



ESSENTIAL REQUIREMENTS FOR HESLB HIGHER EDUCATION LOAN APPLICATION 2025/2026

1 ☐ REGISTRATION INFORMATION

Required:

- Examination numbers (Form IV - CSEE and Form VI - ACSEE)
- Applicant's mobile phone number
- Applicant's email address
- Application fee: TZS 30,000/= for Degree, TZS 20,000/= for Diploma

Purpose:

- Verifying the applicant's identity and contacts
- Application fee supports processing costs

How to obtain:

- Payment is made through a **Control Number** issued in the HESLB OLAMS system
 - Pay via mobile money or bank channels
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2 ☐ BIRTH DETAILS

Required:

- Date of birth
- RITA verification number (from RITA birth certificate verification)
- NIDA (National ID) number (for applicants aged 18+)
- Death certificates of parent(s), if deceased
- Region and district of birth
- Passport photo with blue background

Purpose:

- Confirm age and eligibility
- For orphans, death certificates verify parental status

How to obtain:

- RITA code: <https://verifi.rita.go.tz> or visit a RITA office
- Death certificate: From RITA or local government offices
- NIDA number: Visit <https://nida.go.tz> or nearby NIDA offices

Timeframe:

- RITA code: 3–7 days
- NIDA: 1–3 weeks
- Death certificates: 1–7 days

3 ☐ PERMANENT RESIDENCE INFORMATION (NAPA)

Required:

- P.O. Box, Region, District, Ward, Village/Street

- Postal code of your residence
- House number
- **NAPA Reference Number**

Purpose:

- Verifying permanent address of the applicant

How to obtain:

- Visit local government office (Mtaa/Kijiji)
- Request to be registered in the National Permanent Address (NaPA) system
- After registration, visit <https://napa.mawasiliano.go.tz> to request an introduction letter with a NAPA reference number

Timeframe:

- 1–3 days depending on registration readiness

4. PARENTS'/GUARDIANS' INFORMATION

Required:

- Full names, education level, occupation, phone, P.O. Box, postal code, NAPA Reference Number
- **If parent/guardian has a disability:** must attach official form signed and stamped by the **District Medical Officer (DMO)** or **Regional Medical Officer (RMO)** as per HESLB guidelines
- Parental status: alive/deceased (attach death certificate if deceased)
- TASAF status: if family benefits from the social support program, provide registration number

Purpose:

- Evaluate applicant's social and economic background

How to obtain:

- Information from family/guardian
- TASAF registration from village/street office or district council
- Death certificate from RITA
- Disability verification from public health facilities

Timeframe:

- TASAF ID: Immediate if already enrolled
 - Death certificate: 3–7 days
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5 □ □ DISABILITY INFORMATION (If applicable)**Required:**

- Statement confirming disability
- Type of disability
- Medical certificate or letter from a recognized health facility

Purpose:

- Special consideration and priority in the loan application process

How to obtain:

- Official medical diagnosis from government or registered private hospitals
- Letter signed by DMO/RMO

Timeframe:

- 1–5 days depending on the hospital
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6 EDUCATION DETAILS

Required:

- Confirmation of Form VI graduation
- Diploma exam number (if applicable)
- AVN Number (Award Verification Number) from NACTVET
- Name of college and year of completion

Purpose:

- Verify educational qualifications

How to obtain:

- Use official transcripts or certificates
 - AVN from <https://www.nacte.go.tz>
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7 SPONSORSHIP DETAILS (If applicable)

Required:

- Sponsor's full name, phone number, P.O. Box
- Official sponsorship letter from a registered organization

Purpose:

- Confirms if the applicant is currently sponsored by any government-recognized institution

How to obtain:

- Collect official letter from sponsor

- HESLB will provide a sponsorship form in your OLAMS account

Note:

- Sponsor must be an official organization or institution
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8 □ GUARANTOR DETAILS

Required:

- Full name, gender, region, district, ward, street, email
- National ID (NIDA), driving license, or passport
- NAPA Reference Number
- Passport size photo (blue background), postal code, house number

Purpose:

- A guarantor supports and confirms your information legally

How to obtain:

- Directly from your guarantor
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9 □ BANK DETAILS

Required:

- Bank account name
- Bank account number
- Name of the bank

Purpose:

- Loan funds are disbursed directly into this account

Important:

- Bank account name must match the name on school certificates
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FOR DIPLOMA & CONTINUING STUDENTS

Diploma Applicants:

- AVN Number
- Ensure your course is listed in HESLB guidelines
- Mention institution and course offered

Continuing Students:

- Must have passed to proceed to next academic year
 - Provide institution name, course, registration number, and current academic year
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IMPORTANT:

Ensure all information is correct and verified before submission. Amendments to documents like birth certificates or NIDA details may take time. Start preparing early before the official application window opens.

University Warm-Up Community Announcement

All students planning to apply for the **HESLB Higher Education Loan for 2025/2026** are warmly invited to join our **Free Support Group**, organized by the **University Warm-Up Community**.

 **This group is completely free**, and it brings together:

-  Current university students who successfully received HESLB loans

- ✓ Applicants who deeply studied and understood the HESLB guide
- ✓ Peer mentors ready to assist and answer your questions

💬 In this group, you will be able to:

- Ask questions about the loan application process
- Get guidance on all required documents
- Receive first-hand insights and tips from successful applicants
- Stay updated with important loan application information

🧠 **Remember:** *Proper preparation leads to successful results!*

Don't wait until the loan window opens to start preparing.

🌐 **Join our WhatsApp support group now via this link:**

🔗 <https://chat.whatsapp.com/KbDffsw60688vEAOE1btJj>