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.

Type the Link Here
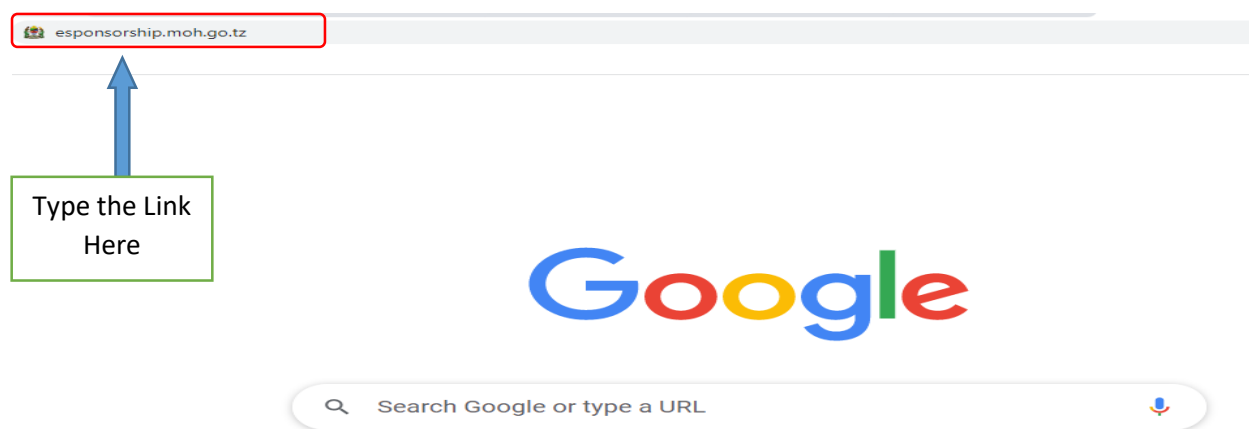
2. Creating Account and Login
2.1. Creating Account
    i.   Click Create Account

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

First Name: Laura

Middle Name: Amani

Surname: Kinyaga

Sex: ○ Male ● Female

Phone Number: 0784486708

Email: emsechu05@yahoo.com

Varification Code: **such should**

such should

Back to login

Register

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

Enter email

Enter password

Login

Forgot password?

