

EASTERN AFRICA STATISTICAL TRAINING CENTRE



EASTC ADMISSION AND REGISTRATION GUIDELINES

1. ABOUT EASTC

The Eastern Africa Statistical Training Centre (EASTC) is a **Government** Higher Learning institution under the Ministry of Finance and Planning. It is also a regional institution, which trains Official Statistics across the Eastern Africa Region currently serving 19 member countries.

2. EASTC ONLINE LINKS

S/N	Items	Direct Links
1	EASTC Website	www.eastc.ac.tz
2	Students Information System (SIS)	www.sis2.eastc.ac.tz
3	Payment System	www.payment.eastc.ac.tz
3	Online Application to EASTC Programs	olap.eastc.ac.tz

ADMISSION AND REGISTRATION GUIDELINES FOR BACHELOR DEGREE PROGRAMMES

3. EASTC BACHELOR DEGREE PROGRAMMES

Bachelor Degree Programmes Currently Offered at EASTC include

- a. Bachelor Degree in Official statistics - EA001
- b. Bachelor Degree in Data Science - EA002
- c. Bachelor Degree in Business Statistics and Economics - EA003
- d. Bachelor Degree in Agricultural Statistics and Economics - EA004

4. OPENING AND REGISTRATION DATES FOR BACHELOR DEGREE ACADEMIC YEAR 2022/2023

All students selected for respective **Bachelor Degree** programmes should start reporting for registration on the **17th October 2022**.

Classes for Bachelor Degree students officially begins on **24th October 2022**.

5. FEE STRUCTURES FOR BACHELOR DEGREE PROGRAMMES

Bachelor Degree First Semester Fee Structure

Students should pay 60% of Tuition Fees and all Administrative Costs while reporting for First Semester registration and the breakdown is as shown in the table below;

s/n	Item	Bachelor Degree in Official Statistics (BOS)	Bachelor Degree in Data Science (BDS)	Bachelor Degree in Business Statistics and Economics (BBSE)	Bachelor Degree in Agricultural Statistics and Economics (BASE)
1	60% of Tuition Fees	570,000	840,000	780,000	780,000
2	Administrative Costs (Library Fee, Examination Fee, Students ID, Registration, NACTE Fees, EASTC-SO Subscription)	185,000	185,000	185,000	185,000
3	NHIF Fees (For Those without Insurance Cover)	50,400	50,400	50,400	50,400
	Total First Semester Fees.	805,400	1,075,400	1,015,400	1,015,400

Bachelor Degree Second Semester Fee Structure

Students should pay 40% of Tuition Fees and all Administrative Costs while reporting for Second Semester registration and the breakdown is as shown in the table below;

s/n	Item	Bachelor Degree in Official Statistics (BOS)	Bachelor Degree in Data Science (BDS)	Bachelor Degree in Business Statistics and Economics (BBSE)	Bachelor Degree in Agricultural Statistics and Economics (BASE)
1	40% of Tuition Fees	380,000	560,000	520,000	520,000
2	Other Costs for Semester Two (Includes Practical Training and Computer lab Fees)	100,000	300,000	200,000	200,000
	Total First Semester Fees.	480,000	760,000	720,000	720,000

6. HOSTEL/ACCOMMODATION

Hostels are available for all students wishing to reside inside EASTC Campus and are paid in **Full per academic year.**

Students wishing to reside at EASTC Hostels should have first paid the annual **Administrative costs of 185,000 before** application and payment of Hostels is done.

After payment of the **185,000** administrative Costs, students should report to the **EASTC Admission office** for obtaining of Registration Number and thereafter submit the Bank slips to the **EASTC Accounts Office** in order to get the EASTC Receipt.

After payment of administrative costs, students may login into their individual students information system accounts (SIS) through the link www.sis2.eastc.ac.tz to proceed with application and payment for Hostels.

Please note that No student will be able to apply for Hostels without payment of the administrative costs.

