THE UNITED REPUBLIC OF TANZANIA

MINISTRY OF TRANSPORT

TANZANIA PORTS AUTHORITY

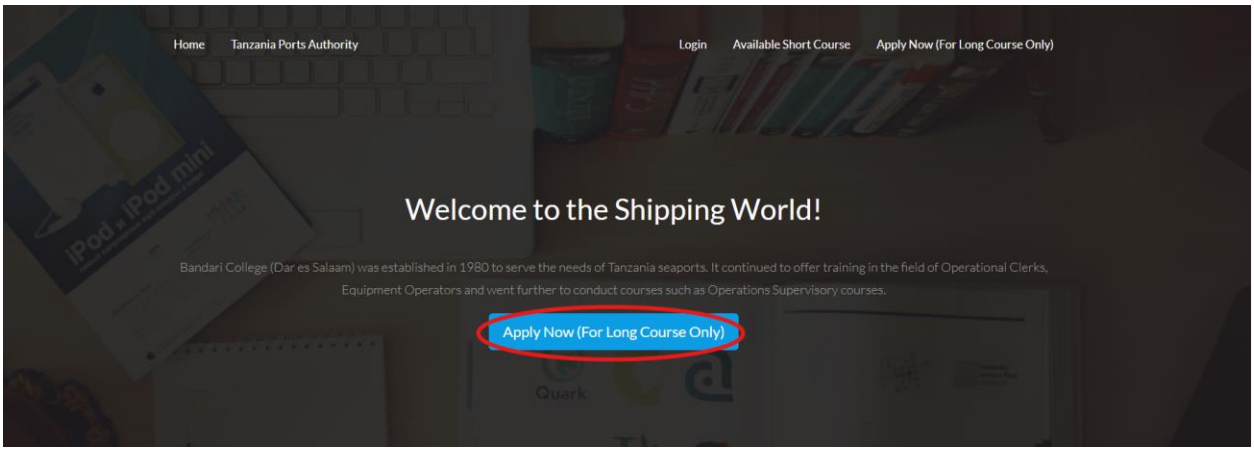
BANDARI COLLEGE DAR ES SALAAM

APPLICANTS GUIDE MANUAL FOR ACADEMIC YEAR 2025/2026 SEPTEMBER INTAKE

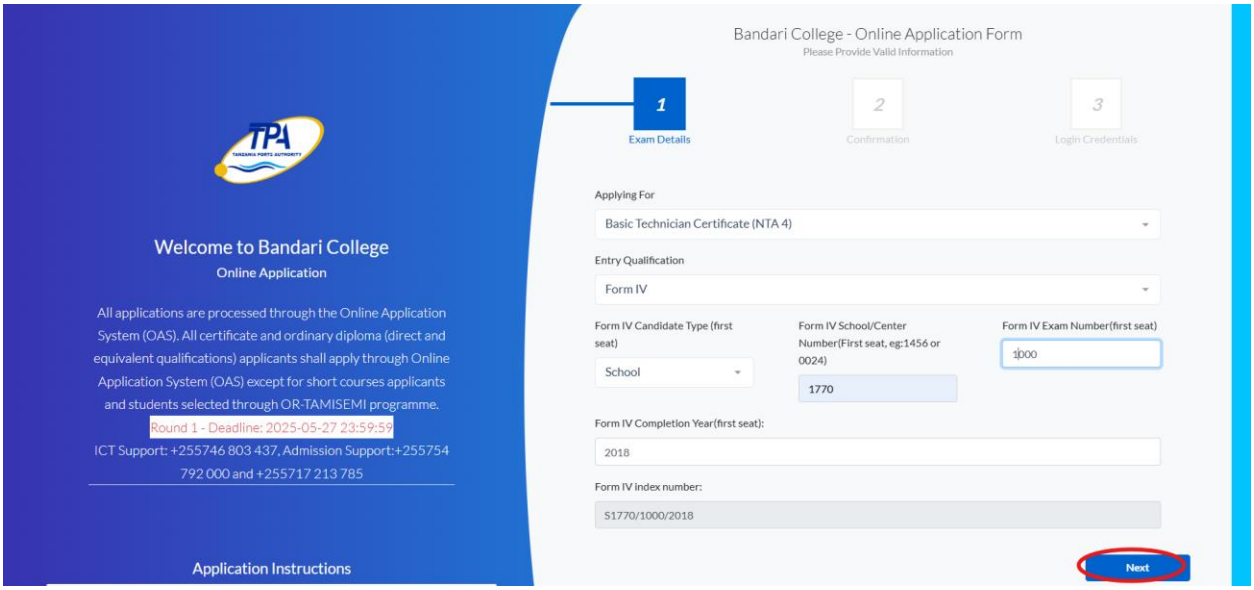
STEP 1. CREATING ACCOUNT

i. Search https://sims.bandari.ac.tz

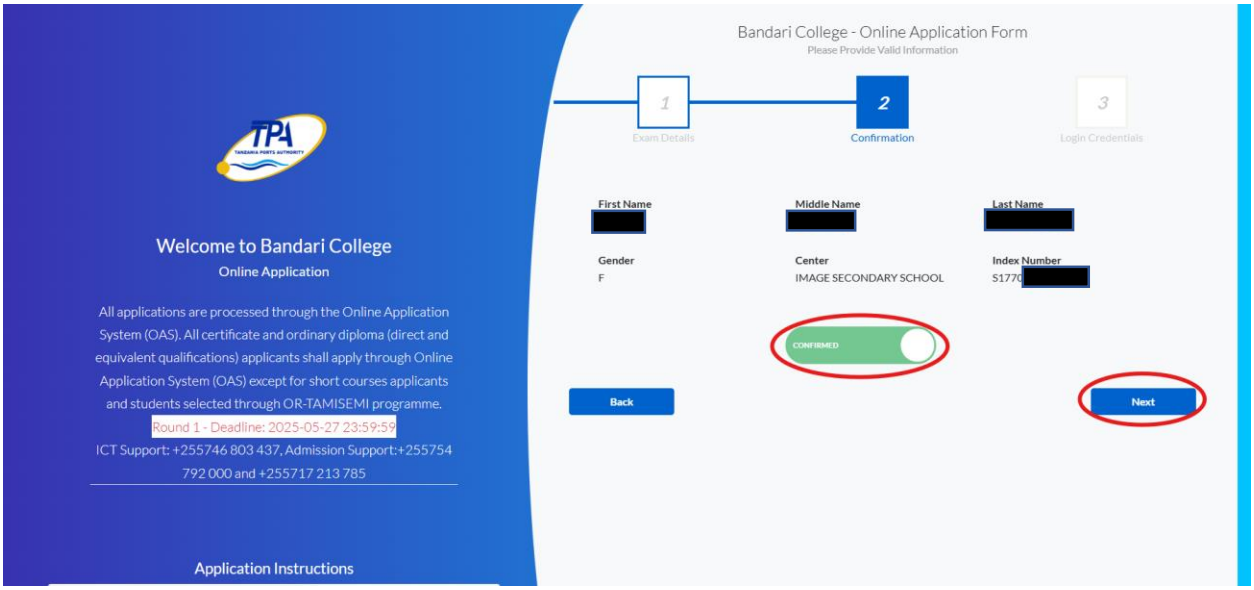
