TANZANIA INSTITUTE OF ACCOUNTANCY

(TIA)

GUIDELINE FOR STUDENTS ADMISSION

2021/2022

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INTRODUCTION

Guideline for Students Admission is one of the important document for guiding admission processes at the institute. It provides information and guidance on admission matters .The guideline includes various admission related issues including general entry requirements, application and selections procedures, confirmation, student's registration, transfers, postponement and resumption as well as deregistration procedures. The guideline intends to ensure fair and quality students enrollment and admission services. The guideline outlines the required conduct of applicants, students, parents and staff involved in various admission processes. This guideline does not only highlight important processes guiding student's admission but also seeks to increase adherence to standards set by regulators. It is therefore our hope that this admission guideline will be a useful tool for operationalization of admission matters.

This guideline comes into operation with effect from 2021/2022 may be modified, reviewed or amended to cater for dynamic demands of the institute, government directives and circulars that may be issued from time to time.

Dr. Momole Kasambala
Ag. RECTOR

1.0   GENERAL INFORMATION

1.1   Historical Background, Establishment and Mandate

TIA is a successor of the Dar es Salaam School of Accountancy (DSA) that was established in January 1973 as a Government Training Centre by a special decree of the Minister of Finance. Its initial objective was to conduct both short-term and long-term courses for lower and middle level Government Accounting Personnel in order to improve their work performance.

TIA was established as a Government Executive Agency under the Ministry of Finance in accordance with the Executive Agencies (THE TANZANIA INSTITUTE OF ACCONTANCY) (ESTABLISHMENT) Order, C.N. N. 489 of 2002 (as amended) as per section 3 of the Executive Agencies Act. Cap 245 R.E of 2002.

On 1st July 2002 the ESTABLISHMENT Order, G.N.No.489 mandated TIA to provide Education, Research and Consultancy in Accountancy, Procurement and Logistics, Business Administration, Human Resources Management, Public Sector Accounting & Finance, Marketing & Public Relations, Research and Consultancy activities and other business-related academic disciplines.

TIA as a higher learning institution is accredited by **NACTE** and also its programmes are recognised by The **NBAA** and **PSPTB** for exemption in Proffessional Examinations. TIA has six campuses strategically located in Dar es Salaam, Mbeya, Singida, Mtwara, Mwanza and Kigoma to be close to its customers countrywide.

1.2   Vision, Mission and Objectives

1.2.1   Vision

To be the Institute of Excellence in the provision of Quality Business Education, Research and Consultancy services in Africa"

1.2.2   Mission:

To provide quality education, research and consultancy services in the areas of accountancy, procurement and other business-related disciplines to both public and private sectors.

1.2.3   Core Values:

TIA envisages modeling, upholding and promoting the following values:

(i) **Excellence** We work to achieve the highest standards in everything we do.

(ii) **Accountability we are responsible for whatever results of our actions.**

(iii) **Integrity   We strive to be transparent, honest and accountable in all areas of operation.**

(iv) **Collaboration   We work together with other Institutions as well as partners and donors to positively impact our activities**.

(v) **Innovation** We strive to continually find new ways to improve and overcome emerging challenges.

(vi) **Professionalism**   We adhere to uphold high quality academic status, ethical and quality standards to enhance professional competency by providing quality education to all.

2.0   General Admission requirements

(i) Minimum entry requirements have been prepared as per National minimum entry qualification provided by NACTE and TCU in their admission guidebooks as well as specific entry minimum entry requirements which are stipulated in specific programme curriculum.

(ii) Applicants with foreign qualifications must first seek equivalence from relevant authorities such as National Council of examination (Equivalent of secondary education), National Council for Technical Education (Equivalence of basic technician certificate, technician certificate and diploma) and Tanzania commission for Universities (bachelor qualification and postgraduate qualifications)

(iii) Students' admission has to follow the calendar of important academic activities issues by NACTE and TCU.

2.1 Basic Technician Certificate (NTA 4) Minimum requirements
 Programmes involved include Basic Technician Certificate in Accountancy, Procurement and Logistics Management, Business Administration, Human Resource Management, Marketing and Public Relation and Public Sector Accounting and Finance.
 Minimum Entry Requirements

(i) Holders of Ordinary Certificate of Secondary Education (CSEE) with minimum entry requirements of at least four (4) passes (grade "D" or above) excluding religious subjects; OR

(ii) National Vocational Award LEVEL 3 (NVA 3) with at least two (2) passes in Ordinary Certificate of Secondary Education (CSEE)

2.2 Ordinary Diploma (NTA 5&6) minimum entry requirements
Programme includes Diploma in in Accountancy, Procurement and Logistics Management, Business Administration, Human Resource Management, Marketing and Public Relation and Public Sector Accounting and Finance

Minimum entry requirements:
(i) Basic Technician Certificate in related programmes accompanied with at least four (4) passes (grade "D" or above) excluding religious subjects. OR

(ii) Advanced Certificate of Secondary Education (ACSEE) with at least one principal pass and one subsidiary in relevant subjects excluding religious subjects.

2.3 Bachelor degree minimum entry requirements (NTA 7& 8)
Programmes include Bachelor of Accountancy, Procurement and Logistics Management, Business Administration, Human Resource Management, Marketing and Public Relation and Public Sector Accounting and Finance.

Entry requirements are of mainly form six, ordinary diploma and Open University foundation course qualifications. Bachelor degree programmes are conducted in first (September intake) only.

A. Form six qualifications

S/N	Programme	Admission Requirements	Minimum Institutional Admission Points
1.	Bachelor Degree in Accounting	Two principal passes in the following subjects: Accountancy, Economics, Mathematics, Geography, Physics, Biology, Chemistry, Commerce, Agriculture, English, History, literature, French, Arabic or Kiswahili. An applicant must have a subsidiary pass in Advanced Mathematics/ Basic Applied Mathematics at A-Level or a minimum of "D" grade in Mathematics at O-Level. Foundation course of	4.0

S/N	Programme	Admission Requirements	Minimum Institutional Admission Points
		Open University of Tanzania with minimum GPA of 3.0.	
2.	Bachelor Degree in Procurement and Logistics Management	Two principal passes in the following subjects: Accountancy, Economics, Mathematics, Geography, Physics, Chemistry, Agriculture, History, Kiswahili and English Language Commerce. An applicant must have a subsidiary pass in Advanced Mathematics/ Basic Applied Mathematics at A-Level or a minimum of "D" grade in Mathematics at O-Level. Foundation course of Open University of Tanzania with minimum GPA of 3.0.	4.0
3.	Bachelor Degree in Human Resource Management	Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Art, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition Foundation course of Open University of Tanzania with minimum GPA of 3.0.	4.0
4.	Bachelor Degree in Business Administration	Two principal passes in the following subjects: Accountancy, Economics, Mathematics, Geography, Physics, Biology, Chemistry, Commerce or Agriculture, History, English, literature, French, Arabic or Kiswahili. Foundation course of Open University of Tanzania with minimum GPA of 3.0.	4.0

S/N	Programme	Admission Requirements	Minimum Institutional Admission Points
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5.	Bachelor Degree in Public Sector Accounting and Finance	Two principal passes in the following subjects: Accountancy, Economics, Mathematics, Geography, Physics, Biology, Chemistry, Commerce, Agriculture, English, History, literature, French, