

THE LAW SCHOOL OF TANZANIA



APPLICANT USER GUIDE

USER GUIDE ON HOW TO APPLY THROUGH ONLINE APPLICATION SYSTEM

The Law School of Tanzania (LST) uses online application system (OAS) to receive and processes applications for admission in to LST postgraduate program. The OAS is linked with Tanzania Commission for Universities (TCU) admission system, National Council for Technical Education (NACTE) and National Examination Council of Tanzania (NECTA) for degrees, certificates and Diploma verification.

Preparations

1. All applicants into postgraduate programs (form IV and form VI holders) make sure you have both A- level and O- level index numbers which should be written in the following format (S0000/0000/0000 or EQ2014002504/2001 for equivalency number) eg. S1147/0152/2012.

If the certificate is having three digits you must add zero (0) to make 4 digits. Eg. S152/228/2015 a zero 0 must be added S0152/0228/2015. Do not upload any certificate.

2. For Equivalent applicants and Foundation programmes (Diploma holders) must have Award verification number (AVN) From NACTE. The AVN number can be obtained online from NACTE website through the following link [award verification number \(AVN\)](#). Please note that you may be required to pay certain amount of money. An Example of AVN is (19NA12212ME). Do not upload any certificate.
3. In addition, each certificate must be scanned in PDF format separately and must be uploaded in the OAS.
4. For applicants with foreign certificates must obtain translation of their certificates from NACTE for Diploma holders, NECTA for O level and A Level certificates and TCU for degree holders.
5. All applicants must apply online by using names as appears in their form four (O level) certificates.

Payments

1. Applications will be processed after verification of the payment of a non-refundable application fee of T.Shs. 20,000.00.
2. The applicant should pay application fee using **control number**. In order to obtain the control number follow the steps below:
 - 2.1 Go to payment portal accessible through <https://www.lst.ac.tz>;
 - 2.2 Select Payments at the menu;
 - 2.3 Fill the Payment Registration Form;
 - 2.4 On payment type select Receipt from Application Fee;
 - 2.5 On the amount type “20000”;
 - 2.6 Click Submit button;
 - 2.7 On the next page your control number will appear.
 - 2.8 If you click the control number you will be able to download the billing invoice printout in pdf.
3. How to Pay Your Bill
Payments can be done through **the bank** or **mobile phone** using different mobile networks.

Payment Through Mobile Networks


	Tigopesa	M-Pesa	AirtelMoney	T-Pesa
1.	Enter *150*01#	Enter *150*00#	Enter *150*60#	Enter *150*71#
2.	Select 4 (Pay bills)	Select 4 (Pay bills)	Select 5 (Pay bills)	Select 4 (Pay bills)
3.	Select 5 (Government Payments)	Select 5 (Government Payments)	Select 5 (Government Payments)	Select 5 (Government Payments)
4.	Enter reference number (Control Number)	Enter reference number (Control Number)	Select 1 (Enter reference number /Control Number)	Enter reference number (Control Number)
5.	Enter the amount to be paid	Enter the amount to be paid	Enter reference number (Control Number)	Enter the amount to be paid
6.	Enter your pin number to confirm	Enter your pin number to confirm	Enter the amount to be paid	Enter your pin number to confirm
7.		Confirm by choosing 1	Enter your pin number to confirm	

Start your application


Application link can be found on LST website or click the following link **[CLICK TO APPLY ONLINE](#)**

Online Application button can be found at the right side of the website

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The Ministry of Constitutional and Legal Affairs
THE LAW SCHOOL OF TANZANIA
Excellence in Legal Practice





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PAYMENTS

For Payments .
👉 Click here

STUDENT RECORDS SYSTEM

Student Records Information.
👉 Click here

ONLINE APPLICATION

Apply for Admission.
👉 Click here

NEWS AND EVENTS
To all enrolled students in the 33rd cohort 2022-2023

USEFUL LINKS
Public Service Commission

On Clicking the online application button, the application form will be seen

Filling the application form

1. Select intake you intend to apply
2. Choose when you completed your O level
3. Click next to proceed (if you have completed Olevel in Tanzania-after 1987 your names will appear automatically)
4. For those with equivalent number should follow above procedure as well (EQ202067777/2012) year of completion should appear as on brackets (your names will appear automatically)
5. For those who completed Olevel in Tanzania-before 1987 or have completed their ordinary level education outside Tanzania select that option and continue to fill the required fields of your names in the form.



