



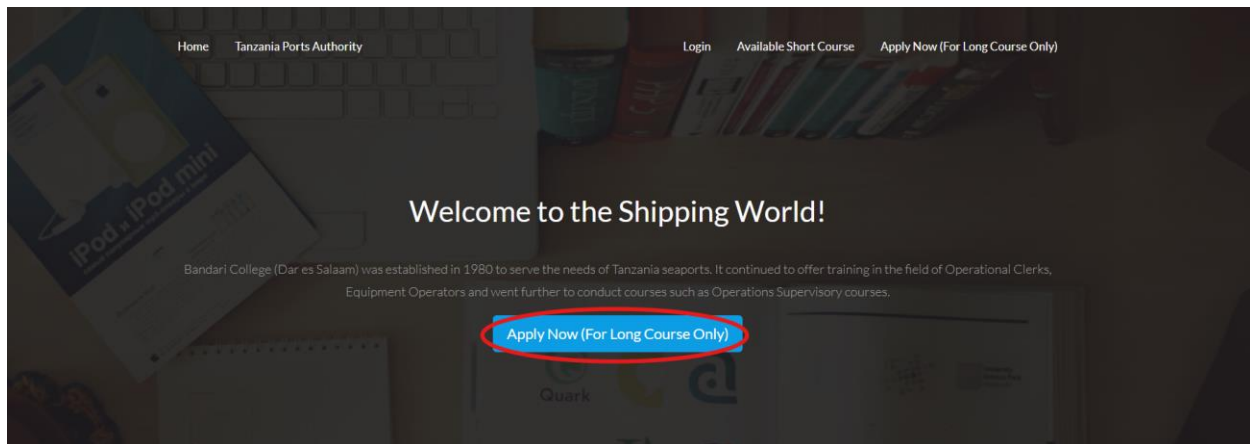
THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF TRANSPORT
TANZANIA PORTS AUTHORITY
BANDARI COLLEGE DAR ES SALAAM




APPLICANTS GUIDE MANUAL FOR ACADEMIC YEAR 2025/2026 SEPTEMBER INTAKE

STEP 1. CREATING ACCOUNT

- Search <https://sims.bandari.ac.tz>
- Click Apply Now (For Long Course Only) to start application



- Fill in the form, then click “Next” to proceed



Welcome to Bandari College

Online Application

All applications are processed through the Online Application System (OAS). All certificate and ordinary diploma (direct and equivalent qualifications) applicants shall apply through Online Application System (OAS) except for short courses applicants and students selected through OR-TAMISEMI programme.

Round 1 - Deadline: 2025-05-27 23:59:59

ICT Support: +255746 803 437, Admission Support: +255754 792 000 and +255717 213 785

Application Instructions

Bandari College - Online Application Form

Please Provide Valid Information

1

Exam Details

2

Confirmation

3

Login Credentials

Applying For

Basic Technician Certificate (NTA 4)

Entry Qualification

Form IV

Form IV Candidate Type (first seat)

School

Form IV School/Center Number (First seat, eg: 1456 or 0024)

1770

Form IV Exam Number (first seat)

1000

Form IV Completion Year (first seat):

2018

Form IV Index number:

51770/1000/2018

Next

- iv. If the information is true, click “Confirm” then Click “Next” to proceed

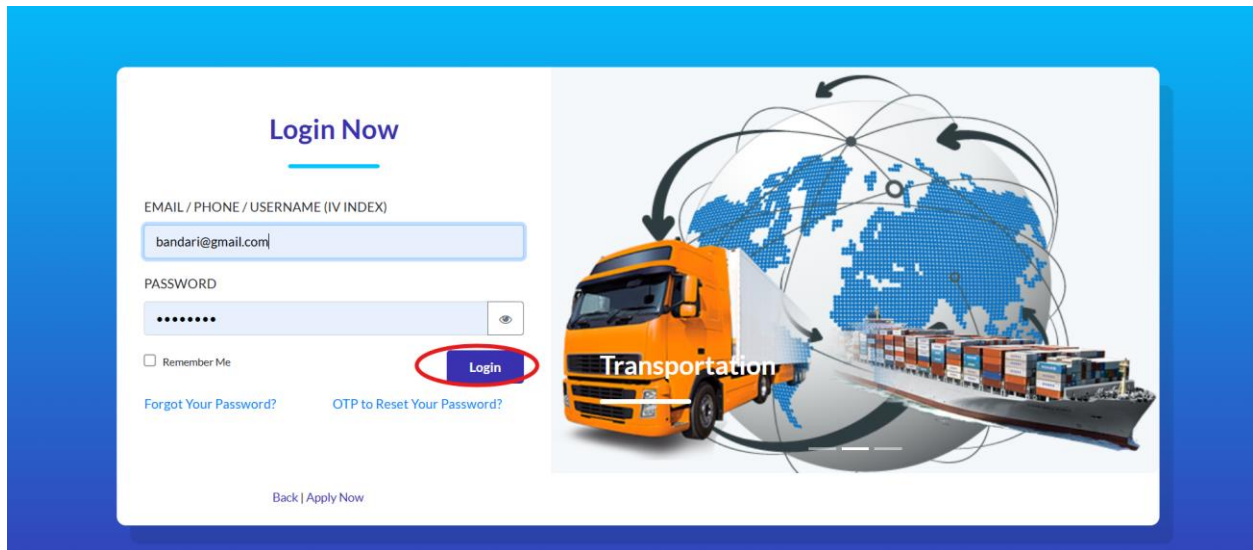
The screenshot shows the 'Confirmation' step (Step 2) of the Bandari College Online Application Form. The left sidebar contains the TPA logo, a welcome message, application instructions, and contact information. The main form area displays a progress bar with three steps: 1. Exam Details, 2. Confirmation (active), and 3. Login Credentials. Below the progress bar, the user's details are shown: First Name, Middle Name, Last Name, Gender (F), Center (IMAGE SECONDARY SCHOOL), and Index Number (S1770). A green 'CONFIRMED' button is highlighted with a red circle, and a blue 'Next' button is also highlighted with a red circle. A 'Back' button is located at the bottom left of the form area.

- v. Fill in the form then Click “Finish”. Your Account will be successful created, in case of failure, read error message

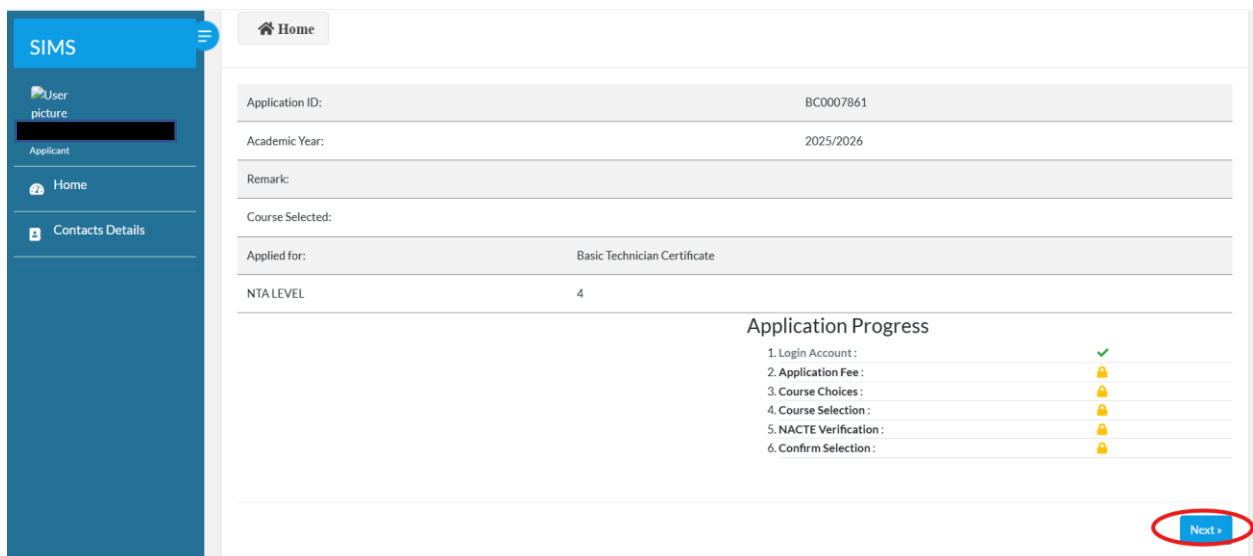
The screenshot shows the 'Login Credentials' step (Step 3) of the Bandari College Online Application Form. The left sidebar is identical to the previous step. The main form area displays a progress bar with three steps: 1. Exam Details, 2. Confirmation, and 3. Login Credentials (active). Below the progress bar, the user's details are shown: Form Number (S17), Name, Citizenship (Tanzanian), E-mail Address (bandari@gmail.com), Phone Number (25511111111), Password, and Confirm Password. A 'Password Requirement' section lists the following criteria: Minimum of 8 Characters, At least 1 Capital letter[A-Z], At least 1 Small letter[a-z], At least 1 Special letter[@#%*^&~!~?+=], and At least 1 digit[0-9]. A 'Finish' button is highlighted with a red circle at the bottom right of the form area. A 'Back' button is located at the bottom left of the form area.