ii. Click Apply Now (For Long Course Only) to start application



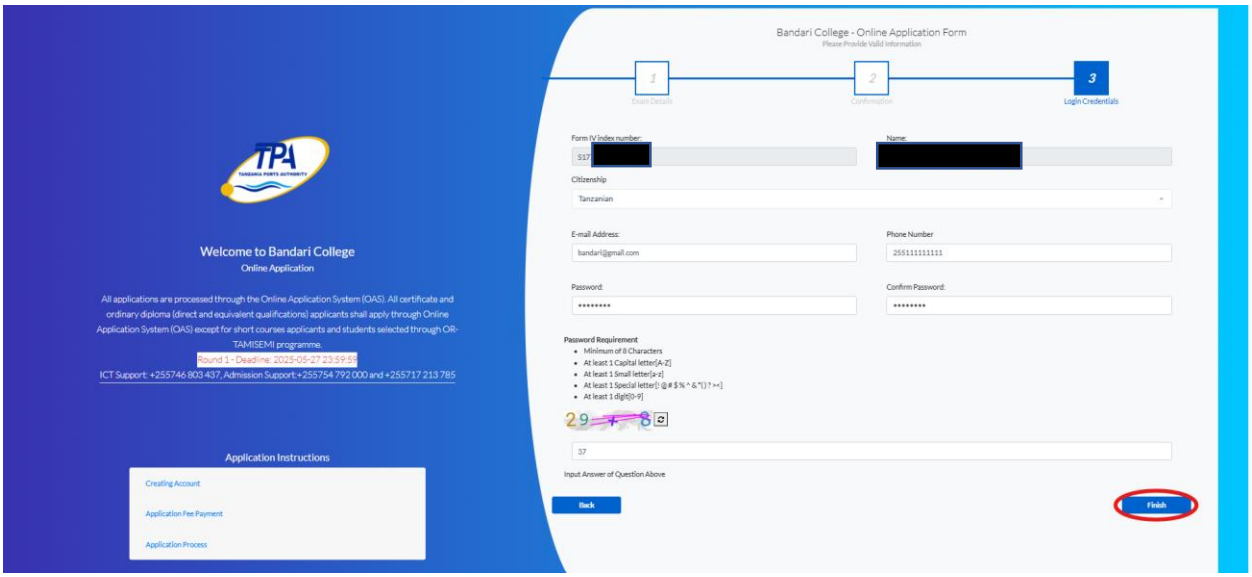
iii. Fill in the form, the click “Next” to proceed



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

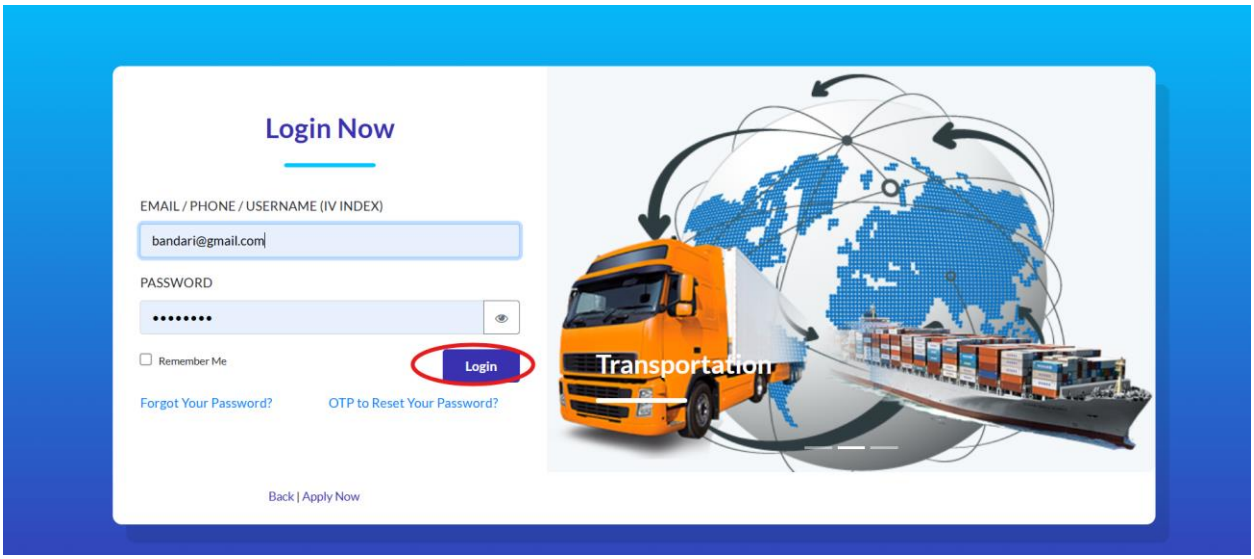


v. Fill in the form then Click “Finish”. Your Account will be successful created, in case of failure, read error message