Create account

Sucessfully account creation

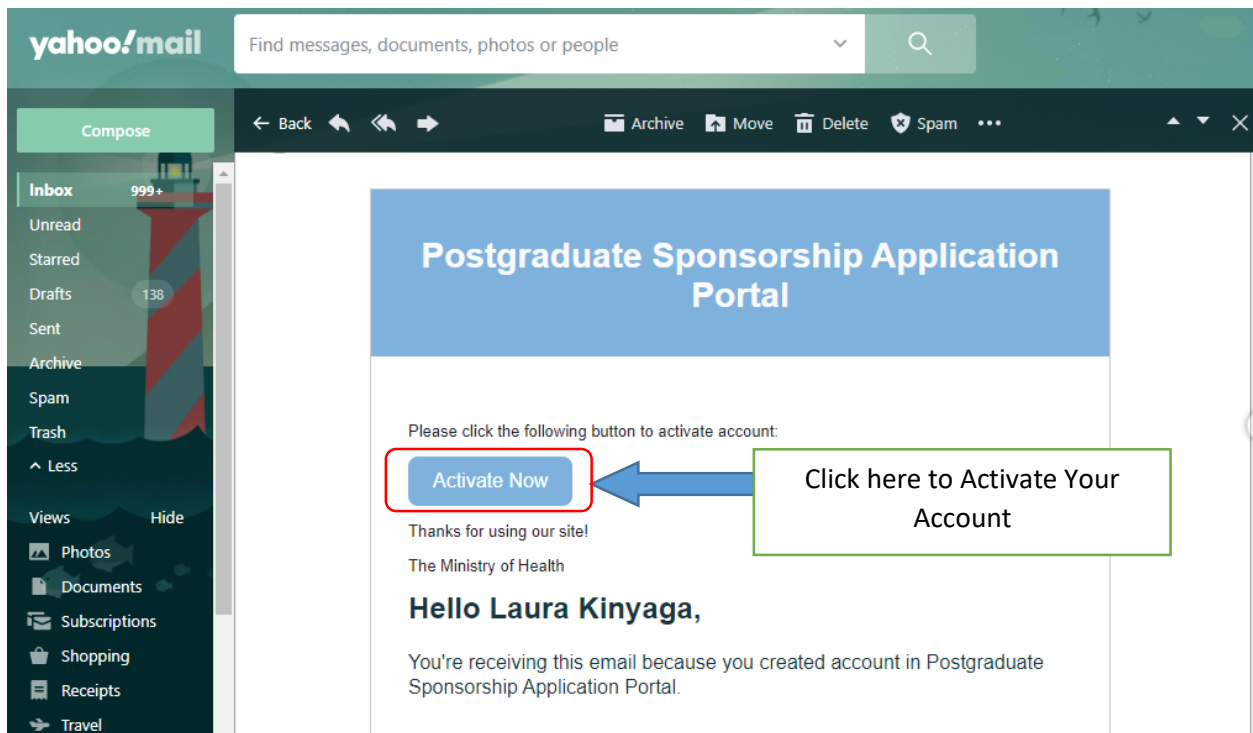## 2.2. Activating Account
i.   Login to your email that used when creating account
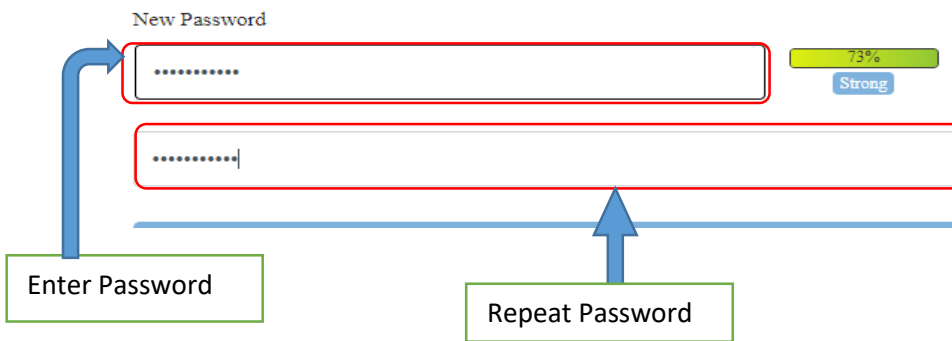ii.   Find the email sent by Postgraduate Sponsorship
iii. Click to open the email
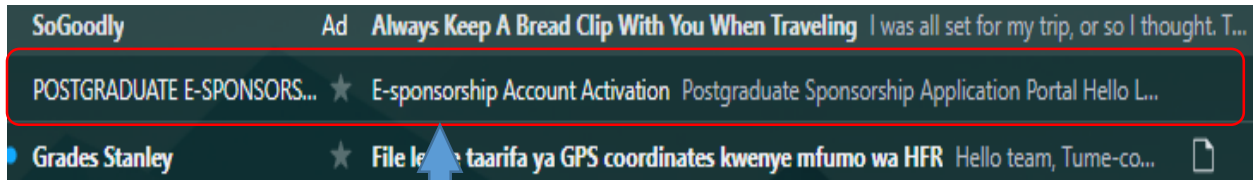
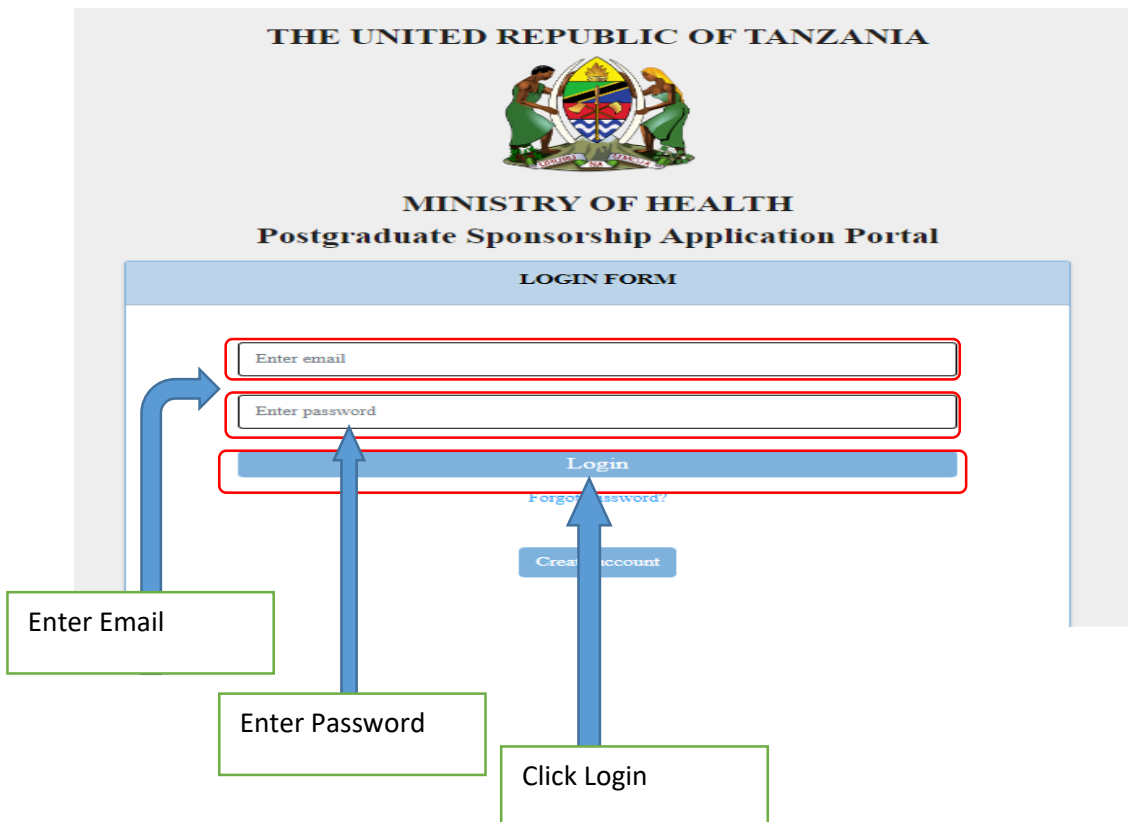Click to open this email sent by Postgraduate Sponsorship