Accommodation Costs Per Year

S/N	HOSTEL TYPE	AMOUNT PER YEAR
1	Hostel A& B (4 per room)	440,000
2	Hostel 2& 3 (4 per room)	540,000
3	Hostel A and B (2 per room)	740,000
4	Hostel 1 (2 per room)	1,200,000

7. INSTRUCTIONS TO LOAN BOARD BENEFICIARIES

1. All Bachelor Degree students who are HESLB or ZHESLB beneficiaries should acquaint themselves with the respective amounts of Tuition Fees and other items that they respectively and individually benefit before conducting any payment.
2. All beneficiaries should pay up the Administrative Costs (Library, Examination, Student ID, Registration, NACTE. EASTC-SO Fees) irrespective of the amounts or institutions that they benefit, whether partial or full sponsorship.
3. Students should sign their respective allocations (that include tuition fees, meals and accommodation, practical training and others) at the EASTC Loans Office on time.

8. REGISTRATION PROCESS

The following conditions are necessary/ have to be fulfilled for a student to be considered eligible for registration once reporting for first year

A) Filling/Completion of Registration Forms

- a) The registration forms that are annexed with Medical Examination Report (Containing 7 pages in total). The Medical Examination Report needs to be filled in a recognized Health facility by a recognized Medical practitioner and must have a signature and stamp once the examination exercise is complete.
- b) The Registration Forms need to be strictly submitted to the Admissions Office within the First Two weeks of registration before commencement of studies. The forms are subsequently submitted to the Registry's office for the purpose of Opening of Individual Students' Files for reference and record purposes.
- c) Filled up Registration Forms need to be attached with the supporting academic documents that support/attests your eligibility for that particular programme, Birth Certificate, Evidence of valid NHIF Insurance for those who hold NHIF Insurance, Two passport size photographs taken recently and other documents that the admission office would request from time to time when the office deems it necessary to provide for facilitation of registration.
- d) For those joining Certificate, it is expected that the registration forms are compulsorily annexed with the following
 - Copy of Form 4 Result Slip for those who completed form 4 in year 2021.- Compulsory Equivalence for those with foreign Certificates.
 - Copy of Form 4 Certificate for those who completed form 4 the year 2020 backwards.-Compulsory
 - Copy of National Vocational Award (NVA 3) certificate for those joining Certificate from NVA.
 - Copy of Birth Certificate - Compulsory
 - Two passport size photographs – Compulsory
 - Evidence of Health Insurance for those with NHIF insurance (Bring a Copy of your NHIF Card).

For those joining Diploma (NTA 5) it is expected that the registration forms be compulsorily annexed with the following

- Copy of Form 4 Certificate Equivalence for those with foreign Certificates – Compulsory
- Copy of ACSEE (Form 6) Certificate – For those joining Diploma from form 6 and are Form 6 holders who completed in year 2020 backwards.
- Copy of ACSEE (Form6) Results Slip- For those Joining Diploma from form 6 and are Form 6 holders who completed in Year 2021
- Copy of Basic Technician Certificate (NTA 4) Certificate and Transcript– For those joining Diploma from NTA 4 and completed NTA 4 2020 backwards.
- Basic Technician Certificate (NTA 4) Provisional results – For those joining Diploma from Basic Technician Certificate (NTA 4) that was completed in 2022.
- Copy of Birth Certificate
- Two Passport Size Photographs and
- Evidence of Health Insurance for those with NHIF insurance (Bring a Copy of your NHIF Card).

For those joining Bachelor Degree programmes it is expected that the registration forms be annexed with the following;

- Copy of Form 4 Certificate/ Equivalence for those with foreign Certificates – Compulsory
- Copy of ACSEE (Form 6) Certificate – For Form 6 holders who completed in year 2021 backwards.
- Copy of ACSEE (Form6) Results Slip- For those who completed Form 6 in the year 2022.
- Copy of Foundation programme results– For those joining Bachelor Degree from OFP programme of Open University
- Copy of Ordinary Diploma (NTA 6) Provisional results – For those joining Bachelor Degree from Ordinary Diploma (NTA 6) that was completed in 2022.
- Copy of Ordinary Diploma Certificate and transcript for those joining Bachelor Degree from Ordinary Diploma that was completed in 2021 backwards.
- Copy of Birth Certificate
- Two Passport Size Photographs and
- Evidence of Health Insurance for those with NHIF insurance (Bring a Copy of your NHIF Card).

B) Payment of requisite Fees

All students should pay up the requisite Tuition Fees and administrative costs pertaining to any semester for one to be considered eligible for registration in respective programmes.

