

SOKOINE UNIVERSITY OF AGRICULTURE



GUIDE FOR ONLINE APPLICATION

The guide assume that you have scanned copies of bank pay slip for the application fees, scanned copy of academic certificates required in *jpg* or *pdf* file formats.

Steps:

1. Visit Sokoine University of Agriculture (SUA) website using the web address www.suanet.ac.tz and then look for and click on the “**Application for Admission**” link.

Mail SUASIS E-learning **Application for Admission** Examination Timetable

Sokoine University of Agriculture

Home About us Academic Units Education Research Consultancy Library Alumni SUAMEDIA Administrative

QUICK LINKS VISION: To be a leading university in the provision of quality knowledge and skills in Agriculture and allied sciences ADMISSION INFORMATION

2. Fill in the “Online Application Form” with all the information required as shown below and then click the button “Register”.

Sokoine University of Agriculture Student Information System

Online Registration Form

This is the registration form for SUA degree/non-degree programmes applicants. After you have finished to register, pay the application fees as indicated in your email and then open <https://suasis.sua.ac.tz/> to proceed with your application. Use the username and password you have provided in this registration form. If you have already registered and paid the application fees then open <https://suasis.sua.ac.tz/> to continue.

NOTE: You must register to get the invoice that you will use it to pay the Application fees. The invoice is unique for each applicant and it can not be shared

O Level Index No.*

First name*

Middlename

Surname*

Sex *

Marital Status*

E-Mail*

Username*

Password*

Apply For*

Qualification Mode*

3. You will get login information (as shown below) which includes a username and password to be used in the following steps. Record such information and keep in a safe place as you will be using them all the time you access SUASIS (SUA Student Information System). Then click on the text “Click here” to proceed with the application.

Sokoine University of Agriculture
Student Information System

MENU
Apply
Program Qualifications

For registered users click [here](#)

Marital Status* Male
Married
E-Mail* abdulbastwah@gmail.com
Username* bijampora
Password*
Apply For* Certificate
Qualification Mode* Direct
Register Reset

Hi, Abdulbastwa

Your Registration for online application is Successful, Please use the username: bijampora and a password : 12345678 after paying the fees using this INVOICE NO: INV80000000018 and then Click the link [Click Here](https://suasis.sua.ac.tz/) https://suasis.sua.ac.tz/ to finish/proceed with the application. This information is also sent to your email address

How to pay using CRDB SIM Banking

Dial *150*03# and enter your SIM banking Password, then go to Bill payments(Lipa ankara). Afterthen, choose 8. SUA Fees payments, then choose 1 for SUA fees payment. Make sure that you firstly
1. check fee balance before choosing 2
2. Make SUA fees Payments.
You then confirm the payment 20000 TShs. NOTE: The Invoice number entered should be numeric only **80000000018** leaving out the word INV.
Otherwise you may visit CRDB branch or FahariHuduma or MaxiMalipo or any point of Sale. The system must return/show your name before paying.
Email successfully sent.

4. Pay your application fee (20,000/=) using invoice number given eg. INV 80000000018 to be able to login and complete registration. Refer to your email. (The Invoice number entered should be numeric only **80000000018** leaving out the word INV and contain 11 digits). You may use any of the following modes to make payment, CRDB branch, Mobile banking, Online CRDB App, or Fahari huduma.

How to pay using CRDB SIM Banking

Dial *150*03# and enter your SIM banking Password, then go to **4. Bill payments (Malipo ya ankara)**. After then, choose **8. SUA Fees payments (Malipo ya karo SUA)** then choose **1. SUA fees payment (Malipo ya Karo)**. After then, choose **2. Make SUA fees Payments (Lipia Karo)**. Then enter the **Invoice Number** provided. You then confirm the payment of **20,000 TShs**.

NOTE: The Invoice number entered should be (11 characters) numeric only **80000000018** leaving out the word INV.

Otherwise you may visit any CRDB branch or FahariHuduma or MaxiMalipo or any point of Sale through Account Number **01J1076769836**. The system must return/show your name before paying.

