

Postgraduate Sponsorship Application Portal User Guide

1. Introduction

Postgraduate Sponsorship Application Portal is an online tool that enable Health Practitioners to apply for postgraduate sponsorship offered by the Ministry of health. This user guide has divided in 4 parts namely as Introduction, Creating account, Applicants Details and Application Details and Submission

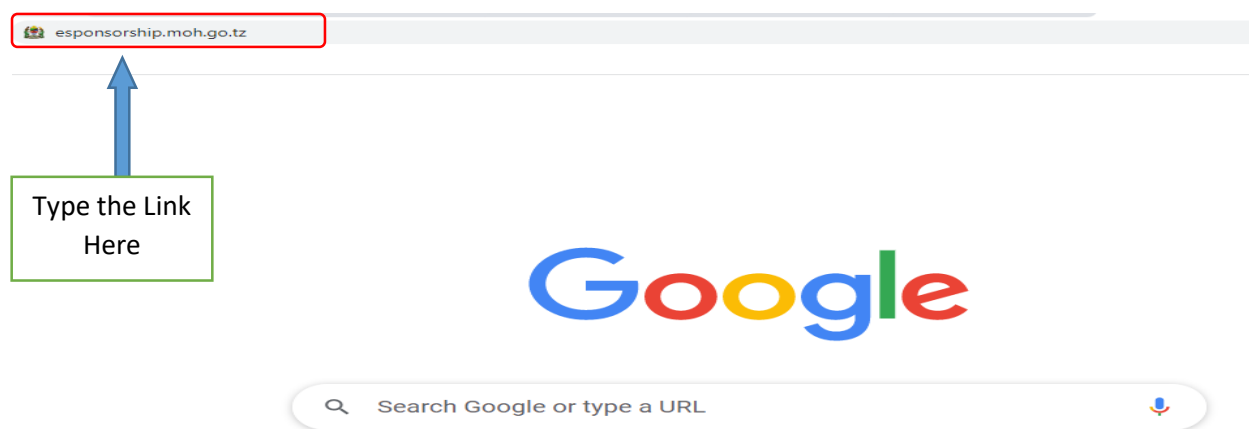
1.1. Prerequisites before using the tool are:

- Basic knowledge of Computer
- Make sure your computer/Laptop or gadgets connected to the Internet
- Make sure you have up to date browsers example; Mozilla Firefox, Google Chrome, etc.
- Need to have Username and Password

1.2. Accessing the tool

This section provides link/URL that will enable you to create account.

Open Browser (Chrome/Mozilla); enter the following URL, esponsorship.moh.go.tz.



2. Creating Account and Login

2.1. Creating Account

- i. Click Create Account

esponsorship.moh.go.tz/authentication/login

THE UNITED REPUBLIC OF TANZANIA



MINISTRY OF HEALTH

Postgraduate Sponsorship Application Portal

LOGIN FORM

Postgraduate Sponsorship Application Portal is an online tool enable Health Practitioners to apply for postgraduate sponsorship from the Ministry of Health with the intention of studying at local and abroad colleges. Steps for Sponsorship application

- Create account
- Fill in your Personal, Academic and Employment details
- Fill in your application details
- Submit your application

Help contact

- 0787 646 464
- 0754 486 708
- 0656 548 317

Enter email

Enter password

Login

[Forgot password?](#)

Create account

Click here to create

- ii. Enter your First name, Middle name and Surname
- iii. Phone number, email
- iv. Select your gender
- v. Enter your phone number
- vi. Enter your email
- vii. Type verification code



Postgraduate Sponsorship Application Portal

POSTGRADUATE SPONSORSHIP APPLICATION PORTAL

Registration form fields:

- First Name:
- Middle Name:
- Surname:
- Sex: Male Female
- Phone Number:
- Email:
- Verification Code:

Buttons: [Back to login](#) (yellow), [Register](#) (blue)

Instructions (green boxes):

- Enter First, Middle and Surname
Select your Gender
- Enter phone number and Email
- Type verification code here
- Click Register

After successful account creation, you will see this message

Account creation confirmation message:

Account Created Successfully, Account activate link has sent to your Email

Form fields:

- Enter email
- Enter password

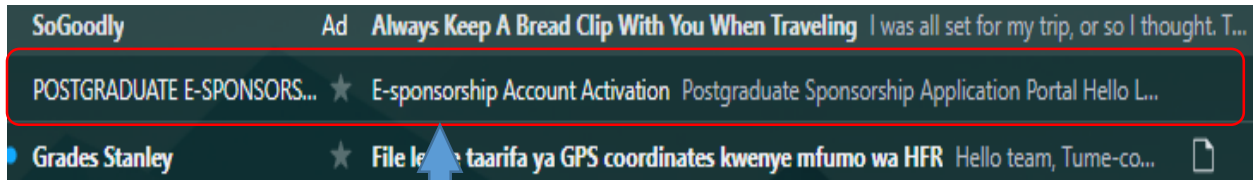
Buttons: [Login](#) (blue), [Forgot password?](#) (blue), [Create account](#) (blue)

Success message (green box):

Successfully account creation

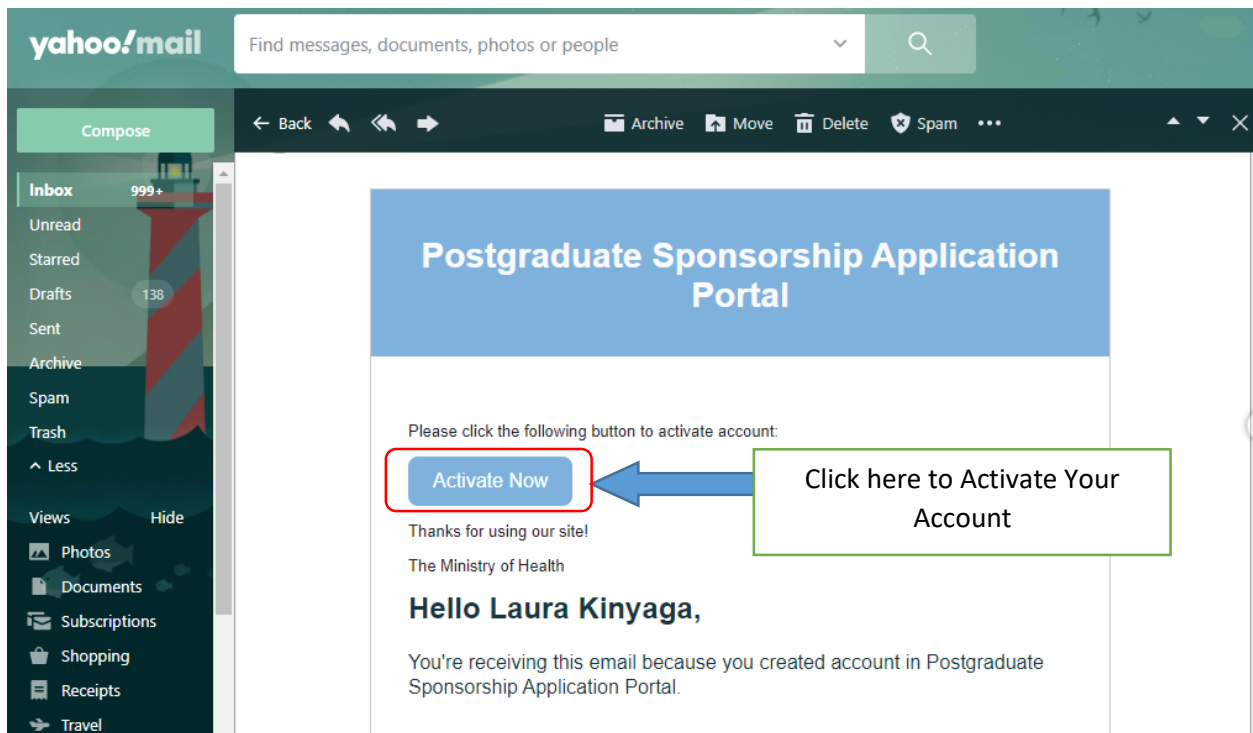
2.2. Activating Account

- i. Login to your email that used when creating account
- ii. Find the email sent by Postgraduate Sponsorship
- iii. Click to open the email

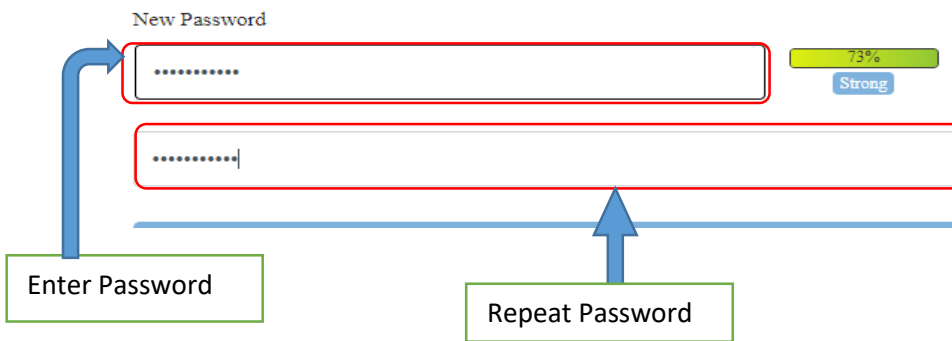


Click to open this email sent by Postgraduate Sponsorship

- iv. Click Activate Now

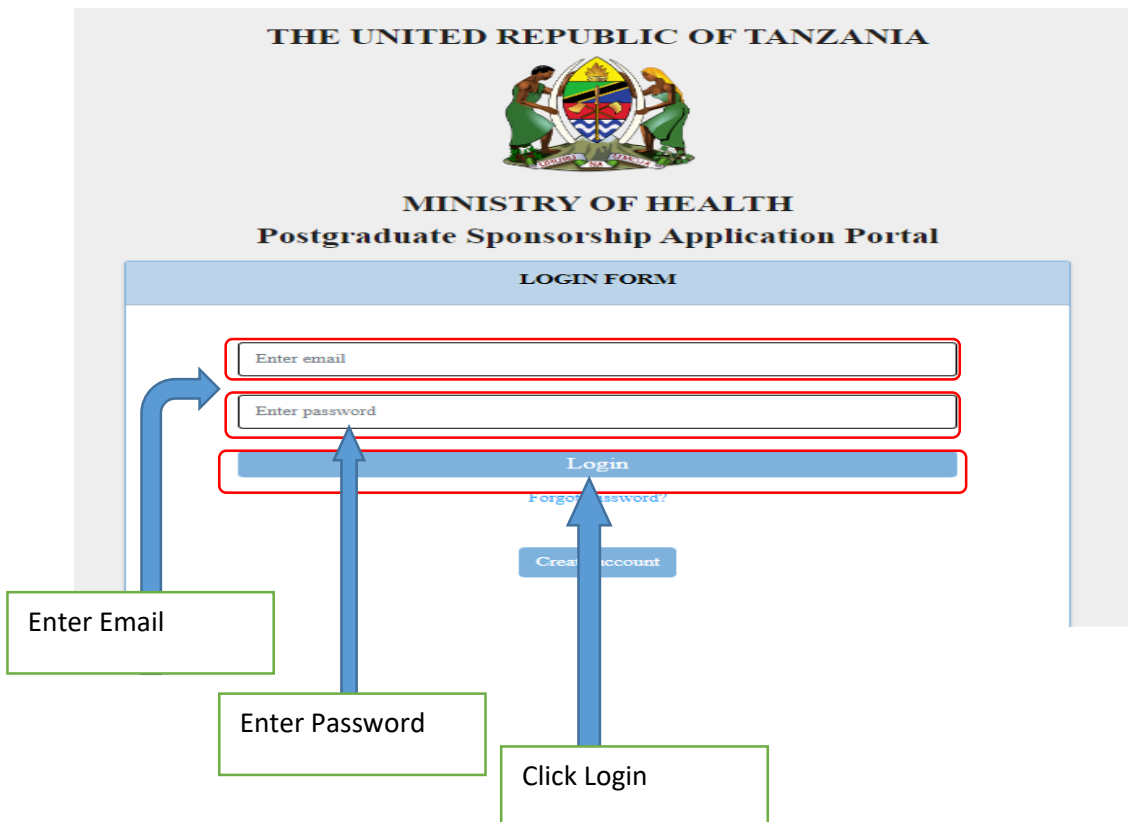


- v. Enter your Password
- vi. Repeat your Password



2.3. Login the system

- i. Enter your email used when creating account
- ii. Enter Password
- iii. Click Login



After Login the system, make sure you fill all your personal details, physical address, employment and academic details and required attachment before starting application for sponsorship

3. Personal Information

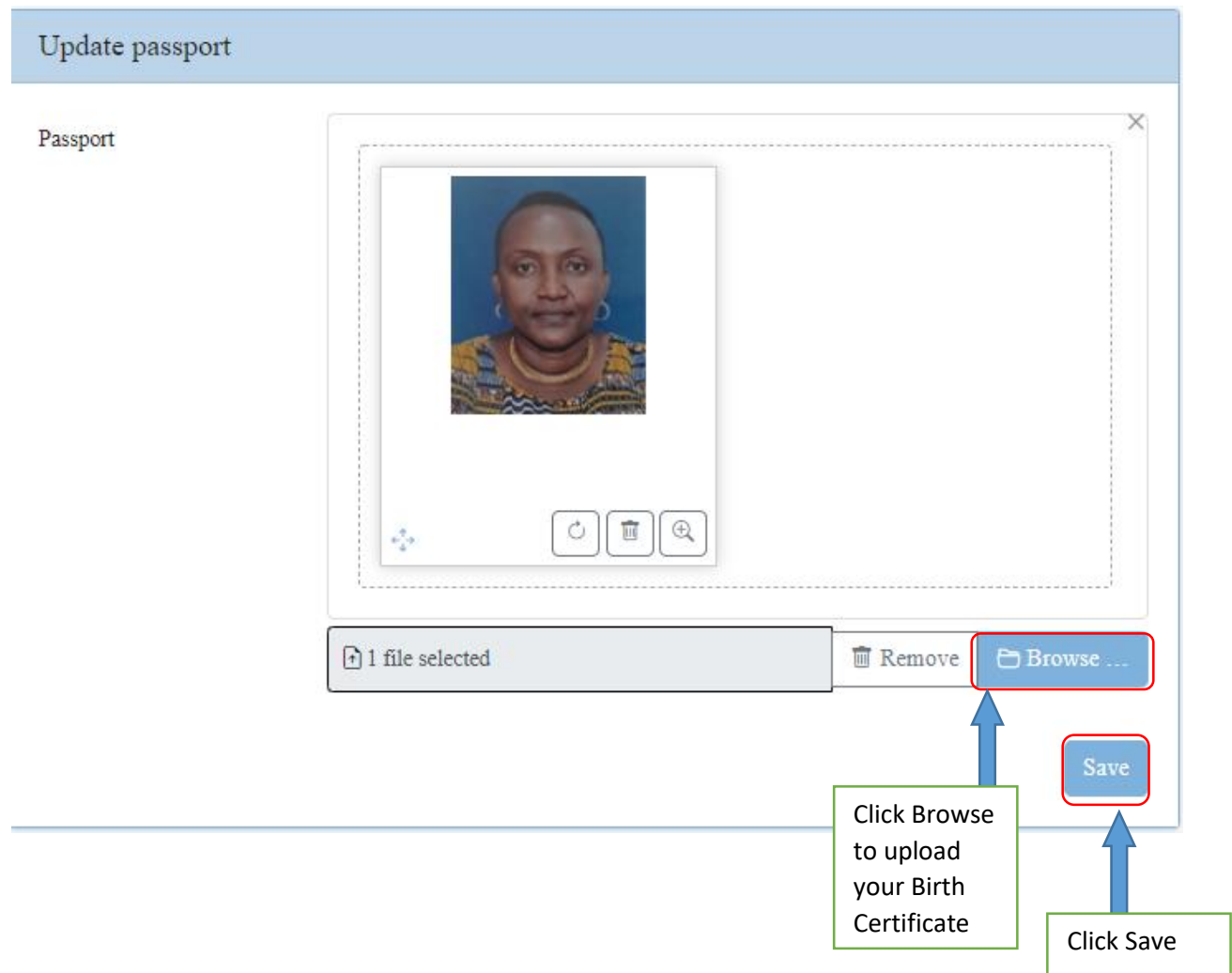
- i. Click Personal Information
- ii. Fill in all your personal Information

The screenshot shows the 'Ministry of Health - Postgraduate Sponsorship Portal' interface. On the left, a navigation menu includes 'Dashboard', 'Personal Information', 'Physical Address', 'Employment Details', and 'Change Password'. The 'Personal Information' option is highlighted with a red box and a blue arrow pointing to it, with a callout box that says 'Click Personal Information'. The main content area is titled 'Please complete all Personal information' and contains a form with the following fields: First Name (Laura), Middle Name (Amani), Surname (Kinyaga), Date of Birth (1988-05-28), NIDA No. (17880528-00028-37373-82), Marital Status (Single/ Married), and Gender (Male/ Female). A blue arrow points to the Surname field with a callout box that says 'Fill in all your Personal Information'. On the right, there is a profile picture placeholder and an 'Update Profile Picture' button.

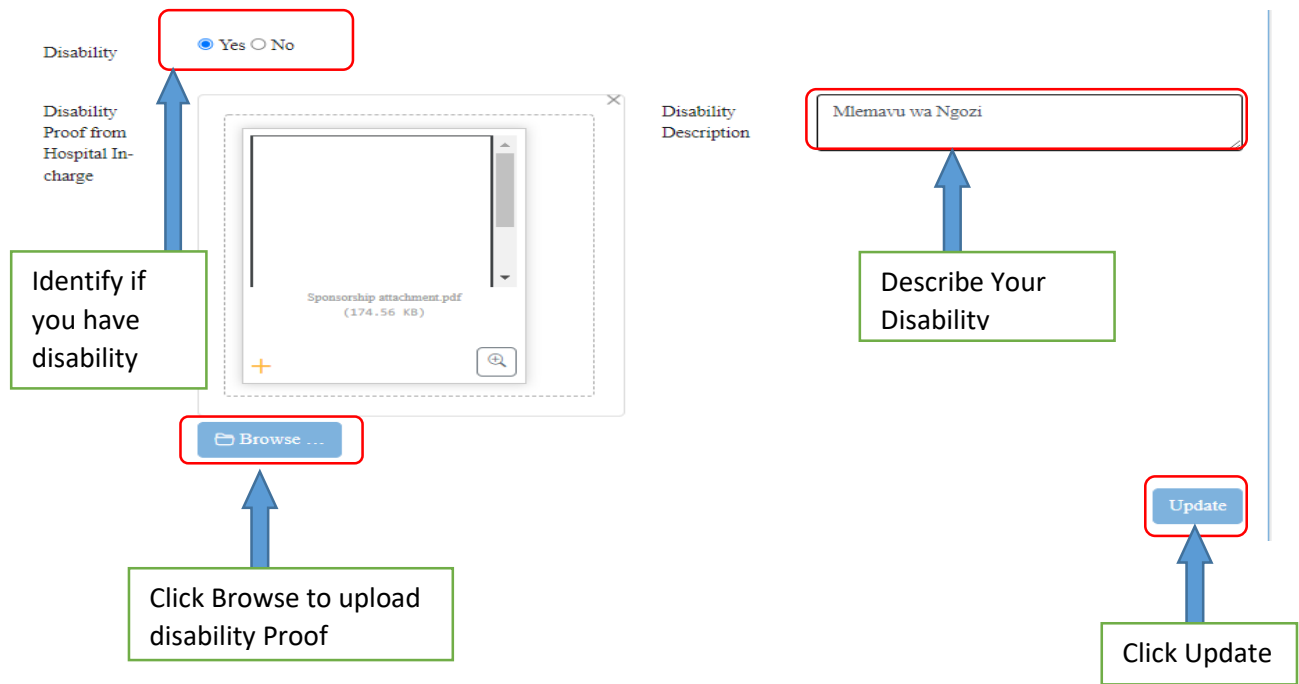
- iii. Attach Birth Certificate by clicking Browse
- iv. Then upload the Birth Certificate from computer

The screenshot shows a file upload dialog box titled 'Birth Certificate'. It displays a preview of a PDF document named 'Laura Birth Certificate.pdf' (550.22 KB). Below the preview, there is a blue 'Browse ...' button with a folder icon. A blue arrow points to this button with a callout box that says 'Click Browse to upload your Birth'. The dialog box also includes a magnifying glass icon for zooming and a plus sign for additional options.

- v. Attach your Passport Size Photo by clicking Browse
- vi. Then upload the passport size photo from the file you saved in your computer
- vii. Click Save



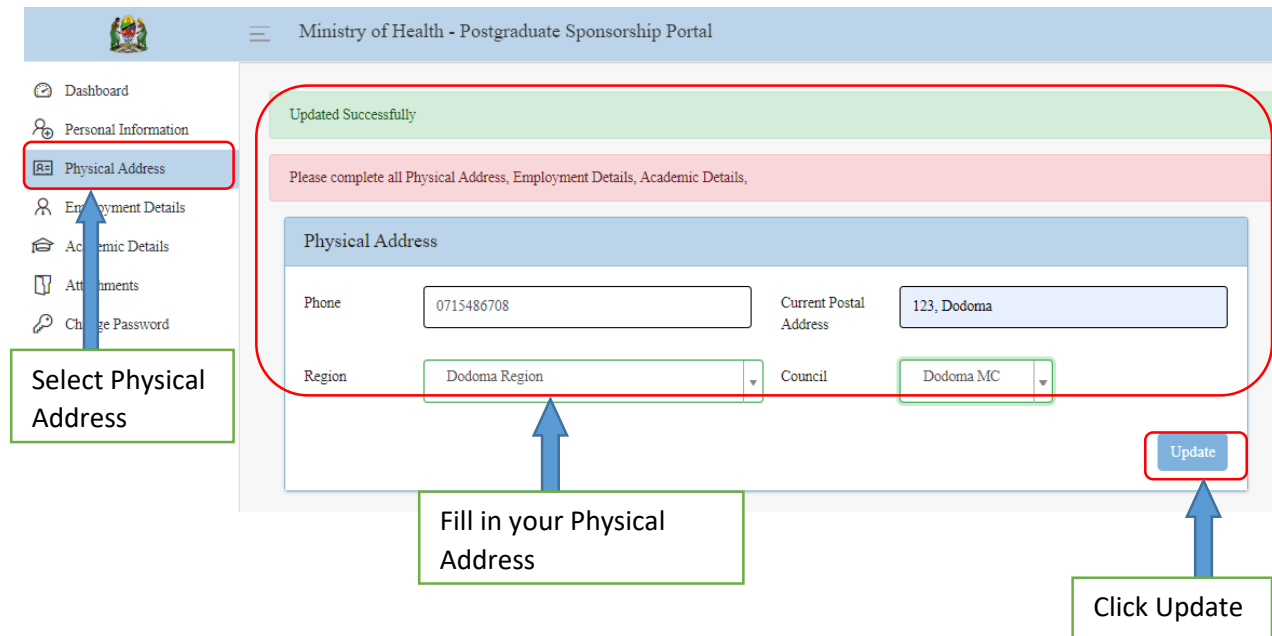
- viii. Identify if you have disability by clicking yes. If you don't have disability click No
- ix. If No, Click Update
- x. If Yes, Describe disability you have
- xi. Click Browse to Attach Disability Proof
- xii. Upload the disability proof
- xiii. Click Update



4. Physical Address

- i. Click Physical Address
- ii. Fill in your Physical Address Information
- iii. Click Update

Hint: Your Region and Council should be the same as your Duty Station Location



5. Employment Details

- i. Select Employment Details
- ii. Fill in all your employment Details
- iii. Click Update

Updated Successfully

Please complete all Physical Address, Employment Details, Academic Details,

Employment Details

Employer Category: Public | Cadre Category: Health Practitioner

Employed Date: 2019-01-13 | Confirmation Date: 2021-01-13

Check Number: 15268912 | Cadre: Medical Doctor

Practitioner Licence/Registration Number: MCT0000 | Employer Name: Ministry of Health

Duty Station: BENJAMINI MKAPA Zonal Referral Hospital (BMH)

Update

Select Employment Details

Fill in your Employment Details

Click Update

6. Academic Details

You are allowed to put more than one academic details

- i. Select Academic Details
- ii. Fill in all your academic details
- iii. Attach academic certificate

Hint: Minimum academic details is Bachelor Degree.

Updated Successfully

Please complete all Employment Details, Academic Details,

Add Academic Details

Study Country: Tanzania, United Republic of | Institution Name: Muhimbili University of Health and Allied Sciences (MUHAS)

Program Name: Doctor of Medicine | Academic Level: Degree

Year Completed: 2016 | Certificate: Sponsorship attachment ✓ Remove Browse ...

Save

Select Academic Details

Fill in Academic Details Information

Attach academic Certificate

Click Save

7. Attachments

- i. Select Attachment
- ii. Click Add New

The screenshot shows a sidebar on the left with menu items: Dashboard, Personal Information, Physical Address, Employment Details, Academic Details, Attachments, and Change Password. The 'Attachments' item is highlighted with a red box and a blue arrow pointing to a green box labeled 'Select Attachment'. The main content area is titled 'Additional Attachments' and contains a table with columns: #, Name, Attachment, and Actions. A '+ Add New' button is highlighted with a red box and a blue arrow pointing to a green box labeled 'Click Add New'. An 'Export Report' button is visible in the top right corner of the table area.

- iii. Select attachment name
- iv. Click Browse
- v. Upload attachment
- vi. Repeat for all required attachment

Hint: Practitioners Council Registration and Certificate are mandatory

The screenshot shows the 'New Attachment' form. The 'Attachment Name' dropdown menu is set to 'Council Registration Certificate' and is highlighted with a red box and a blue arrow pointing to a green box labeled 'Select Attachment name'. To the right, an 'Attachment' preview window shows a file named 'Sponsorship attachment.pdf (174.56 KB)'. Below the preview, there are buttons for 'Sponsors!', 'Remove', and 'Browse ...'. The 'Browse ...' button is highlighted with a red box and a blue arrow pointing to a green box labeled 'Click Browse and upload attachment'. At the bottom right, a 'Save' button is highlighted with a red box and a blue arrow pointing to a green box labeled 'Click Save'. A 'Close' button is located at the bottom left of the form.

Additional Attachments

+ Add New Export Report ▾

Showing 1-3 of 3 items.

#	Name	Attachment		Actions
1	Laura Amani Kinyaga	Council Registration Certificate	Click to Preview	Delete
2	Laura Amani Kinyaga	Practitioners Licence	Click to Preview	Delete
3	Laura Amani Kinyaga	NIDA	Click to Preview	Delete

↑

List of Attachment

8. Application

Application link will appear after filling all the details and attach required documents and passport size photo

- i. Select application
- ii. Select New application
- iii. Click Preview to preview Announcement
- iv. Click Apply to start application

Ministry of Health - Postgraduate Sponsorship Portal Laura Kinyaga ▾

- Dashboard
- Personal Information
- Physical Address
- Employment Details
- Academic Details
- Attachments
 - Applications ▾
 - [New Application](#)
 - My Applications

Applications

Showing 1-1 of 1 item.

#	Announcement	Attachment	Deadline	ACTION
1	Maombi ya ufadhili wa masomo mwaka 2022/2023	Click to Preview	15 day(s) left	Apply

Click Application Then New Application

Click to Preview to preview Announcement

Remain Days Before Deadline

Click Apply to start application

- v. Fill sponsorship application details
- vi. Attach Application Letter, Admission Letter, Employment letter and Permission letter from employer
- vii. Click Submit

Initiate Application

Study Country: Tanzania, United Republic of Institution Name: Muhimbili University of Health and Allied Science...

Program Name: Master of Medicine in Internal Medicine Sponsorship: Tuition Fees and Research Allowance

Application Letter: 1 file selected Browse ... Admission Letter: 1 file selected Browse ...

Employment letter: 1 file selected Browse ... Permission letter from employer: 1 file selected Browse ...

Submit

Fill in your application details

Click Browse to attach

Click Submit to submit your application

Application letter and Admission letter attached

Application Letter

Admission Letter

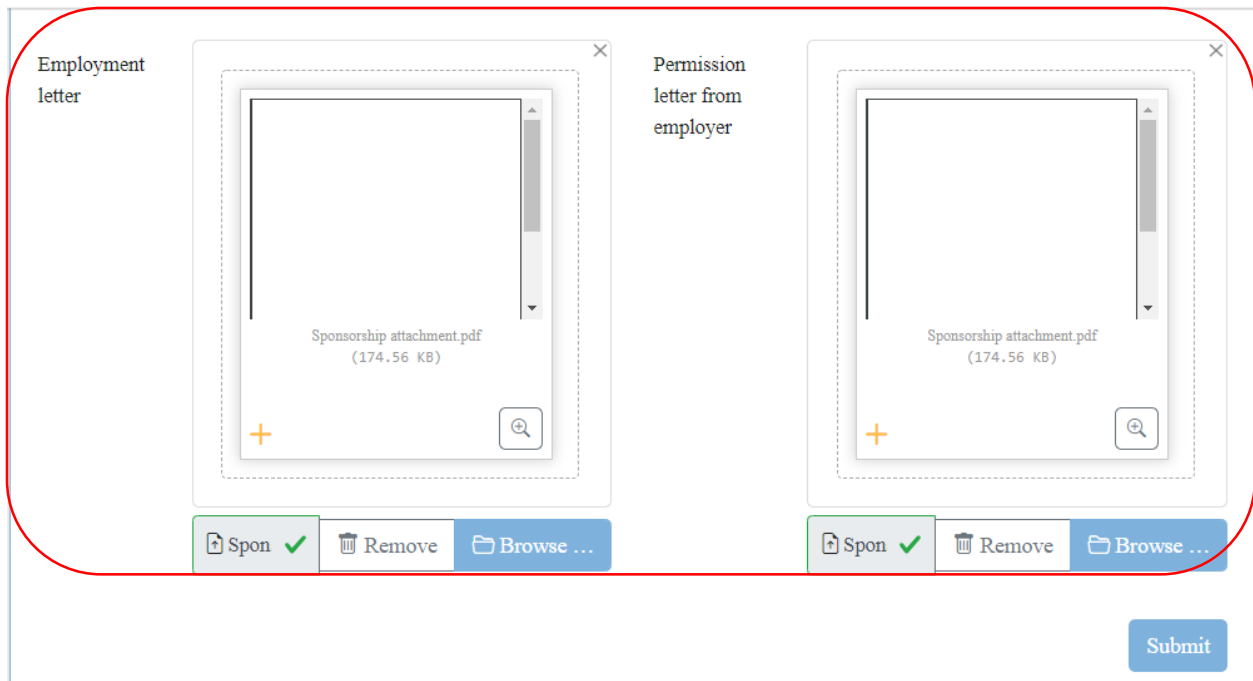
Sponsorship attachment.pdf (174.56 KB)

Sponsorship attachment.pdf (174.56 KB)

Spon ✓ Remove Browse ...

Spon ✓ Remove Browse ...

Employment letter and Permission letter from employer attached



9. To Preview Submitted Application

After submission you can Edit your application until the deadline reached

i. Click Application then My Application

ii. Click Preview to preview your details

iii. Click Edit to Edit your details. Edit option will be locked after deadline

Dashboard

Personal Information

Physical Address

Employment Details

Academic Details

Attachments

Applications

- New Application
- My Applications

My Applications

Showing 1-1 of 1 item.

#	Announcement	Details	Application Date	Application Status	Remarks	Actions
1	Maombi ya ufadhili wa masomo mwaka 2022/2023	Country: Tanzania, United Republic of Institution: Muhimbili University of Health and Allied Sciences (MUHAS) Program: Master of Medicine in Internal Medicine	2022-08-04	Submitted		Preview Edit

Click Application then My Application

Application Details

Click preview to preview your application details

Click edit to edit your application



Name: Laura Amani Kinyaga
Email: mmkinyaga@gmail.com
Birthday: 1988-05-28
Address: 123, Dodoma
Gender: Female
Marital Status: Married
Disability: Yes
Birth Certificate [Click to Preview](#)

Physical Address

Nida No. 17880528-00028-37373-82
Place of Birth Region: Dodoma Region
Council: Dodoma MC

Employment Details

Employed Date: 2019-01-13
Cadre: Medical Doctor
Licence No. MCT0001
Duty Station: BENJAMINI MKAPA Zonal Referral Hospital (BMH) Dodoma Region, Dodoma District

Academic Details

Showing 1-1 of 1 item.

#	Study Country	Institution	Course	NACT/TCU Verification	Certificate	Level
1	Tanzania, United Republic of	Muhimbili University of Health and Allied Sciences (MUHAS)	Doctor of Medicine	Not Applicable	Preview	Degree

Application Information

Announcement	Maombi ya ufadhili wa masomo mwaka 2022/2023
Details	Institution: Muhimbili University of Health and Allied Sciences (MUHAS) Program: Master of Medicine in Internal Medicine
Application Letter	Click to Preview
Admission Letter	Click to Preview
Employer Letter	Click to Preview
Recommendation Letter	Click to Preview

Additional Attachments

Showing 1-3 of 3 items.

#	Name	Attachment	
1	Laura Amani Kinyaga	Council Registration Certificate	Click to Preview
2	Laura Amani Kinyaga	Practitioners Licence	Click to Preview
3	Laura Amani Kinyaga	NIDA	Click to Preview

Close