

THE TANZANIA COMMISSION FOR UNIVERSITIES



Procedures for Applying for Foreign Awards Assessment

PROCEDURES FOR APPLYING FOR FOREIGN AWARDS ASSESSMENT

1. Introduction

The Tanzania Commission for Universities (TCU) is mandated to evaluate foreign awards as stipulated in article 5(1)(n) of the Universities Act, Cap. 346.

2. Online Assessment Procedures

All applicants seeking recognition of their foreign award shall fill-in an online form by following this link <http://faas.tcu.go.tz/login.php> and provide personal details that will enable the Commission to identify individuals and their details accordingly. The online form has five main sections. Section one involves personal details; Section two involves information on the foreign award to be assessed, section 3 involves information on the Education background from Primary School to the level attained in the foreign University institution which needs to be evaluated; section 4 involves uploading documents which will be discussed in the preceding subsections while section five is the Declaration and submission of the entire application.

It is important for applicants to note that, the Information filled in the online form should be consistent, genuine and appear exactly as they appear in all the documents submitted. In case of non-conformity of the names submitted, applicants should have a Deed poll which has to be certified by the Ministry of Lands, Housing and Settlement Development.

Applicants holding more than one foreign award should create their first Account and in the profile of that account add another application to include details of the intended award and the procedure goes on and on to the completion of registration of all of those foreign awards.

3. Details required per each section:

3.1 Section One: Personal Details

Applicants are required to fill in all the fields in section one. It is important for applicants to note that, most of the fields under this section are stared red and the section would be incomplete if any of the information required is left unattended. The following information listed below are a prerequisite for this section;

- a) Full Name(s) as they appear in an individual's award(s) and other official documents
- b) Nationality
- c) Country of Birth

- d) Valid Email Address
- e) Date of Birth
- f) Residence status
- g) Contact Address
- h) Mobile Number
- i) Landline
- j) Purpose of Assessment
- k) Reminder Question and its Secret Answer

Section Two: Information on the foreign award to be assessed

This section involves filling in information about the foreign award to be assessed. All starred sections must be filled by applicants

- a) Name of qualification in English e.g. Master of Arts in Linguistics;
- b) Country of qualification e.g. United Kingdom;
- c) Name of Education Training Institution or Campus: Institute of Finance Management, Tanzania;
- d) Name of awarding body (University, College, Professional body): University of Strathclyde;
- e) Previous qualification required for entry into the course: Bachelor of Arts in Education;
- f) Years studied to complete the course: 2;
- g) Year studies started: 2015;
- h) Year studies completed:2017;
- i) Mode of delivery of the course: Fulltime;
- j) State the mode of receiving material of learning (for online studies only) ;
- k) Institute that provided training leading to award is accredited by: NACTE;
- l) Did the curriculum include a research paper/thesis? If yes, state the area of specialization; and
- m) The Sponsor of your studies: State whether it was Private/ Government

Section Three: Applicant's educational background

The essence of the Commission requiring this information as part of the evaluation is due to the fact that our assessment is based on Progression of each individual qualification from the lower levels to the upper levels.

- a) Primary School:
 - Year Started:
 - Year Completed:
- Secondary School (Ordinary):
 - Year Started:
 - Year Completed:
- b) Secondary School (Advanced):

- Year Started:
 Year Completed:
 c) Tertiary qualification:
 Name of qualification in English:
 Country of qualification:
 Years studied to complete the course (in digits):
 Previous qualification required for entry into the course:
 Year Started:
 Year Completed:
 Name of Awarding Body:

Section Four: Uploading documents

The documents to be uploaded are academic from Secondary School to tertiary education documents and other documents related to the foreign award to be evaluated e.g. Passport page containing details, entry visa of the country where studies were undertaken, admission letter, etc. The following are the documents to be uploaded in the system.