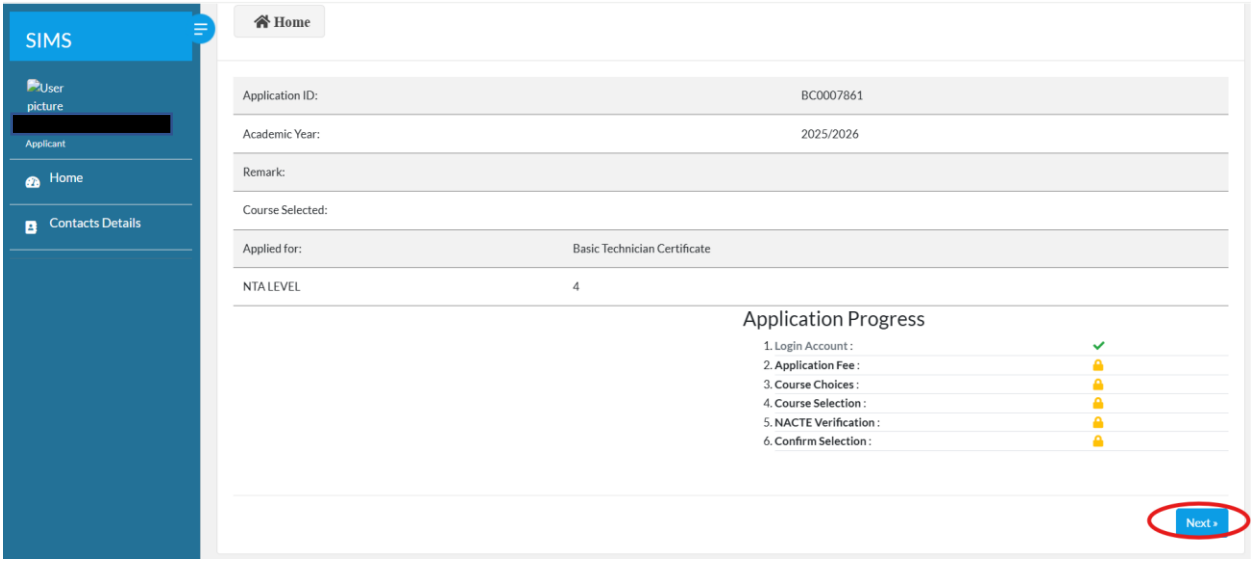


STEP 2. APPLICATION PROCESS

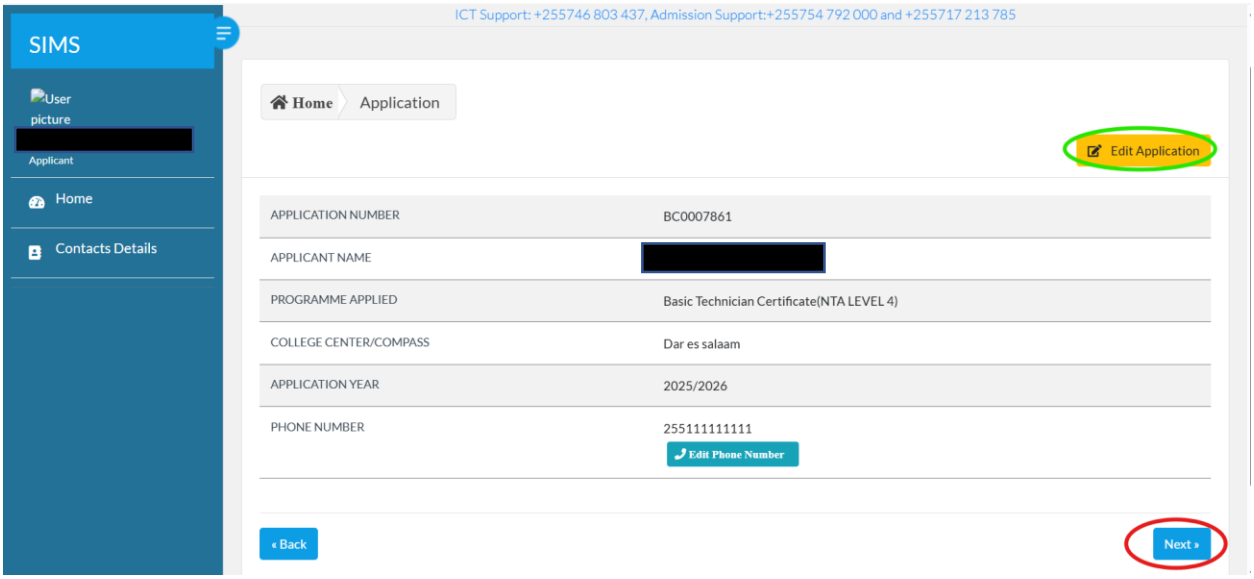
i. Login into your SIMS account by filling the username and password you have specified in step 1. (iv) above then Click “Login”



