



TANZANIA INSTITUTE OF ACCOUNTANCY (TIA)

**KURASINI AT THE JUNCTION OF KILWA/
NELSON MANDELA ROAD**

**All Correspondences to be
Addressed to CEO – TIA
TEL. Nos. 2851035, 2851036**

FAX. No. 2851038

Direct Line 2851592

Website: www.tia.ac.tz

E-mail: tia@tia.ac.tz.

**P.O. BOX 9522,
DAR ES SALAAM.**

OCTOBER INTAKE 2019

MR/MRS/MISS

.....

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RE: ADMISSION LETTER AND JOINING INSTRUCTIONS FOR BASIC TECHNICIAN CERTIFICATE PROGRAMMES

Congratulation for being selected to join TIA!

1. I am pleased to inform you that you have been selected for a One year Certificate Course inand you are required to report at **TIA..... Campus.**

2. Fee structure for academic year 2019/2020 is as follows below:

Amount Payable to TIA:	First Semester	Second Semester
o Tuition Fee	623,000	267,000
o NACTE Quality Assurance Fee	15,000	
o Registration Fee	50,000	
o Provisional Results, Statements of Results & Transcripts Costs.	20,000	
o TIASO Contribution	10,000	
o Graduation Costs	25,000	
o TOTAL	743,000	267,000

Fee for foreign students is US DOLLARS 700

3. Accommodation is not guaranteed. Where provided, it will be on the basis of first come first served at an annual rental charge of TSHS. **450,000** payable in lump sum at the beginning of the academic year for Dar es Salaam Campus and TSHS. **250,000** for Mbeya, Singida and Mtwara Campuses. **Payment should be made after a room has been secured.**

NOTE:

- i. Candidates are advised to obtain control number at any TIA campus before making any payment. After securing control number candidates can make payment through NMB or CRDB banks OR through mobile networks such as M-pesa, Tigo Pesa and Airtel Money

A. Bank: Follow these steps to pay

1. Record your control number and visit NMB or CRDB to make payments
2. Upon your arrival at any of the banks shown above, provide the control number to a teller to process the payment

B. M-Pesa: Follow these steps to pay

1. Dial *150*00#
2. Select 4 (Pay Bill)
3. Select 5 (Government Payment)
4. Select 1 (Control Number)
5. Enter Reference Number (Enter Control Number Here)
6. Enter amount (Enter the amount you want to pay)
7. Enter Password (Enter your account Password)
8. Enter 1 (To agree)

C. Tigo Pesa: Follow these steps to pay

1. Dial *150*01#
2. Select 4 (Pay Bill)
3. Select 5 (Government Payments)
4. Enter Reference Number (Enter Control Number)
5. Enter amount (Enter amount you want to pay)
6. Enter Password (Enter your account Password)

D. Airtel money: Follow these steps to pay

1. Dial *150*60#
2. Select 5 (Make Payments)
3. Select 3 (Government Payments)
4. Enter amount (Enter amount you want to pay)
5. Enter Reference Number (Enter Control Number)
6. Enter Password (Enter your account Password)

- ii. **Registration fee amounting to 50,000/= should be paid first to enable student to proceed with registration process.**
- iii. Fees once paid will not be refunded.
- iv. Expenses for meals, books, stationery, calculator and medical allowance have to be met by students' sponsors.

- v. You are required to report for studies on **21th October, 2019**. All selected applicants must report at the Institute not later than TWO WEEKS after commencement of studies.
- vi. Upon arrival you will have to officially complete the registration process as per the directions which will be provided. Candidates are required to bring one recent passport size photograph, **originals** and **copies** of all academic certificates, result slips, or transcripts and a birth certificate. Any other relevant professional or academic certificate can also be presented.

You are warmly welcome.



Luciana Hembe

Ag: CHIEF EXECUTIVE OFFICER

**CHIEF EXECUTIVE OFFICER
TANZANIA INSTITUTE OF ACCOUNTANCY**



**TANZANIA INSTITUTE OF ACCOUNTANCY
(TIA)**

REQUEST FOR MEDICAL EXAMINATION

PART A:

TO THE REGISTERED MEDICAL OFFICER

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**FROM THE CHIEF EXECUTIVE OFFICER
TANZANIA INSTITUTE OF ACCOUNTANCY
P.O.BOX 9522 DSM
DAR ES SALAAM**

MR/MRS/MISS:.....

COURSE/:.....

Please examine the above named as to his/her fitness for admission to the Institute as a full time student.

Date:.....

Signature:.....

Official Stamp: For: CHIEF EXECUTIVE OFFICER
TANZANIA INSTITUTE OF ACCOUNTANCY

PART B:

MEDICAL CERTIFICATE

(To be completed by a Government Medical Officer)

STATE NORMAL/NOT NORMAL

- | | |
|----------------------------|-------|
| 1.EYES,NOSE AND THROAT | |
| 2.RESPIRATORY SYSTEM | |
| 3.GASTRO INTESTINAL SYSTEM | |
| 4.CARDIOVASCULAR SYSTEM | |
| 5.CENTRAL NERVOUS SYSTEM | |
| 6.MUSCULOSKELETAL SYSTEM | |
| 7.URINARY SYSTEM | |
| 8.SKIN | |

I have examined the above named and consider that he/she is physically fit/not fit for an intensive course of studies.(Delete whichever is not relevant)

Name of Medical Officer:.....

Signature:.....

Date:.....**Official Stamp:**.....