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The Law School of Tanzania

[Click here to Login](#)

admission.admission

Online Applications

[Home](#) / [Online Applications](#)[Apply](#)[How to Apply](#)Application Intake*  Completed O-Level in ?*  Control Number*  E-Mail*  Mobile Number*  Ordinary Secondary index
Number*  [Next](#)**404 Page Not Found**

The page you requested was not found.

On clicking Next, the system will supply username and password on the screen. Note the details and proceed to login to complete your application processing.

After having supplied username (Olevel index no) and password then use click [here](#) link to proceed with your application
Your O level/equivalence number is your **USERNAME** (S0000/0000/0000) and **DEFAULT PASSWORD IS (Lst@1234)**



https://saris.lst.ac.tz

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**Law School of Tanzania Student Information
System**

S0731/0534/2004

*****|

Login

Basic information

1. Remember to click save after filling the form
2. Do not add extra names, your names should be the same as those appear on O level certificate



S04: 4/00' /200

S04: ./00' /200

Home / S0434/0052/2008

My Account

Other Information

Select Program

Schools Attended

Grades Attained

Submit Application

Log out

Applicant No	<input type="text" value="AA0000000002"/>
First Name*	<input type="text" value="REHEMA"/>
Middle Name*	<input type="text"/>
Surname*	<input type="text" value="SALUM"/>
Gender*	<input type="text" value="-- Select --"/>
Marital Status*	<input type="text" value="-- Select --"/>
Disability*	<input type="text" value="-- Select --"/>
Program Category*	<input type="text" value="Postgraduate"/>
Birth Date	<input type="text" value="dd/mm/yyyy"/>
Birth Place*	<input type="text"/>

Update

Next



Upload Photo

Choose File No file chosen

Your Sponsor*

-- Select --

Country of Birth*

-- Select --

Citizenship

-- Select --

O-level Index No.*

S04: 00' /200

NIDA ID.*



S0434/0052/2008

S0434/0052/2008

Home / S0434/0052/2008

My Account

Other Information

Select Program

Schools Attended

Grades Attained

Submit Application

Log out

Full Address*

123 DAR

Next of Kin

Next of Kin

ELIAS MATIMBWA

Occupation

SYSTEM ADMIN

Relationship

single

Mobile No

Email Address

rehemasalum08@gmail.com

Full Address

9422

Mobile No

0714294782

save

Employer's Information

Employer

Full Address

Mobile No

Email Address




S0434/0052/2008

S0434/0052/2008

[Home](#) / [S0434/0052/2008](#)

 [My Account](#)

 [Other Information](#)

 [Select Program](#)

 [Schools Attended](#)

 [Grades Attained](#)

 [Submit Application](#)



 [Log out](#)

Programme*

Postgraduate Diploma in Legal Practice

Save


Inter your ordinary level information and your information will be displayed if you have completed your O level in Tanzania after 1987. For those who completed their secondary education outside Tanzania or before 1987 kindly select that option and provide further details of your education and attach a pdf file of your certificate scanned together with TCU or Nacte verification.





S0207/0000/2000


O-Level Qualifications


Home / O-Level Qualifications


 My Account


 Other Information

 Select Program

 Schools Attended

 Grades Attained

 Submit Application

 Log out

Do you have another form four index number? If yes fill the form and click Save, if no click next to proceed

Important : For those with foreign certificate, you are required to upload your foreign certificate and verification certificate from NACTE or TCU

Index No*	S0207/0000/2000	firstname	
Completion Year*	2007	midname	
Completed O-Level in ?*	Tanzania (NECTA) after...	surname	
School	KILAKALA SECONDARY SCHOOL		
Award	CSEE		
Division	IV		
Points	23		

Do you have Diploma or A-level Certificate?