- i. Certified copy of the qualification (degree, diploma, certificate etc.) in its original language
- ii. An official translation of the qualification into English (if applicable)
- iii. Certified copy of transcript/mark sheets/list of subjects passed in original language
- iv. An official translation of transcript/mark sheets/list of subjects passed into English (if applicable)
- v. Documentation in support of name change (if applicable), e.g. marriage certificate or deed poll
- vi. Certified copy of Certificate of Secondary Education (For Tanzanian Citizen)
- vii. Certified copy of Advanced Certificate of Secondary Education (Education Prior to joining University for Non-Citizen)
- viii. Abstract and Certification page of the Dissertation or Thesis (For Tanzanian Only)
- ix. Certified copy of the Bachelor degree certificate in its original language (masters and PhD holders).
- x. Certified official translation of the Bachelor degree certificate into English (if applicable)-(masters and PhD holders)
- xi. Certified copy of the Bachelor transcript in its original language (masters and PhD holders).
- xii. Certified official translation of the Bachelor transcript into English (if applicable)- (masters and PhD holders)
- xiii. Certified copy of the Master degree certificate in its original language (PhD holders)
- xiv. Certified official translation of the Master degree certificate into English (if applicable)-(PhD holders)
- xv. Certified copy of the Master degree transcript in its original language
- xvi. Certified official translation of the Master degree transcript into English (if applicable)-(PhD holders)

- xvii. Certified copy of the Passport page containing your details
- xviii. Certified copy of Employment contract (for Foreigners working or expecting to work in Tanzania)
- xix. Copy of payment slip for Foreign Award Evaluation fee

Section Five: Declaration and Submission

This is the last section where the applicant is required to;

- i. Certify that the information stated in his/her application is correct and that the enclosed documents are authentic;
- ii. Agrees for his/her personal information to be sent to another body as sometimes it may deem necessary for the commission to forward the details of the application to a third party in Tanzania or abroad.
- iii. Click the submission Icon when the applicant is ready to submit the application.

In a nutshell, applicants are required to follow these steps to get their qualifications recognized;

1. Go to <http://faas.tcu.go.tz/login.php> click and read “*Guidelines*” and “*Register New Account*”
2. Gather all hardcopies of documents that are relevant to your application, scan and save the hardcopies to obtain softcopies of the same
3. Fill the online application forms and upload or attach the softcopies in relevant sections
4. Only click “**Declaration and Acceptance**” when you are ready to submit your application

Pay the processing fee* by visiting the TCU **website** www.tcu.go.tz and click “**To pay for TCU services through Government Electronics Payment Gateway (GePG)**” and **generate Control number**. Visit any Branch or Bank agent of CRDB or BOT. Use the provided **Payment Control Number** as the Account Number and the Account Name **Tanzania Commission for Universities**.

Processing Fee

This is an evaluation fee paid by applicants to facilitate the whole process of assessing their awards. A sum of Tshs. 150,000/= per each postgraduate qualifications i.e. Postgraduate certificates, Postgraduate Diploma, Masters and PhD awards, and Tshs. 100,000/= per each undergraduate qualifications i.e. Bachelor’s degree awards.

Means of getting Feedback

The means of getting feedback is via the applicants online system account. After submission of the application applicants are encouraged to login their FAAS accounts from time to time to track the progress of their application.

Once the assessment process is accomplished, applicants are given an appointment for collecting the outcomes of their evaluations. Outcomes of evaluation are collected in person at TCU offices and individuals would be required to come with all original documents uploaded in the online system for verification purposes.

Note:

- i. Applicants should make sure that, the application contains authentic and relevant documents that must include proof of payment;
- ii. Applicants should provide reliable and correct physical addresses, mobile phone and valid email address for TCU to communicate with them when seeking clarification on the documents uploaded and the entire application;
- iii. TCU provides feedback to applicant after a minimum of 14 working days from the date of submission; this enables communication and search for authenticity of submitted awards from respective authorities.
- iv. All documents must be certified by an advocate prior to uploading them in the system
- v. In case of seeking clarification, applicants are advised to use the following contacts;

**Executive Secretary,
Tanzania Commission for Universities,
Ministry of Education, Science and Technology Building,
Ground Floor,
P. O Box 6562,
7Magogoni Sreet
11479 Dar es Salaam
Tel. Gen: +255 (0) 22 2113694
Direct Line: +255 (0) 22 2113691
Fax: +255 (0) 22 2113692
Email: es@tcu.go.tz
Website: www.tcu.go.tz**