

# Undergraduate Degree Application Steps for Sokoine University of Agriculture (SUA)



## Step 1: Explore Programmes and Entry Requirements

Visit the official SUA website (<https://www.sua.ac.tz>) and navigate to the "Undergraduate Admissions" section. Carefully review the undergraduate or postgraduate programmes on offer. Pay close attention to the specific admission requirements for each programme that interests you, including the necessary O-level and A-level passes or equivalent qualifications.



## Step 2: Verify Your Eligibility and Read the Admission Guidebook

Thoroughly read the latest "Undergraduate Admission Guidebook" available on the SUA website. This essential document outlines the detailed application procedures, minimum entry qualifications for various programmes, important dates, and deadlines. Confirm that your qualifications meet the requirements for your desired courses.



### Step 3: Prepare Your Index Numbers and Required Information

For applicants with Form Four (CSEE) and Form Six (ACSEE) qualifications from NECTA, you do **not** need to prepare copies of your academic certificates for upload. Instead, have your correct and complete index numbers for all examinations ready.



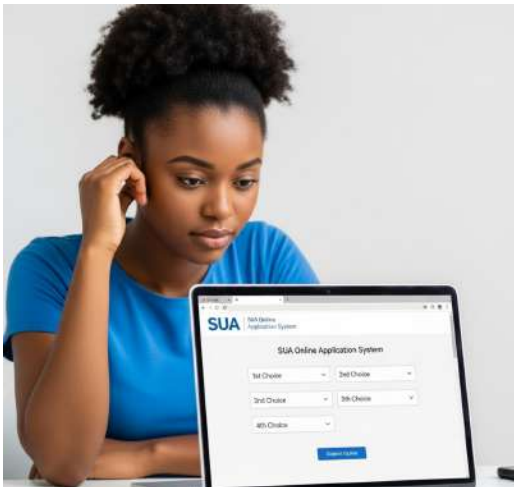
### Step 4: Create an Account on the SUA Online Application System (OAS)

Go to the SUA Online Application System (OAS) portal via the main SUA website's admissions page (<https://esb.sua.ac.tz/login>). Click the registration link to set up a new account with your email and necessary details. Indicate whether you are a Direct applicant (Form Six leaver) or an Equivalent applicant (Diploma AVN).



## Step 5: Pay the Application Fee

Proceed to pay the non-refundable application fee of TZS 10,000/= as directed by the system. This typically requires generating a control number through the application portal and completing the payment via mobile money or bank. Once paid, the system will automatically confirm the payment. Click Refresh repeatedly until you receive the control number. Retain your payment receipt for your records.



## Step 6: Complete the Online Application Form and Select Programmes

Enter your Form Four and Form Six index or Diploma AVN numbers accurately, as the system uses them to fetch your academic results from NECTA/NACTVET automatically. Afterward, you can choose up to **four** degree programs in your preferred sequence.



## Step 7: Review and Submit Your Application

Before final submission, carefully review all sections of your application. Crucially, verify that your academic results, which have been automatically retrieved from NECTA/NACTVET, are displayed correctly on the summary page. Once you are confident that all information is correct, click the "Submit" button.



## Step 8: Await Admission Decision and Accept the Offer

After the application deadline, SUA will review submissions and publish the list of admitted applicants. You can verify your admission status via your SUA OAS account or the university's website. If selected, you'll receive an admission letter and instructions for joining; you must formally accept these through the system to confirm your spot.