Students opting to stay On Campus Accommodation (EASTC Hostels) should also ensure that they have exhausted all the payments pertaining to Administrative costs and Hostels and will not be eligible to be registered until all EASTC Hostel payment is conducted.

C) Registration into the Students' Information System (SIS)

Students can access their individual SIS accounts by login in to the link www.sis2.eastc.ac.tz

Using their **Registration number** as **Username** and **Password**.

The Semester Registration platform is available inside the SIS accounts once requisite payment has been done.

9. PAYMENT PROCEDURES

All EASTC payments apart from accommodation are paid by generating **Control Number** using the direct link below;

payment.eastc.ac.tz


Eastern Africa Statistical Training Centre (EASTC)

Request Control Number How to Pay Login

Home / Request Control number

Request Control number

If You are having any problem, Please contact us through: Payment Information :



Phone Numbers :
+255 713 988 952

Payer Phone # (Starting with 0 ->)	Payer Email Address
<input type="text"/>	<input type="text"/>
Payer Type	
----- Select Payer Type -----	
Bill Type*	
----- Select Bill Type -----	
Currency	Amount to be Paid
----- Select Currency -----	<input type="text"/>

10. TRANSFER PROCEDURES

EASTC conducts both Intra-university and Inter-University transfers every commencement of academic year to First Year students during transfer window period. Transfers allow students to move from one program to another or from one institution to another provided that they do hold the requisite qualifications to the programmes/institution to which the transfer is sought and availability of capacity or slots in those respective programmes

Transfer should be sought within the first **14 days** after commencement of the registration window.

Inter-University transfer allows students to transfer from one institution to another whether the same or different programmes.

Intra-University transfer allows students to move from one programme to another within the same institution.

Intra-University Transfer Procedures at EASTC

- a. EASTC Students seeking to transfer from one programme to another within EASTC should ensure the following before tendering any transfer request;
 - They should be admitted to that particular academic year
 - They hold the requisite qualifications for the respective programme under which the transfer is been sought
 - There are available slots/ capacity to accommodate the student seeking to transfer

Once the student is well informed of the aforementioned criteria and qualifies for transfer process the student should proceed with the following;

- b. Should officially write a letter to EASTC addressed to “Rector” requesting for transfer into respective programme of choice. The letter should contain the following particulars;
 - Full student’s name
 - EASTC registration number
 - Name of Programme admitted
 - Name of Programme that the students wants to transfer to
 - Form 4 Index number
 - Form 6 Index Number for Form 6 holders
 - Diploma Award Verification Number for Diploma Holders and OUT registration number for those with Foundation or OFP Qualifications or any other supporting information that supports the students eligibility into the programme that the transfer is been sought.
 - Students Phone number
 - Email address
- c. Soon as the student request is received by the Registrar’s office, the student will receive an official response in form of an official letter from EASTC, approving the request or nullifying it should there be no grounds to allow the transfer process.

- d. Students who have satisfied themselves of their eligibility into the programmes that they are intending to transfer to, should immediately start attending classes into those programmes of their choice as they await for the transfer process to be completed. Meanwhile, the students concerned should maintain frequent communication with the EASTC Admission Office to ensure that their requests are adequately and promptly handled.

Inter-University Transfer Procedures at EASTC

- a. Students admitted to other Higher learning institutions are allowed to transfer to EASTC programmes provided that they have satisfied themselves of the following conditions;
 - They should be admitted to the respective academic year
 - They do hold the requisite entry qualifications into EASTC programmes
 - There is available capacity to accommodate the student into the respective programmes that they wish to transfer.

Once the student is well informed on this criteria for transfer and is satisfied of the eligibility to join EASTC, he/she should do the following;

- b. Should write an official letter to EASTC requesting to transfer to EASTC programme of choice, the letter should be addressed to Rector and contain the following;
 - Full student's name
 - EASTC registration number
 - Name of **Institution and Programme admitted to**
 - Name of Programme that the students wants to transfer to
 - Form 4 Index number
 - Form 6 Index Number for Form 6 holders
 - Diploma Award Verification Number for Diploma Holders and OUT registration number for those with Foundation or OFP Qualifications or any other supporting information that supports the students eligibility into the programme that the transfer is been sought.
 - Students Phone number
 - Email address
- c. The student should attach the official admission letter from the former institution that previously admitted the student with the letter that is been addressed to EASTC.
- d. The student should ensure that they submit the request and its attachments 14 days after the beginning of the registration window.
- e. Soon as the student request is received by the Registrar's office, the student will receive an official response in form of an official letter from EASTC, approving the request or nullifying it should there be no grounds to allow the transfer process.
- f. Students who have satisfied themselves of their eligibility into the programmes that they are intending to transfer to, should immediately start attending classes into those programmes of their choice as they await for the transfer process to be completed.