STEP 2. APPLICATION PROCESS

- i. Login into your SIMS account by filling the username and password you have specified in step 1. (iv) above then Click “Login”



- ii. Confirm your information, then Click “Next” to proceed



- iii. Confirm your information again, then click “Next” to proceed, in case you want to change application NTA Level click “Edit Application” to change. This can be done any time when the application window is open.

ICT Support: +255746 803 437, Admission Support: +255754 792 000 and +255717 213 785

SIMS

User picture [Redacted]
Applicant

Home

Contacts Details

Home Application

APPLICATION NUMBER BC0007861

APPLICANT NAME [Redacted]

PROGRAMME APPLIED Basic Technician Certificate(NTA LEVEL 4)

COLLEGE CENTER/COMPASS Dar es salaam

APPLICATION YEAR 2025/2026

PHONE NUMBER 255111111111
[Edit Phone Number](#)

[Edit Application](#)

[Back](#) [Next >](#)

- iv. Make payment through the displayed control number then Click “Next” to proceed

SIMS

User picture [Redacted]
Applicant

Home

Contacts Details

APPLICATION NUMBER BC0007861

APPLICANT NAME [Redacted]

CONTROL NUMBER 1234567 **Paid**

AMOUNT TZS 10,000

PREVIEW INVOICE 2505AP0007

PROGRAMME APPLIED Basic Technician Certificate(NTA LEVEL 4)

COLLEGE CENTER/COMPASS Dar es salaam

APPLICATION YEAR 2025/2026

PHONE NUMBER 255111111111
[Edit Phone Number](#)

[Back](#) [Next >](#)

- v. Fill in the form then click “Save and Continue” to proceed; incase of the failure read reason.

The screenshot shows the SIMS application form. On the left is a blue sidebar with the SIMS logo and navigation links: User picture, Applicant, Home, and Contacts Details. The main form area contains the following fields and options:

- Birth Country: Tanzania, United Republic of
- Citizenship: Tanzania, United Republic of
- Do you have NHIF?: ☐ Yes ☒ No
- Do you need hostel accomodation?: ☐ Yes ☒ No
- Are you employed?: ☐
- 1.How did you hear about us: (please tick)
 - ☒ 1.Prospectus
 - ☐ 2.Education/ Trade Fair
 - ☐ 3.Website
 - ☐ 4.Advert in Newspaper/ Journal
 - ☐ 5.Individual's (Friends) Recommendation
 - ☐ 6.Other

At the bottom, there are two buttons: “Back” and “Save and Continue”, with the latter circled in red.

