



**TANZANIA COMMISSION
FOR UNIVERSITIES**

APPLICATION FOR A LICENCE TO ESTABLISH AN OVERSEAS STUDENT RECRUITMENT AGENCY (OSRA)

Under Regulation 47(1)(d) and (f) of the Universities (General) Regulations, G.N. No. 226 of 2013, no person or institution shall advertise university-level awards, organise exhibitions on university education, or recruit students in the United Republic of Tanzania for admission into foreign university institutions without prior approval from the Tanzania Commission for Universities (TCU).

Applications for the establishment of an Overseas Student Recruitment Agency (OSRA) have to follow the following procedures:



- 1) Submit a formal application letter in English addressed to the Executive Secretary of TCU;
- 2) Attach a duly completed TCU Form No. 18, available on the TCU website www.tcu.go.tz; and
- 3) Attach a proof of payment of the non-refundable application fee, which must be paid using a Payment Control Number generated through the TCU website.



Required Documents

- 1) **Proof of Business Registration:** Provide proof of business registration under the laws of Tanzania.



OSRA
APPLICATION



2) **Certified Founding Documents: Individuals applicants and Corporations/ Limited companies are required to submit certified copies of the following documents:**

- a) Memorandum and Articles of Association (for corporations/ limited companies);
- b) Certificate of Incorporation (for corporations/ limited companies);
- c) BRELA Registration (for corporations/ limited companies);
- d) Certificate of Registration (for individual applicants);
- e) Extract from Register (for individual applicants);
- f) Personal Information (for individual applicants);
- g) Business Licence;
- h) Taxpayer Identification Number (TIN);
- i) VAT Registration; and
- j) Lease Agreement.

Applicants may be requested to submit additional information or supporting documents where necessary.

Compliance with Regulatory Requirements

Applicants must:

- 1) Demonstrate compliance with Regulation 47(1)(d) and (f) of the Universities (General) Regulations, G.N. No. 226 of 2013; and
- 2) Ensure that no advertising, exhibitions, or student recruitment activities are conducted prior to obtaining approval from the Commission.

Approval and Operation

Upon successful review:

- 1) The Commission shall issue licence for the agency to operate; and
- 2) The agency shall be published on the TCU website.


Operational Requirements

Approved agencies are required to:

- 1) Operate strictly within the approved scope of services;
- 2) Submit reports to the Commission as may be required;
- 3) Pay annual subscription fee;
- 4) Ensure that the licence remains valid for a period of three (3) years, subject to renewal upon compliance with the Commission's prescribed renewal procedures; and
- 5) Comply with all applicable laws and regulations.

Failure to comply with the prescribed requirements may result in suspension or revocation of the licence.

Contacts:

 Executive Secretary,
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 www.tcu.go.tz