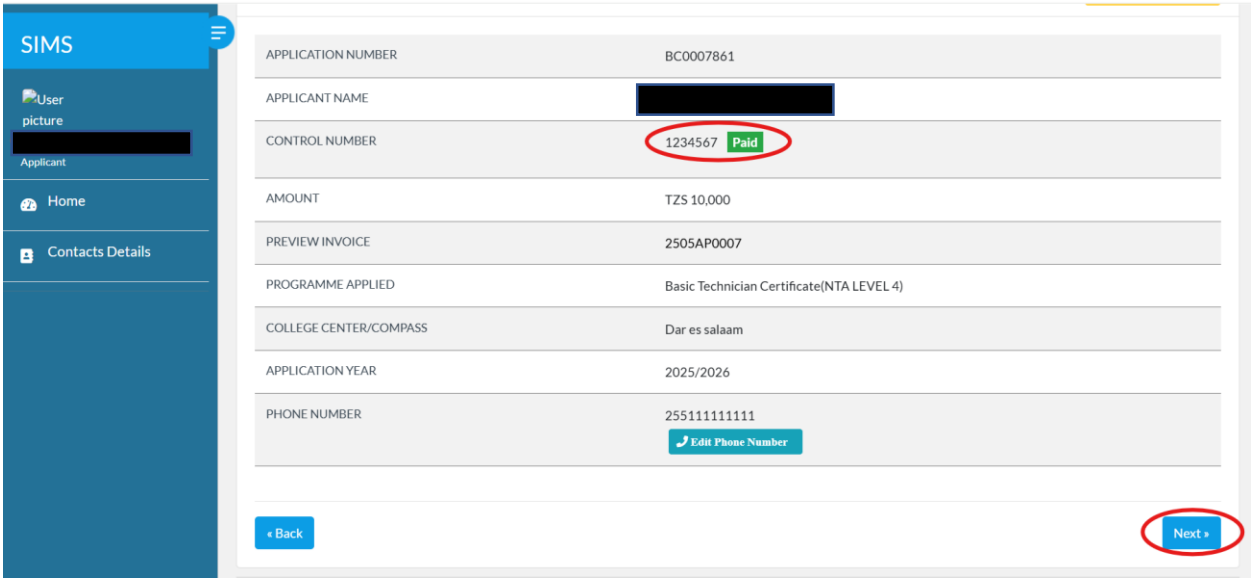
ii. Confirm your information, then Click “Next” to proceed



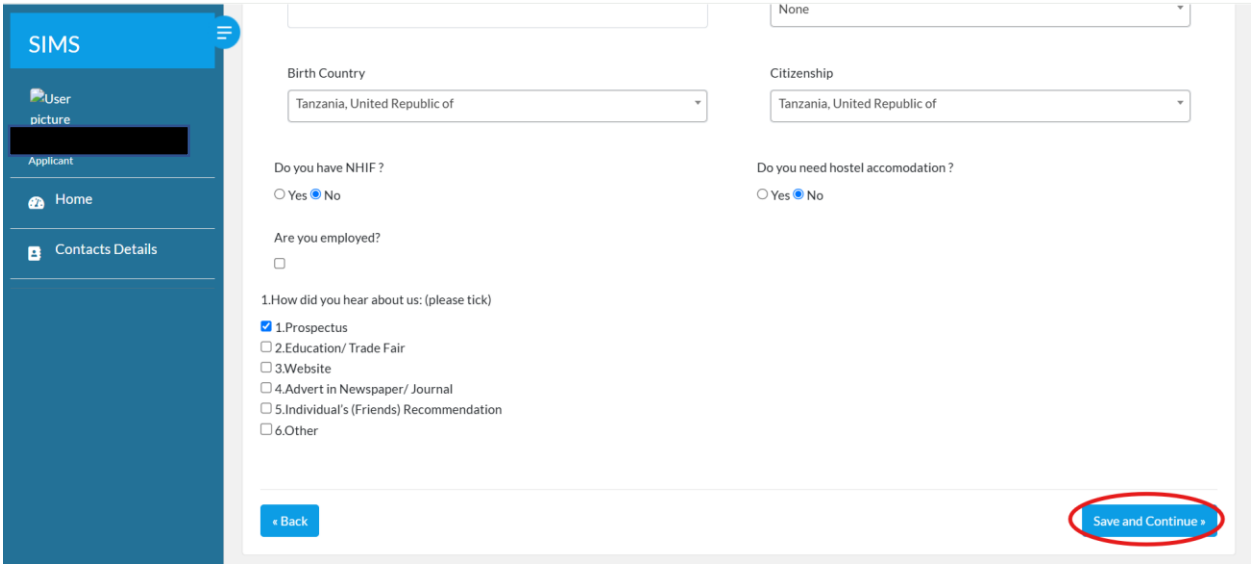
iii. Confirm your information again, then click “Next” to proceed, in case you want to change application NTA Level click “Edit Application” to change. This can be done any time when the application window is open.



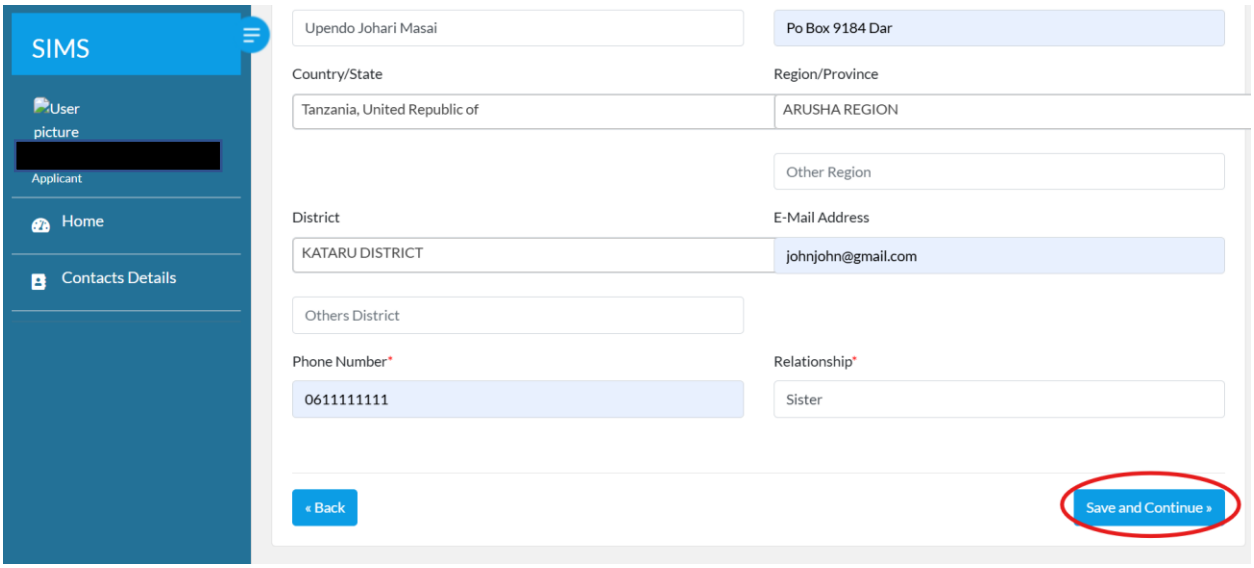
iv. Make payment through the displayed control number then Click “Next” to proceed