- vi. Fill in the Contact Details Form then Click “Save and Continue” to proceed

The screenshot shows the SIMS Contact Details form. On the left is a blue sidebar with the SIMS logo and navigation links: User picture, Applicant, Home, and Contacts Details. The main form area contains the following fields and options:

- Upendo Johari Masai
- Po Box 9184 Dar
- Country/State: Tanzania, United Republic of
- Region/Province: ARUSHA REGION
- Other Region
- District: KATARU DISTRICT
- E-Mail Address: johnjohn@gmail.com
- Others District
- Phone Number*: 0611111111
- Relationship*: Sister

At the bottom, there are two buttons: “Back” and “Save and Continue”, with the latter circled in red.

vii. Click “Load” to load your form four Examination results

The screenshot shows the SIMS Education page. On the left is a blue sidebar with the SIMS logo and navigation links: User picture, Applicant, Home, and Contacts Details. The main content area has a breadcrumb trail 'Home > Education'. Below this is a section for 'NECTA (CSE, ACSE, DSE, GTAA, MUKA)' with a blue '+LOAD' button circled in red. Below the button is a table with headers: LEVEL, INDEX NUMBER, FULL NAME, CENTER NAME, EXAM YEAR, DIVISION, POINTS, and ACTIONS. The table is currently empty, with the text 'No Item added yet!' below it. At the bottom are 'Back' and 'Next >' buttons.

viii. If the result information is correct, click “Confirm” then Click “Next” to Proceed

The screenshot shows the SIMS Education page with a loaded examination result. The '+LOAD' button is still present. Below it is a table with the following data:

LEVEL	INDEX NUMBER	FULL NAME	CENTER NAME	EXAM YEAR	DIVISION	POINTS	ACTIONS
Ordinary Level	S17 [redacted]	[redacted]	[redacted] SECONDARY SCHOOL	[redacted]	IV	26	Confirm Delete

Below this table is another table showing subject details:

SUBJECT CODE	SUBJECT NAME	GRADE
041	BASIC MATHEMATICS	F
033	BIOLOGY	D
032	CHEMISTRY	C
031	PHYSICS	F
022	ENGLISH LANGUAGE	D
021	KISWAHILI	C

- ix. For applicant's with more than one form four sitting or with form six qualification(s) click "Add New" to add another form four sitting or form six qualification (s) then click "Confirm" then click "Next" to proceed.

The screenshot shows the SIMS Education page. On the left is a sidebar with the SIMS logo, a user profile section, and navigation links for Home and Contacts Details. The main content area has a breadcrumb trail 'Home > Education'. Below this is a section for NECTA (CSE, ACSE, DSE, GTAA, MURTA) with a red circle around the '+ ADD NEW' button. A table displays exam results for an 'Ordinary Level' student. The table has columns for LEVEL, INDEX NUMBER, FULL NAME, CENTER NAME, EXAM YEAR, DIVISION, POINTS, and ACTIONS. The first row shows a student with index number S177, a full name, a secondary school center, exam year, division IV, 26 points, and a 'Confirmed' status. Below this is a table for subjects with columns for SUBJECT CODE, SUBJECT NAME, and GRADE. The subjects listed are Basic Mathematics (F), Biology (D), Chemistry (C), and Physics (F).

LEVEL	INDEX NUMBER	FULL NAME	CENTER NAME	EXAM YEAR	DIVISION	POINTS	ACTIONS
Ordinary Level	S177		SECONDARY SCHOOL		IV	26	Confirmed

SUBJECT CODE	SUBJECT NAME	GRADE
041	BASIC MATHEMATICS	F
033	BIOLOGY	D
032	CHEMISTRY	C
031	PHYSICS	F

- x. For applicants with NTA Level 4 or 5 (NACTVET) entry qualification(s) click "Add New" after the form four IV results

The screenshot shows the SIMS NACTE section. The sidebar is the same as in the previous screenshot. The main content area has a breadcrumb trail 'Home > Education'. Below this is a section for NACTE (AVN, REGISTRATION NUMBER) with a red circle around the '+ ADD NEW' button. A table displays NACTE results with columns for LEVEL, FULL NAME, REGISTRATION NUMBER, USERNAME, ACADEMIC YEAR, PROGRAMME, INSTITUTION, GPA, and ACTIONS. The table contains five rows of data. Below the table, there is a message 'No Item added yet!'. At the bottom of the page, there are 'Back' and 'Next' buttons.

