THE UNITED REPUBLIC OF TANZANIA

MINISTRY OF FINANCE

INSTITUTE OF RURAL DEVELOPMENT PLANNING

APPLICATION GUIDELINES

Institute of Rural Development Planning is the Government Institute under the Ministry of Finance. Applications to join at IRDP are done online through **https://oas.irdp.ac.tz**. Kindly read the information below before starting online application procedures.

1. One applicant should submit only one application **(for those who have more than one form four index number)**.

2. For one to apply online, s/he should have an **active phone number** and **e-mail account**.

3. Applicants should read the entry requirements carefully and ensure that they apply for the program in which they meet the specified requirements including the application **Pass Mark** and the minimum **GPA** required.

4. For Diploma applicants from different Institute are required to read Guide Book of respective year of study at NACTVET website (**https://nactvet.go.tz**) to check if your program is eligible for the programs offered by the Institute.

5. For Postgraduates Programs in completing the application, prospective applicants should enter their **Program Choices** in order of preference, and then select the program offer mode such as **Full-time** or **Evening Classes**.

6. **There is no application fee during application procedures:** It will be paid during registration and it is **NON-REFUNDABLE**.

7. For **Postgraduates programs** and **Diploma Programs** the respective applicants should attach his/her **ACADEMIC TRANSCRIPT**. The attachment should be in **PDF format** and not exceed **1 MB**. (*Any application that does not have the required attachments will not be processed*).

8. **During Registration,** the applicants should bring their **ORIGINAL Birth Certificate** and **Academic Certificates** for verification. E.g. School Certificates,

Certificate/Degree/Diploma Certificate and Transcript. *(Results Slips will be accepted only for Form Four/Six Leaver of the same academic year)*.

9. **In completing of the application**, applicants will be notified by **SMS** after approve of his/her application information and **SUBMISSION** of application. (*Note: the applicant will not be able to change anything after the submission*).

10. Applicants are **reminded** to always **keep safe the information** they receive during the application period and also the **verification notification** they will receive via **SMS** from Institute (IRDP), NACTVET and TCU.

11. Prospective applicants are expected to **Print - Admission Letter** after the announcement of selected applicants and keep safe throughout the academic year of study.

12. **How to complete an Online Application?** Institute of Rural Development Planning (IRDP) has an online application system that is intended to accord anyone seeking admission to IRDP study programs to apply online provided they have an **active phone number** and **email account**. Prospective applicants are therefore expected to make their online applications through application link on the Institute of Rural Development Planning Website: **www.irdp.ac.tz** or direct application link through **https://oas.irdp.ac.tz**. Applicants may use any Internet facility available to them to apply anytime of the day during the application period.

13. **Selection Procedure**: The Admissions office will review and process applications as scheduled by **NACTVET** and **TCU** calendar of the respective year of study.

14. Applicants must ensure that they provide correct **Mobile Number** as these will be used to communicate any matter regarding their applications.

15. Change of Name/Surname: Applicants are required to provide a legal proof for changing of name(s) if their Certificate(s) and/or other official documents show different names. **THE INSTITUTE ONLY ACCEPTS AN AFFIDAVIT**.

16. Incase there is a Loss of any Certificate, the applicant should submit **AFFIDAVIT** for birth Certificate, a **letter from Head of School** or **NECTA** for CSEE or ACSEE Certificates and **Copy of Original** for Academic Certificate and Transcript from respective College, Institute or University.

17. Applicants may contact the Admissions Office for any application/admission issues at: **(+255)- 0746 777 001/0746 777 002/0746 777 003/0746 777 004/0746 777 005/0746 777 006/0746 888 064/0746 888 063/0744 254 305** or email to: **_admissions@irdp.ac.tz_**