-- Select --

Save

Next

Upon completion click save, and proceed to select if you have attended Diploma Education or Advanced secondary education

← → ↻ 🏠 <https://saris.lst.ac.tz/Qualificationso> 80% ☆ 🗄️ 📄 🇹🇿 🇦🇷 🇲🇰 ☰

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O-Level Qualifications Home / O-Level Qualifications

My Account

Other Information

Select Program

Schools Attended

Grades Attained

Submit Application

Log out

Do you have another form four index number? If yes fill the form and click Save, if no click next to proceed

Important : For those with foreign certificate, you are required to upload your foreign certificate and verification certificate from NACTE or TCU

Index No*

Completion Year*

Completed O-Level in ?*

firstname*

midname*

surname*

School

Award

Division

Points

Do you have Diploma or A-level Certificate?

-- Select --

-- Select --

A level

Diploma

- My Account
- Other Information
- Select Program
- Schools Attended
- Grades Attained
- Submit Application
- Log out

A-Level Qualifications

Home / A-Level Qualifications

Important : For those with foreign certificate, you are required to upload your foreign certificate and verification certificate from NACTE or TCU

Index No*

firstname*

Completion Year*

midname*

Completed A-Level in ?*

-- Select --

surname*

-- Select --

- Tanzania (NECTA) after 1987
- Outside Tanzania/NECTA before 1987

Save

Next

A-LEVEL QUALIFICATIONS

S/No	School level	School	Award	Index No	Class	Certificate	Edit	Delete
1	O level	KILAKALA SECONDARY SCHOOL	CSEE	S020 /00- ./200		No attachment		
2	Degree	MMB	LLB DEGREE	2020 /2021	SECOND CLA	aa00000000157-889.pdf		

Provide degree certificate information and save

3020/008/200

My Account

Other Information

Select Program

Schools Attended

Grades Attained

Submit Application

Log out

Enter Certificate information

Home / Enter Certificate information

Registration No*

Completion Year*

Institution

Award*

Classification*

GPA*

Important : To be consider for admission, you are highly recommended to scan both your certified transcript and certificate in one PDF document and upload. For those with Foreign degree, you are also required to include TCU verification certificate.

Upload Certificate

Browse... No file selected.

Save

Next

QUALIFICATIONS

S/No	School level	School	Award	Index No	Classification	Certificate	Edit	Delete
1	O level	KILAKALA SECONDARY SCHOOL	CSEE	5020/008/200		No attachment		
2	Degree	MMB	LLB DEGREE		SECOND CLA	aa00000000157-889.pdf		

Upon completion click next and confirm your necta results.

←

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🔒 https://saris.lst.ac.tz/Appgrades