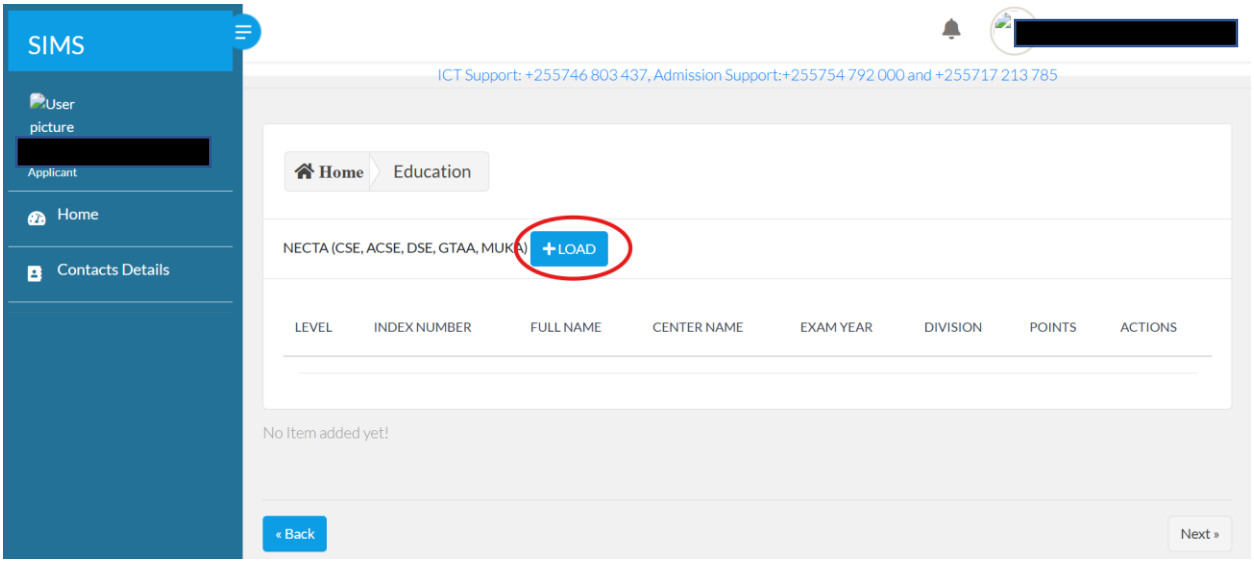
v. Fill in the form then click “Save and Continue” to proceed; incase of the failure read reason.



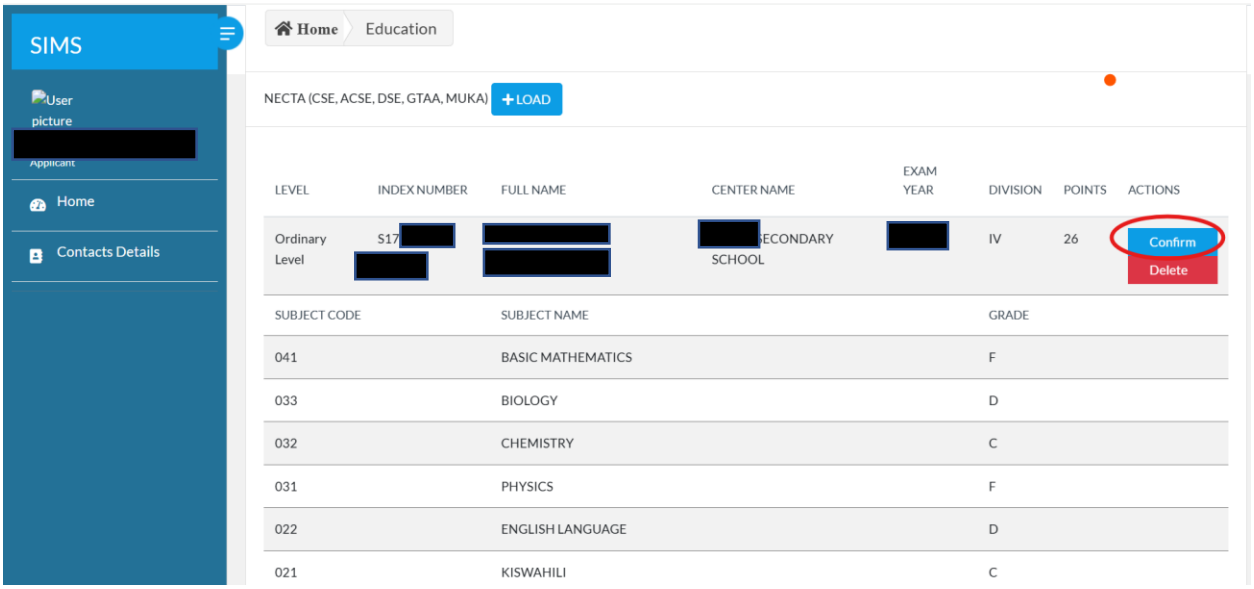
vi. Fill in the Contact Details Form then Click “Save and Continue” to proceed