5. Return to your Email and press the link <https://suasis.sua.ac.tz/> to finish/proceed with the application.

The screenshot shows a Gmail interface. The email is from SUASIS <admission.suasis@suanet.ac.tz> and is titled "SUA Online Registration System". The email content includes:

Hi, Abdulbastwa

Your Registration for online application is Successful, Please use the username: bijampora and a password : 12345678 after paying the fees using this INVOICE NO: INV80000000018 and then Click the link [Click Here https://suasis.sua.ac.tz/](https://suasis.sua.ac.tz/) to finish/proceed with the application. This information is also sent to your email address

How to pay using CRDB SIM Banking

Dial *150*03# and enter your SIM banking Password, then go to Bill payments(Lipa ankara). Afterthen, choose 8. SUA Fees payments, then choose 1 for SUA fees payment. Make sure that you firstly

1. check fee balance before choosing 2
2. Make SUA fees Payments.

You then confirm the payment 20000 TShs. NOTE: The Invoice number entered should be numeric only 80000000018 leaving out the word INV.

Otherwise you may visit CRDB branch or FahariHuduma or MaxiMalipo or any point of Sale. The system must return/show your name before paying

6. Enter the username and password into the login form shown as provided in your Email.

The screenshot shows the login form for the Student Information System (SUASIS) at Sokoine University of Agriculture. The form includes the university's logo and the following fields:

User Name*

Password*

- Enter other basic information in the form show below to include sex, marital status, date of birth, birth place, your sponsor, request for accommodation within the university hostels and don't forget to upload your photo, academic certificate and academic transcript by clicking the respective "browse" buttons. Then click the button "Update".

Sokoine University of Agriculture
Student Information System

S0101/0007/2013
2013/2014

[User Manual](#) | [Web Mail](#)

MENU

- My Account
- Other Information
- Select Program
- Schools Attended
- Grades Attained
- Password Change
- Logout

Please enter your basic Information

Applicant No: AA0000000053

First Name*: Hamisi

Middle Name: S

Surname*: Mwenda

Sex: Male

Marital Status: Single

Disability: Yes

Program Category: Diploma

Birth Date: [Empty]

Birth Place: [Empty]

Your Sponsor: --Select--

Will you require Accomodation

Upload Photo: [Browse...] No file selected.

Country of Birth: --Select--

Citizenship: --Select--

Upload Certificate: [Browse...] No file selected.

Upload Transcripts: [Browse...] No file selected.

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- Then, you will be sent to the form to enter address, next of kin and employers information as shown below. When done click the "Save" button

Sokoine University of Agriculture
Student Information System

[User Manual](#) | [Web Mail](#)

MENU

- My Account
- Other Information
- Select Program
- Schools Attended
- Grades Attained
- Password Change
- Logout

Please fill your physical address Information

Full Address: P.O. Box 3100

Mobile No.: 0712001001

Email Address: smwenda@ahoo.com

Employers Information

Employer: [Empty]

Full Address: [Empty]

Mobile No.: [Empty]

Email Address: [Empty]

Next of Kin

Next of Kin: Juma Hamisi

Occupation: Teacher

Relationship: Father

Full Address: P.O Box 3100

Mobile No.: 0712300000

Save Reset

9. To select the program of your choice click the arrow as shown below. Please select them in the order of preference. When done click “Save” button

Sokoine University of Agriculture
Student Information System

[User Manual](#) | [Web Mail](#)

M E N U
My Account
Other Information
Select Program
Schools Attended
Grades Attained
Password Change
Logout

Please select Program of your choice

Choice of Degree Programmes in ranking manner

First Choice* --Select--

Second Choice --Select--

Third Choice --Select--

Save Reset

Please select Program of your choice

Choice of Degree Programmes in ranking manner

First Choice* --Select--

Second Choice --Select--

Third Choice

- Certificate In Information Technology
- Diploma in Information Technology
- Diploma in Laboratory Technology
- Diploma in RAIM
- Diploma in ILS
- Dipl. AH

10. Use the form below to enter school and/or colleges you have attended as shown. Once done click the “Save” button.

Sokoine University of Agriculture
Student Information System

[User Manual](#) | [Web Mail](#)

M E N U
My Account
Other Information
Select Program
Schools Attended
Grades Attained
Password Change
Logout

Record updated successfully ...

