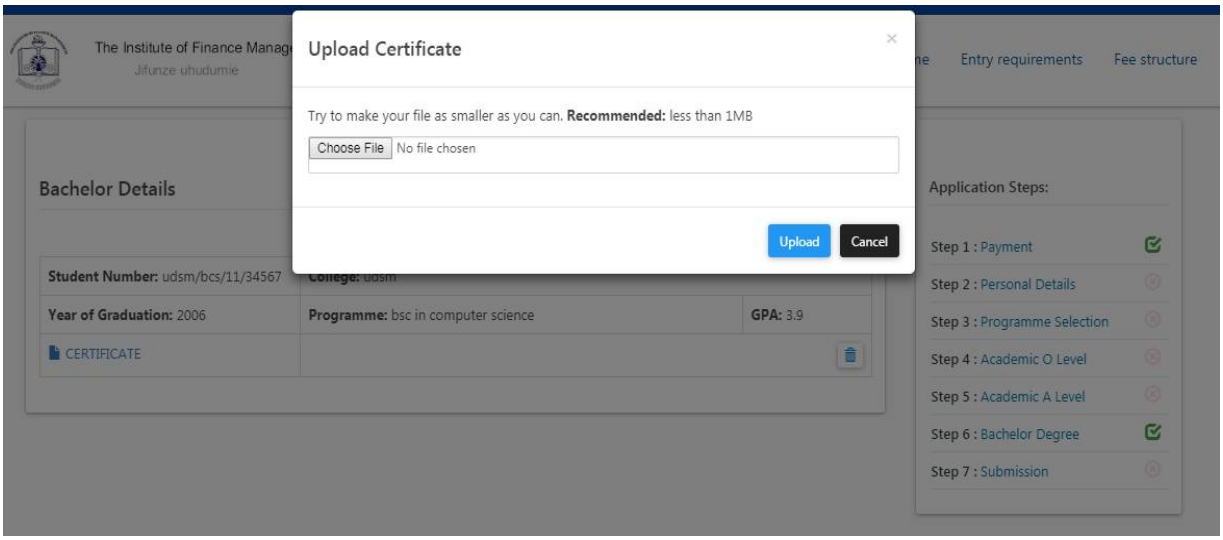


Snapshot 10: A-Level details

Attach and upload the appropriate certificate(s) (eg.FTC, bachelor's degree or foreign certificate) you hold according to the choice in Step 3. For instance, if you hold a bachelor's degree certificate as it is shown in snapshot 11 below, go to the bachelor's degree; click the ***Attach Certificate*** button and then click the ***upload*** button to proceed.



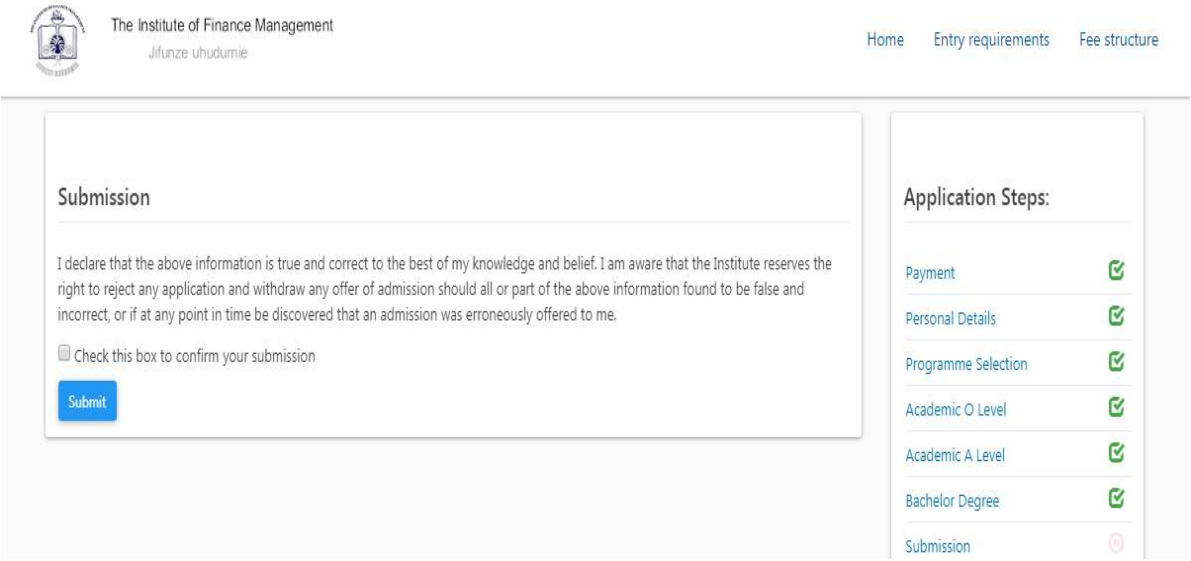
Snapshot 11: Attach certificate



Snapshot 12: upload certificate

STEP 9: Application Submission

After you have successfully filled all the required information and uploaded your certificate(s), the system will display the following window.



Snapshot 13: submission

Before Clicking the **Submit** button, you need to confirm all the details you filled by clicking the ***Check this box to confirm your submission*** in order to be certain of the information you provided. Once you are sure that all details are correct you can click the ***Submit*** button.

-END OF ONLINE APPLICATION-