LEVEL	FULL NAME	REGISTRATION NUMBER	USERNAME	ACADEMIC YEAR	PROGRAMME	INSTITUTION	GPA	ACTIONS
022								
021								
013								
012								
011								

No Item added yet!

Back Next

- xi. Fill in the form then Click “Submit” Then click next to proceed with course selection.

The screenshot shows the SIMS NACTE DETAILS form. The left sidebar contains the SIMS logo and navigation links: User picture, Applicant, Home, and Contacts Details. The main form area has the following fields:

- Result With: Registration Number (dropdown)
- Nta Level: Basic Technician Certificate (NTA4) (dropdown)
- Exam Code: NS (dropdown)
- Center Number: 0000 (text input)
- Exam Number: 0000 (text input)
- Completion Year: 2020 (dropdown)

At the bottom of the form, there are two buttons: 'submit' (circled in red) and 'Cancel'.

- xii. Select course(s) as per your priority by clicking “Add” in the selected course(s)

The screenshot shows the SIMS course selection table. The left sidebar contains the SIMS logo and navigation links: User picture, Applicant, Home, and Contacts Details. The table has the following columns:

24)								
2. Basic Technician Certificate	Basic Technician Certificate in Mechanical Engineering (BTCME)	<ul style="list-style-type: none">4 Passes in Form four Results, With Passes in the following Subjects: BASIC MATHEMATICS - D (Mandatory), PHYSICS - D (Optional), ENGINEERING SCIENCE - D (Optional),OR2 Passes in Form four Results, With Passes in the following Subjects: BASIC MATHEMATICS - D (Mandatory), Certificate of NVA Level 3,				100	2	First F Add

The 'Add' button in the last row is circled in red.

- xiii. After selection of the course read the “eligibility” remarks, if not eligible change choice by click “Remove” then re-do selection to the eligible course(s)

PROGRAMME NAME	COURSE	REQUIREMENTS	ELIGIBILITY	REMARKS	PRIORITY	COURSE CAPACITY	APPLICANTS	ACTION
1. Basic Technician Certificate	Basic Technician Certificate in Shipping and Port Operations Managment (BTCSPOM-24)		Eligible		2	250	3	Remove
2. Basic Technician Certificate	Basic Technician Certificate in Mechanical Engineering (BTCME)	<ul style="list-style-type: none">4 Passes in Form four Results, With Passes in the following Subjects: BASIC MATHEMATICS - D (Mandatory), PHYSICS - D (Optional),	Not Eligible	Require Pass of PHYSICS with minimum grade D, or ENGINEERING SCIENCE with minimum grade D. OR Must Possess NVA Level 3 Certificate.	1	100	3	Remove

- xiv. After course selection, preview your application by clicking “Preview”

ENGINEERING SCIENCE - D (Optional),

- OR
- 2 Passes in Form four Results, With Passes in the following Subjects: BASIC MATHEMATICS - D (Mandatory), Certificate of NVA Level 3,

[Back](#) [Preview](#)

- xv. Complete you application by **Checking/Clicking the “Agree Button” then click “Submit Now”**

Home

Contacts Details

I declare that the information provided is complete and correct to the best of my knowledge. I understand that any false information provided could lead to legal actions and being disqualified or discharged if I am selected.

Please Check the agree button bellow and click submit to complete your Application.

☒ I Agree

Back

Submit Now

Version 3.0.0
CINAC: Toronto Data Authority (CDA)

- xvi. **Successful message will display, click “OK” to exit and wait for selection**

Home

Application ID: 861

Academic Year: 26

Remark:

Course Selected

Application Submitted Successfully

OK

COURSE CHOICES PRIORITY DATE STATUS REMARKS Ap

NOTE:

Please note that applicants may edit and re submit their application at any time when application window is still open.