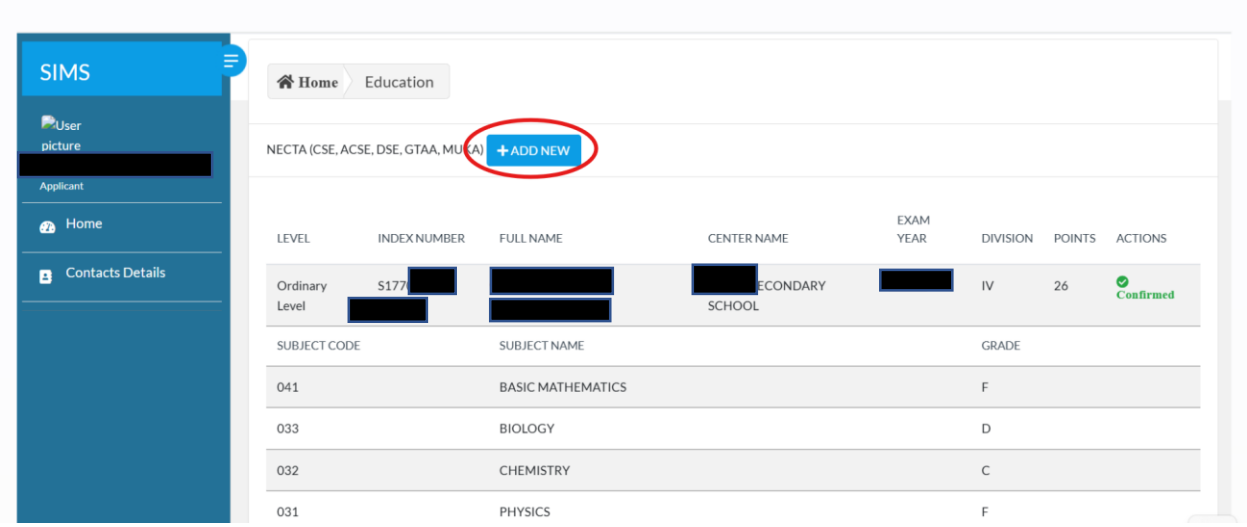
vii. Click “Load” to load your form four Examination results



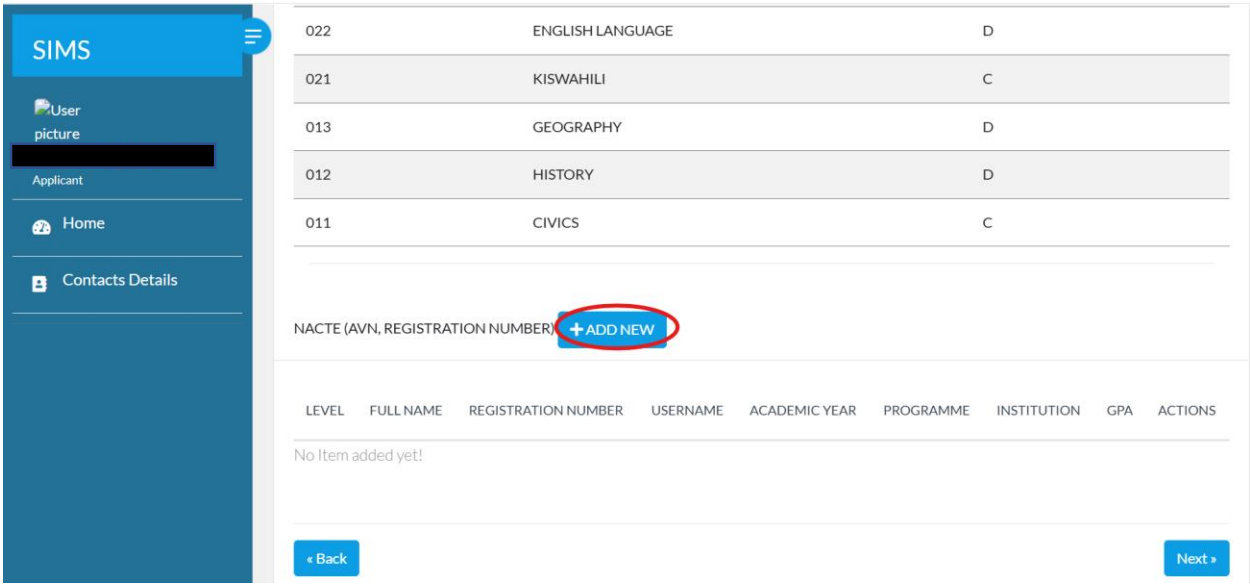
viii. If the result information is correct, click “Confirm” then Click “Next” to Proceed



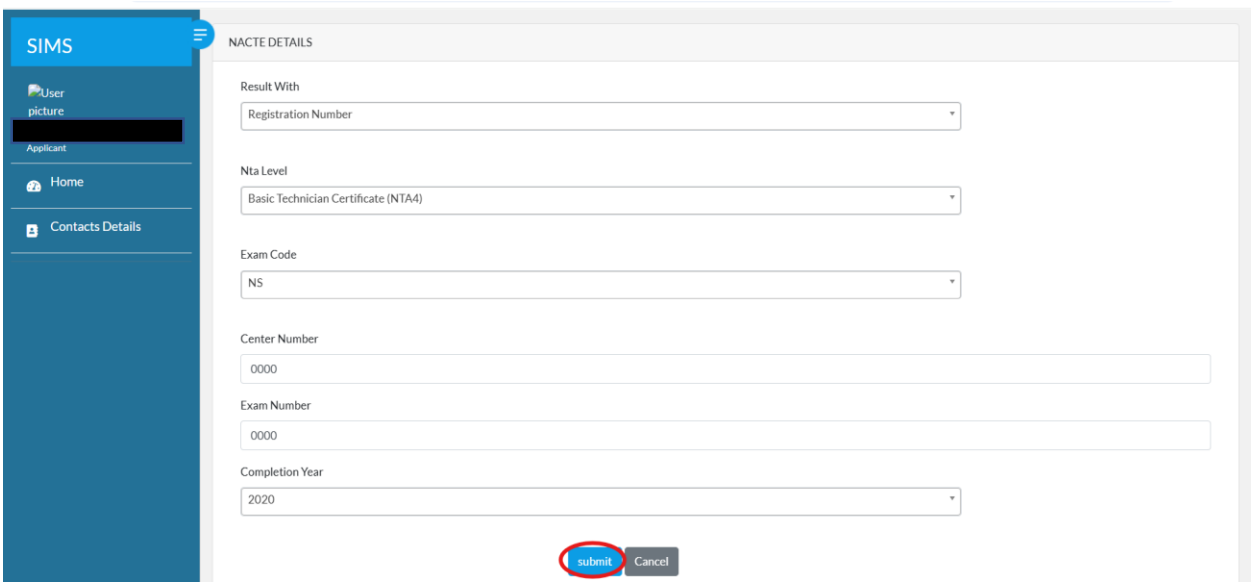
ix. For applicant's with more than one form four sitting or with form six qualification(s) click "Add New" to add another form four sitting or form six qualification (s) then click "Confirm" then click "Next" to proceed.