iv.   Click Activate Now

Click here to Activate Your Account

v. Enter your Password
vi. Repeat your Password

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MINISTRY OF HEALTH
Postgraduate Sponsorship Application Portal
Set New Password

New Password

|············| 73% Strong

|············|

Enter Password

Repeat Password

2.3. Login the system
i. Enter your email used when creating account
ii. Enter Password
iii. Click Login

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MINISTRY OF HEALTH
Postgraduate Sponsorship Application Portal

LOGIN FORM

Enter email

Enter password

Login

Forgot password?

Create account

Enter Email

Enter Password

Click Login

5

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

Click Personal Information

Fill in all your Personal Information

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

Birth Certificate

Laura Birth Certificate.pdf
(550.22 KB)

Browse ...

Click Browse to upload your Birth

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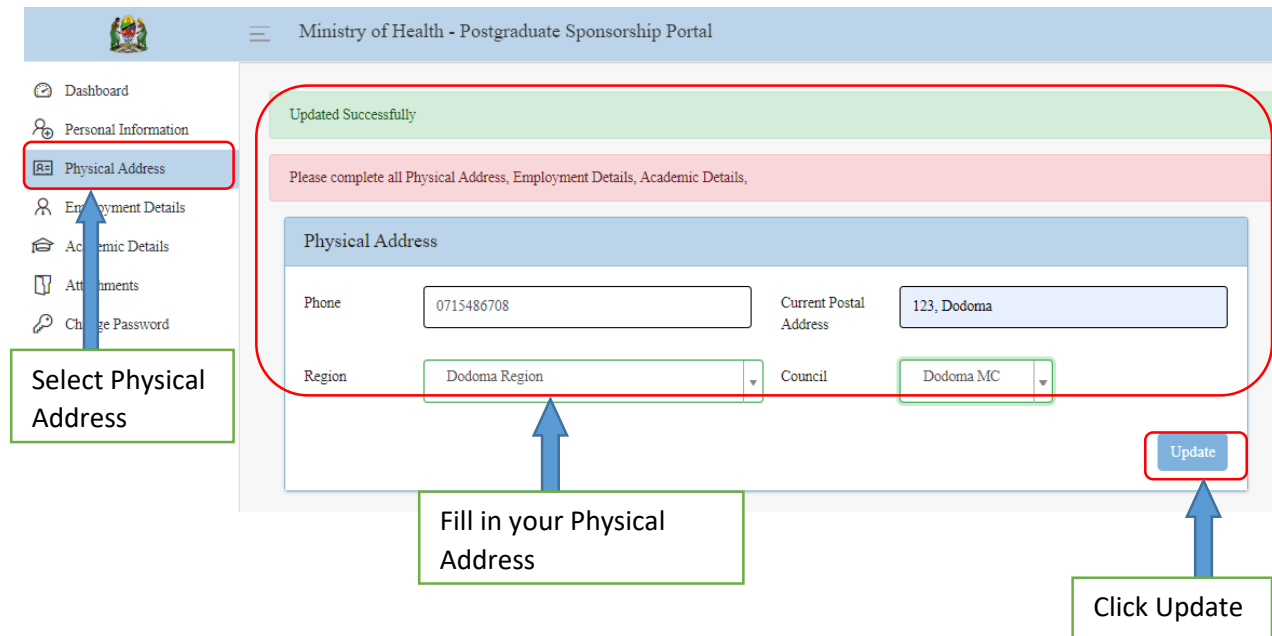vi.   Then upload the passport size photo from the file you saved in your computer
vii. Click Save

Click Browse to upload your Birth Certificate

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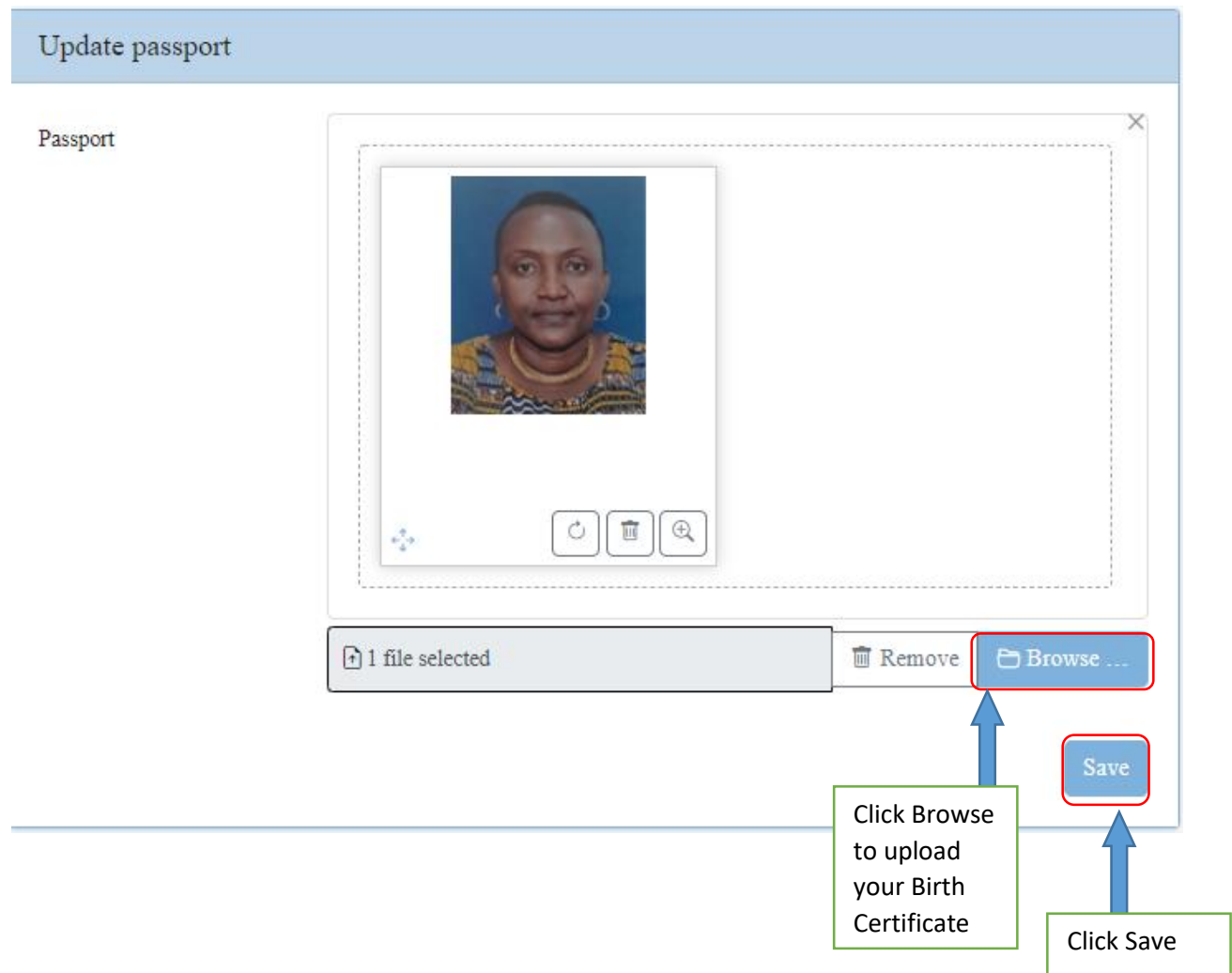
viii. Identify if you have disability by clicking yes. If you don't have disability click No
ix. If No, Click Update
x.   If Yes, Describe disability you have
xi. Click Browse to Attach Disability Proof
xii. Upload the disability proof
xiii. Click Update

Disability   ● Yes ○ No

Disability
Proof from
Hospital In-
charge

Disability
Description

Mlemavu wa Ngozi

Identify if you have disability

Sponsorship attachment.pdf
(174.56 KB)

+

🔍

🗁 Browse …

Describe Your Disability

Update

Click Browse to upload disability Proof
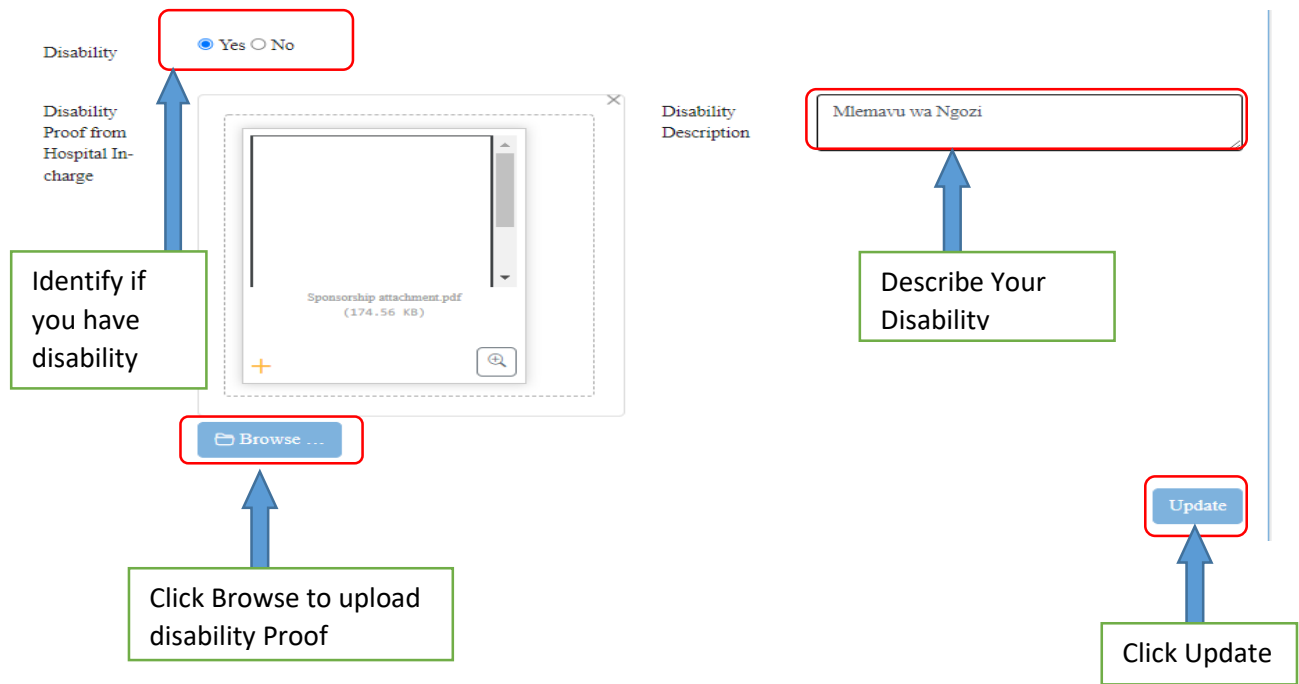
Click Update

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

☰   Ministry of Health - Postgraduate Sponsorship Portal

⊘ Dashboard
⚲ Personal Information
▣ Physical Address
⚲ Employment Details
🎓 Academic Details
🔲 Attachments
🔑 Change Password

Updated Successfully

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

Physical Address

Phone   0715486708   Current Postal Address   123, Dodoma

Region   Dodoma Region   Council   Dodoma MC

Update

Select Physical Address

Fill in your Physical Address

Click Update

5. Employment Details

i.   Select Employment Details

ii. Fill in all your employment Details

iii. Click 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.

Select Academic Details

Fill in Academic Details Information

Attach academic Certificate

Click Save

7. Attachments

i. Select Attachment
ii. Click Add New

Select Attachment

Ckick Add New

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

Hint: Practitioners Council Registration and Certificate are mandatory

Select Attachment name

Click Browse and upload attachment

Click Save

Additional Attachments

#	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

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

Fill in your application details

Click Browse to attach

Click Submit to submit your application

Application letter and Admission letter attached
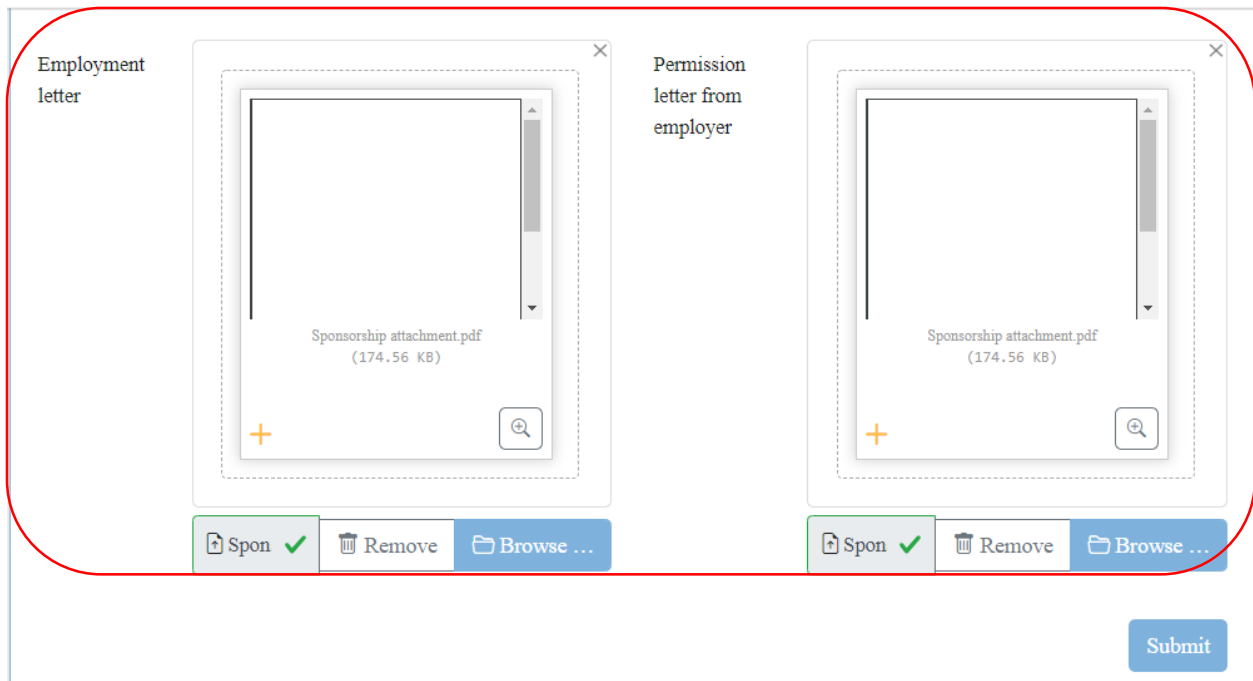
Employment letter and Permission letter from employer attached

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

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
Addmission 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