



UNITED REPUBLIC OF TANZANIA
MINISTRY OF EDUCATION, SCIENCE AND
TECHNOLOGY

ARDHI UNIVERSITY (ARU)



**INVITATION FOR CREDIT TRANSFER APPLICATIONS - 2026/2027
ACADEMIC YEAR**

Applications for Credit Transfers are invited from continuing undergraduate students registered at other accredited universities who wish to transfer their credits to Ardhi University, continue their studies, and attain their degrees at Ardhi University.

The credit transfer application window is open from **8th to 21st September, 2026**. Eligible applicants are required to submit their applications within this period and comply with the following requirements and procedures:

- a) The applicant must have been registered in an undergraduate programme at the previous university/institution where the credits were accumulated;
- b) The applicant must submit a formal written application for credit transfer addressed to:

Deputy Vice Chancellor - Academic, Research and Consultancy (DVC-ARC),
Ardhi University,
P.O.Box 35176,
Dar-es-Salaam.

The application letter should clearly specify the undergraduate programme at Ardhi University to which the applicant wishes to transfer.

- c) The application for credit transfer must be accompanied by the following documents:
 - i) Certified copies of the original academic certificates used to gain admission into the previous university;
 - ii) Certified transcript(s) or statement(s) of results from the previous university;
 - iii) Letter of introduction/recommendation from the previous university;
 - iv) Certified copy of the relevant course description, catalogue or syllabus showing the specific contents covered, number of teaching/contact hours, methods of assessment and grading system;
 - v) Official translation of the original documents, where the documents are in a language other than English;
 - vi) A copy of a valid personal identification document, such as NIDA Card, Birth certificate or Passport;
 - vii) A current passport size photograph; and

- viii) Receipt confirming payment of a non-refundable credit transfer application fee of TZS 10,000/=-, which shall be paid using Control Number: 994350251133.
- d) Students who have been discontinued from other Universities on academic, disciplinary or any other grounds are not allowed to transfer credits to Ardhi University.

For further information, clarification or guidance, please visit the Ardhi University website at www.aru.ac.tz, call the Admission Support Numbers: +255 738 044868 / +255 738 044870 / +255 738 564712 / +255 738 357330, or visit the Admission Support Office located on the Ground Floor of the Main Library at Ardhi University Main Campus.



Prof. Makarius Mdemu

Deputy Vice Chancellor - Academic, Research and Consultancy

8th September, 2026