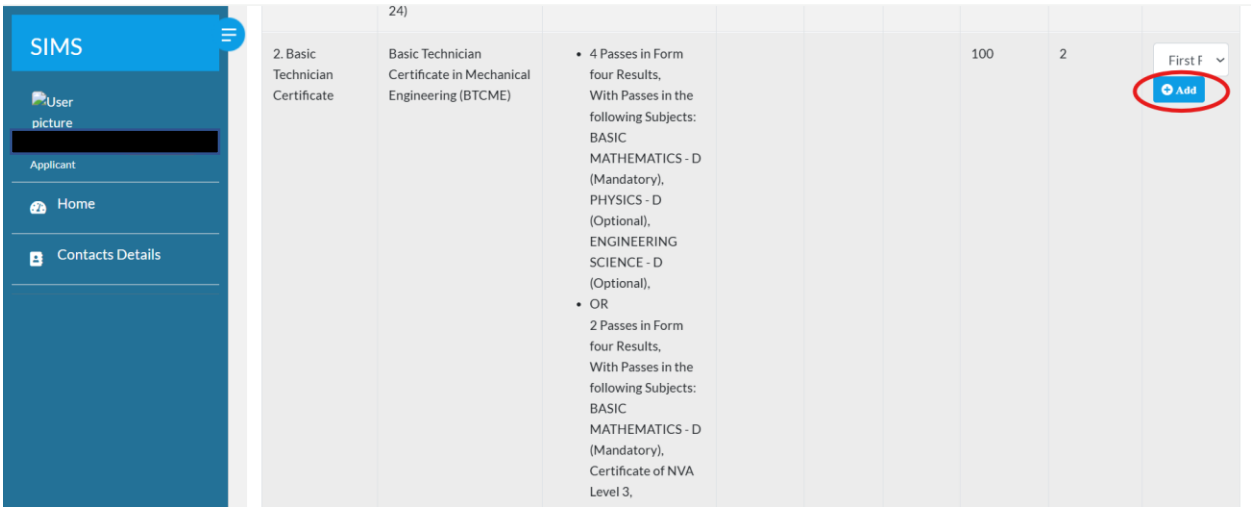
x. For applicants with NTA Level 4 or 5 (NACTVET) entry qualification(s) click "Add New" after the form four IV results



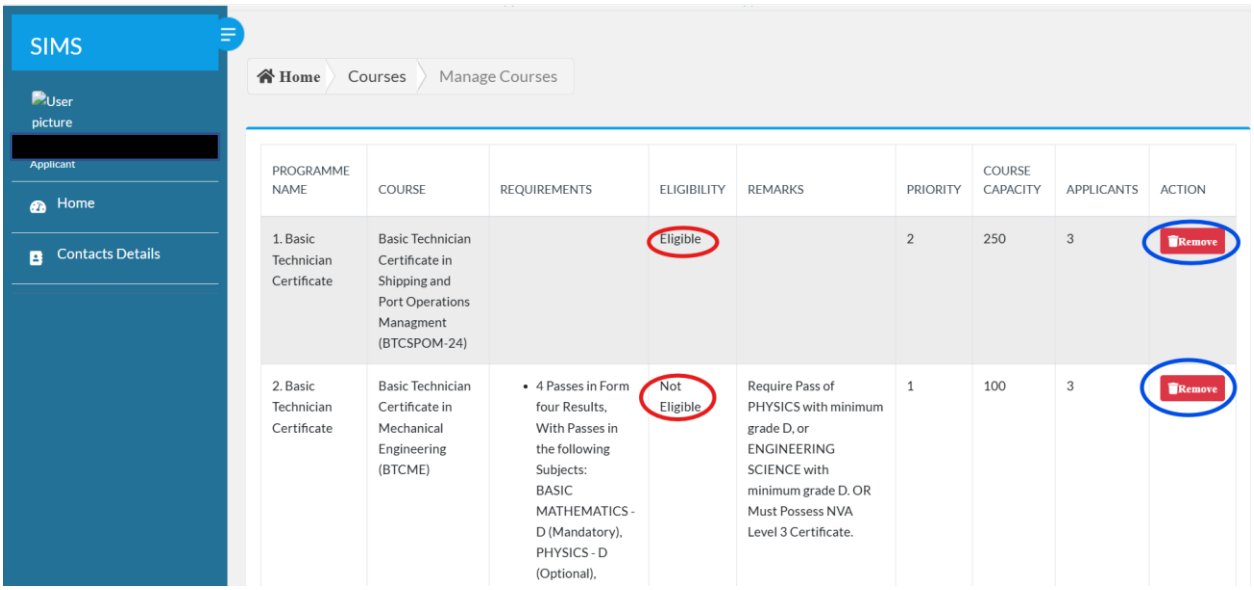
xi. Fill in the form then Click “Submit” Then click next to proceed with course selection.



