

## Guidelines For Online Teacher Registration

1. Every teacher must have an email address, preferably Gmail.
2. Ensure that all required documents for the level you wish to be registered (see 4 below) are scanned **in PDF format** and saved in **one folder** on a flash disk.
3. Visit the website [www.tmis.go.ug](http://www.tmis.go.ug) and fill in the online teacher registration forms with all the necessary personal details following the specified steps. Then upload the appropriate scanned academic and professional documents which you earlier saved in one folder as prompted.
4. The documents to be uploaded will depend on the level of registration required as follows:

**a) To apply to be registered as a Grade III Teacher, please submit (upload) the following documents:**

- i. Scanned original 'O' Level Pass-slip and Certificate (or Grade II Certificate where applicable).
- ii. Scanned Grade III pass-slip (for teachers who graduated after 1992) and Grade III Certificate **certified** by the awarding University.
- iii. Scanned original copy of National Identity Card.

**b) To apply to be registered as a Grade V Teacher (Primary), please submit (upload) the following documents:**

- i. Scanned original 'O' Level Pass-slip and Certificate.
- ii. Scanned Grade III pass-slip (for teachers who graduated after 1992) and Grade III Certificate **certified** by the awarding University.
- iii. Scanned original Grade III Registration Certificate (where applicable).
- iv. Scanned Grade V Transcript and Certificate **certified** by the awarding University.
- v. Scanned original National Identity Card.

**c) To apply to be registered as a Graduate Teacher (Primary), please submit (upload) the following Documents:**

- i. Scanned original 'O' Level Pass-slip and Certificate.
- ii. Scanned original Grade III Registration Certificate (where applicable).
- iii. Scanned original Grade V Registration Certificate (where applicable).
- iv. Scanned Grade III pass-slip (for teachers who graduated after 1992) and Grade III Certificate **certified** by the awarding University.
- v. Scanned Grade V Transcript and Certificate **certified** by the awarding University.
- vi. Scanned Degree Transcript and Certificate **certified** by the awarding University.
- vii. Scanned original National Identity Card.

**d) To apply to be registered as a Grade V Teacher (Secondary), please submit (upload)the following documents:**

- i. Scanned original 'O' Level Pass-slip and Certificate.
- ii. Scanned original 'A' Level Pass-slip and Certificate.
- iii. Scanned original Grade V Transcript and Certificate **certified** by the awarding University.
- iv. Scanned original National Identity Card.

**e) To apply to be registered as a Graduate Teacher (Secondary), please submit (upload) the following documents:**

- i. Scanned original 'O' Level Pass-slip and Certificate.
- ii. Scanned original 'A' Level Pass-slip and Certificate.
- iii. Scanned original Grade V Transcript and Certificate **certified** by the awarding University (where applicable).
- iv. Scanned original Grade V Registration Certificate (where applicable).
- v. Scanned original Degree Transcript and Certificate **certified** by the awarding University.
- vi. Scanned original National Identity Card.

**f) To apply to be registered as an Instructor (Grade V), please submit (upload) the following documents:**

- i. Scanned original 'O' Level Pass-slip and Certificate or its equivalent (Junior Certificate).
- ii. Scanned original 'A' Level Pass-slip and Certificate **plus** scanned Diploma in Technical and Vocational Studies or Craft II/ III or National Certificate **certified** by the awarding University.
- iii. Scanned original Certificate/Diploma in Technical Teacher Education or Diploma in Vocational Training Instruction **certified** by the awarding University.
- iv. Scanned original National Identity Card.

**g) To apply to be registered as an Instructor (Graduate), please submit (upload)the following documents:**

- i. Scanned original 'O' Level Pass-slip and Certificate or its equivalent (Junior Certificate).
- ii. Scanned original 'A' Level Pass-slip and Certificate **plus** scanned Diploma certificate and transcript in a technical /vocational field.
- iii. Scanned original Craft II/ III certificate or National Certificate (where applicable).
- iv. Scanned original Certificate and transcript for a Diploma in Instructor and Technical Education (DITTE) **certified** by the awarding Institution (where applicable)
- v. Scanned original Degree Certificate and Transcript in any technical/vocational field **certified** by the awarding University.
- vi. Scanned copy of National Identity Card.

**h) To apply to be registered as a Health Tutor Diploma (Grade V), please submit (upload) the following documents:**

- i. Scanned original 'O' Level Certificate or its equivalent.
- ii. Scanned original Professional Certificates at Certificate or Diploma Level in your discipline **certified** by the awarding University.
- iii. Valid Certificate of Registration for Professional Practice issued by the Council (i.e. Nursing or Allied Health).
- vii. Scanned original Health Tutor Diploma, Certificate and Transcript **certified** by the awarding University.
- iv. Scanned copy of National Identity Card.

**i) To apply to be registered as a Health Tutor Degree (Graduate), please submit the following Documents:**

- i. Scanned original 'O' Level and 'A' Level Certificates or its equivalent.
- ii. Scanned original Professional Certificates at Certificate or Diploma Level in your discipline **certified** by the awarding University.
- iii. Valid Certificate of Registration for Professional Practice issued by the Council (i.e. Nursing or Allied Health).
- iv. Scanned original Degree Transcript and Certificate of Health Tutorship **certified** by the awarding University.
- v. Scanned copy of National Identity Card.

**NB: For all registration applicants:**

- a) If you **already have original certified copies** of Transcripts and Certificates, you **need not** go back to the awarding University to certify the documents again.
- b) In case you have applied for but not yet received your National ID, submit (upload) a scanned original NIRA Application Form indicating your assigned NIN as proof that the ID is being processed together with **either** a scanned copy of your passport, workplace ID, University/College ID or Driving Permit.
- c) Teachers who obtained Academic or Professional training outside Uganda should have their documents equated by the relevant designated institution.
- d) After you successfully complete the Teacher Registration process, you will now be able to log in at [www.tmis.go.ug](http://www.tmis.go.ug) as a TEACHER. You may now upload a recent coloured passport sized photograph by clicking on the 'My settings' tab of your teacher profile.