Enter Schools and Colleges you have attended

School/Collage level* O LEVEL

School/Institute Azania Sec School

Location Tanzania

Index/Reg. No S.1234.1234.2017

Award CSEE

Classification Division 2

GPA/Points 19

Upload Certificate Browse... No file selected.

Upload Transcripts (You may upload certificate if it has all subjects and grades obtained) Browse... No file selected.

Save Show Next

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NB: You have to do the same for all schools /colleges (levels) you attended.

11. Enter grades attained in School in O – level or A – level. Then click the button “Save” at the bottom of the form. To see the grades you entered click “show”.

Enter Grades Attained in O-Level (Seven subjects only) and A-Level (Three subjects only) Secondary School

School/Institute

Refrigeration and air conditioning (o-level)	<input type="text" value="--Select--"/>	Information and Computer Studies (o-level)	<input type="text" value="--Select--"/>
Textile and Dress Making (o-level)	<input type="text" value="--Select--"/>	Additional Mathematics (o-level)	<input type="text" value="--Select--"/>
Building Construction (o-level)	<input type="text" value="--Select--"/>	Basic Mathematics (o-level)	<input type="text" value="--Select--"/>
Architectural Draughting (o-level)	<input type="text" value="--Select--"/>	Geography (o-level)	<input type="text" value="--Select--"/>
Surveying (o-level)	<input type="text" value="--Select--"/>	Literature-in-English (o-level)	<input type="text" value="--Select--"/>
Carpentry and Joinery (o-level)	<input type="text" value="--Select--"/>	Book-keeping (o-level)	<input type="text" value="--Select--"/>
Brickwork and Masonry (o-level)	<input type="text" value="--Select--"/>	Civics (o-level)	<input type="text" value="--Select--"/>
Painting and Sign Writing (o-level)	<input type="text" value="--Select--"/>	Commerce (o-level)	<input type="text" value="--Select--"/>
Plumbing (o-level)	<input type="text" value="--Select--"/>	History (o-level)	<input type="text" value="--Select--"/>
Electrical Installation (o-level)	<input type="text" value="--Select--"/>	Kiswahili (o-level)	<input type="text" value="--Select--"/>
Electrical Engineering Science (o-level)	<input type="text" value="--Select--"/>	Biology (o-level)	<input type="text" value="--Select--"/>
Radio and Television Servicing (o-level)	<input type="text" value="--Select--"/>	Physics (o-level)	<input type="text" value="--Select--"/>
Electrical Draughting (o-level)	<input type="text" value="--Select--"/>	Chemistry (o-level)	<input type="text" value="--Select--"/>
English Language (o-level)	<input type="text" value="--Select--"/>	Agriculture (o-level)	<input type="text" value="--Select--"/>
Plant and Equipment Maintenance (o-level)	<input type="text" value="--Select--"/>	Food and Nutrition (o-level)	<input type="text" value="--Select--"/>
Workshop Technology (o-level)	<input type="text" value="--Select--"/>	Kiswahili (a-level)	<input type="text" value="--Select--"/>
Motor Vehicle Mechanics (o-level)	<input type="text" value="--Select--"/>	Mathematics (a-level)	<input type="text" value="--Select--"/>
Welding and Metal Fabrication (o-level)	<input type="text" value="--Select--"/>	English Language (a-level)	<input type="text" value="--Select--"/>
Fitting and Turning (o-level)	<input type="text" value="--Select--"/>	Geography (a-level)	<input type="text" value="--Select--"/>
Auto Electric (o-level)	<input type="text" value="--Select--"/>	History (a-level)	<input type="text" value="--Select--"/>
		Commerce (a-level)	<input type="text" value="--Select--"/>

Version 03.00.00

12. You have completed all steps for online application. If you have successfully completed all the steps for online application, you will be notified when the selection process is completed.

Welcome to Sokoine University of Agriculture (SUA)