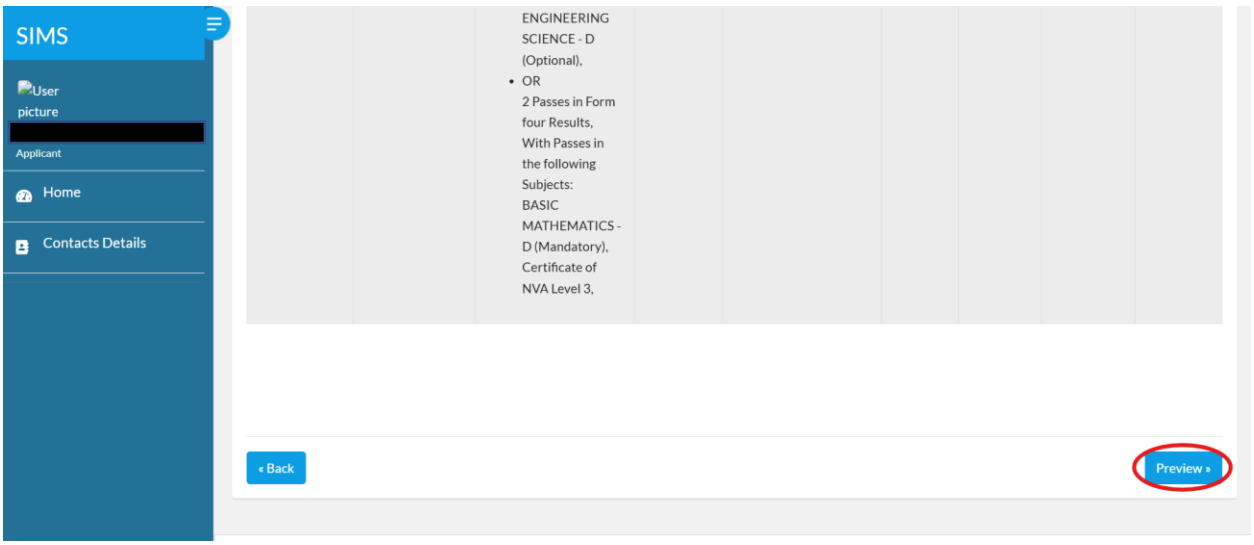
xii. Select course(s) as per your priority by clicking “Add” in the selected course(s)



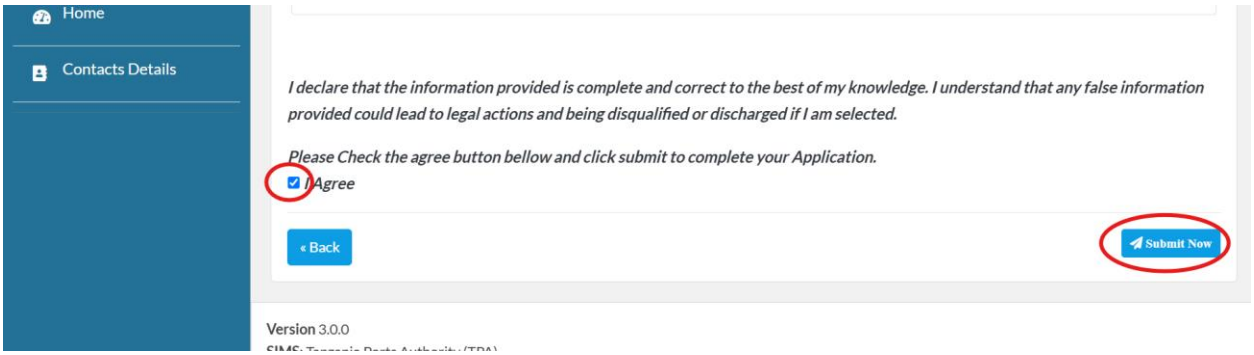
xiii. After selection of the course read the “eligibility” remarks, if not eligible change choice by click “Remove” then re-do selection to the eligible course(s)



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

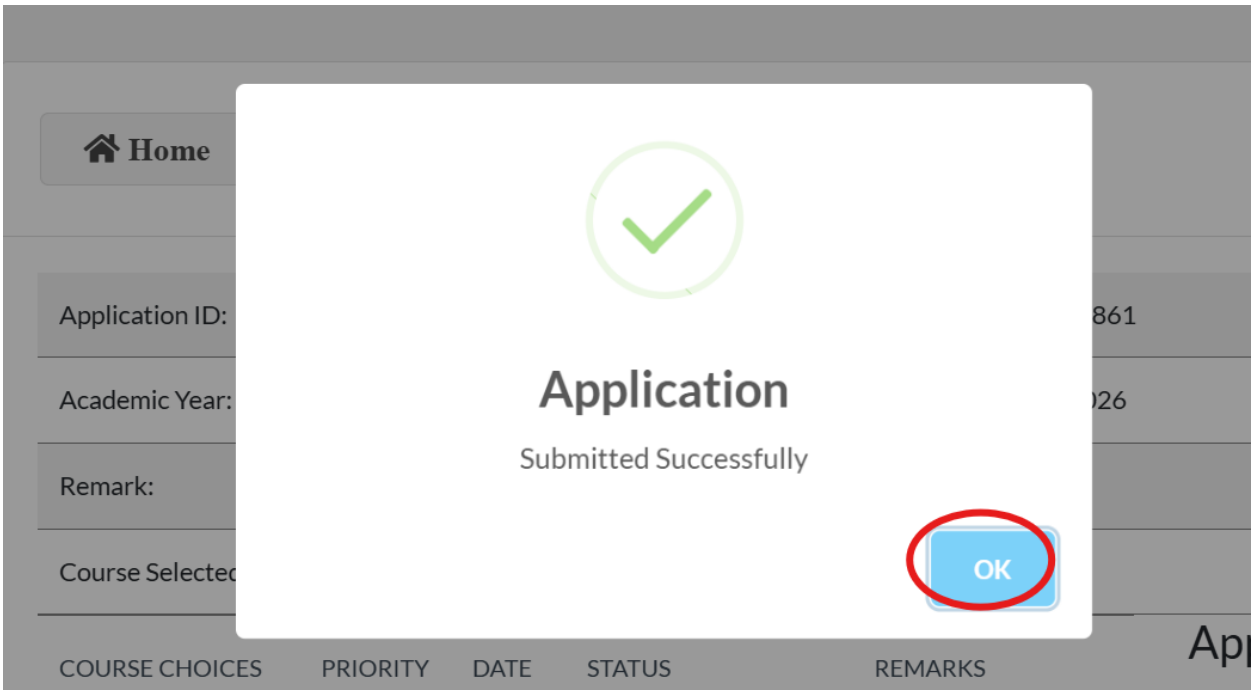


xv. Complete you application by ***Checking/Clicking the "Agree Button" then click "Submit Now"***



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

.



NOTE:

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