Meanwhile, the students concerned should maintain frequent communication with the EASTC Admission Office to ensure that their requests are adequately and promptly handled.

11. WITHDRAWAL FROM STUDIES

Postponement

Postponement shall mean temporary withdrawal from studies for a Semester or entire academic year where the period will count into the student's registration period. Students may wish to postpone their studies on the following accepted grounds;

- Health reasons
- Financial reasons
- Family matters
- Or other compelling reasons that ought to be approved by the Dean of Students.

Eligibility for Postponement

The student should have been admitted and registered for a particular academic year.

The student should have studied and completed a minimum of a Semester.

Procedures for Postponement

- a. The student should write an official letter to EASTC Rector, requesting for postponement of Semester or academic year while citing the compelling reasons for the request being sought. The letter should contain the following;
 - Full student's name
 - Name of programme being studied
 - Year of Studies
 - Respective academic year being postponed
 - Reasons for postponement
 - Registration number
 - Email Address
 - Students' Phone number
- b. The student should attach supporting documents or otherwise with the letter that contains the evidence of reasons that leads to postponement. No postponement request shall be handled without evidence in form of documents.
- c. The Registrar's office will scrutinize the validity of the student's request upon receiving it, and weigh it up against the supporting documents that contain the evidence, and thereby approve or nullify the request based on the grounds provided.
- d. The student should strictly wait until the response to the request is served to him/her in the form of an official letter before withdrawing from studies.

ADMISSION AND REGISTRATION GUIDELINES FOR DIPLOMA AND CERTIFICATE (NTA LEVEL 4 AND 5) STUDENTS.

Opening And Registration Dates For Diploma And Certificate Academic Year 2022/2023

All students selected for Basic Technician Certificate and Diploma in Statistics should start reporting for registration on the **10th October 2022**.

Classes for Certificate and Diploma students officially begins on **17th October 2022**.

Diploma And Certificate First Semester Fee Structure

Students should pay 60% of Tuition Fees and all Administrative Costs while reporting for First Semester registration and the breakdown is as shown in the table below;

s/n	Item	Certificate	Diploma
1	60% of Tuition Fees	450,000	510,000
2	Administrative Costs (Library Fee, Examination Fee, Students ID, Registration, NACTE Fees, EASTC-SO Subscription)	185,000	185,000
3	NHIF Fees (For Those without Insurance Cover)	50,400	50,400
	Total	685,400	745,000

Diploma And Certificate Second Semester Fee Structure

Students should pay 40% of Tuition Fees and remaining Administrative Costs while reporting for Second Semester registration and the breakdown is as shown in the table below;

s/n	Item	Certificate	Diploma
1	40 % of Tuition Fees	300,000	340,000
2	Other Administrative Costs (Practical Training)	80,000	80,000
	Total	380,000	420,000

A. Hostel/Accommodation

Hostels are available for all students wishing to reside inside EASTC Campus and are paid in **Full per academic year.**

Students wishing to reside at EASTC Hostels should have first paid the annual **Administrative costs of 185,000 before** application and payment of Hostels is done.

After payment of the **185,000** administrative Costs, students should report to the **EASTC Admission office** for obtaining of Registration Number and thereafter submit the Bank slips to the **EASTC Accounts Office** in order to get the EASTC Receipt.

After payment of administrative costs, students may login into their individual students information system accounts (SIS) through the link www.sis2.eastc.ac.tz to proceed with application and payment for Hostels.

Please note that No student will be able to apply for Hostels without payment of the administrative costs.

Accommodation Costs Per Year

S/N	HOSTEL TYPE	AMOUNT PER YEAR
1	Hostel A& B (4 per room)	440,000
2	Hostel 2& 3 (4 per room)	540,000
3	Hostel A and B (2 per room)	740,000
4	Hostel 1 (2 per room)	1,200,000