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👤 My Account

👤 Other Information

📖 Select Program

🏫 Schools Attended

📋 Grades Attained

📄 Submit Application

🚪 Log out

Please Confirm if the results provided below are correct

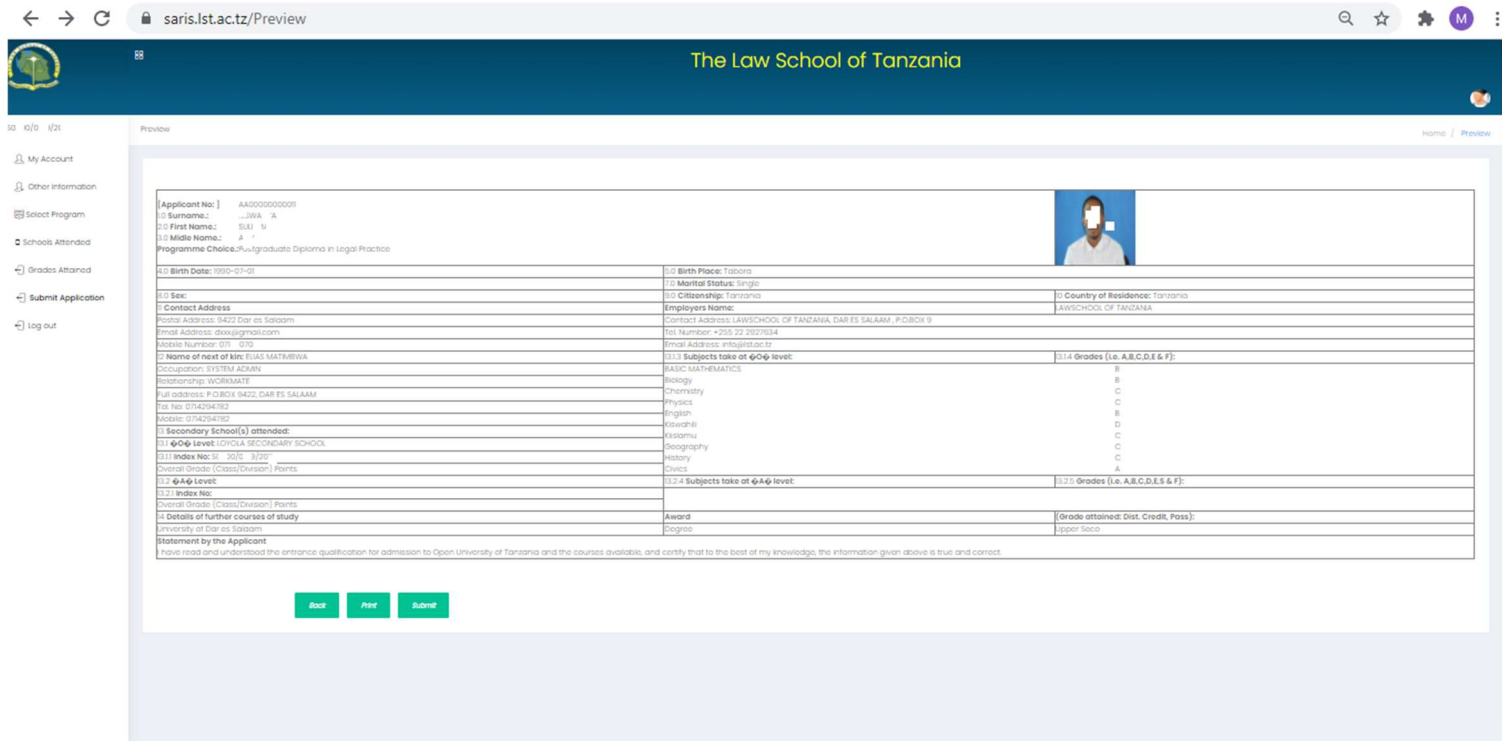
Back

Confirm

O-LEVEL QUALIFICATIONS

S/No	School Level	School Name	Subject	Grade	
1	O level	KILAKALA SECONDARY SCHOOL	BASIC MATHEMATICS	F	*
2	O level	KILAKALA SECONDARY SCHOOL	Biology	C	*
3	O level	KILAKALA SECONDARY SCHOOL	Chemistry	C	*
4	O level	KILAKALA SECONDARY SCHOOL	Physics	F	*
5	O level	KILAKALA SECONDARY SCHOOL	English	D	*
6	O level	KILAKALA SECONDARY SCHOOL	Kiswahili	C	*
7	O level	KILAKALA SECONDARY SCHOOL	Bible Knowledge	B	*
8	O level	KILAKALA SECONDARY SCHOOL	Geography	C	*
9	O level	KILAKALA SECONDARY SCHOOL	History	D	*
10	O level	KILAKALA SECONDARY SCHOOL	Civics	B	*

Preview your details and click submit if they are okey



For successful submission this below message will appear.

You have successfully Submitted Your Application ...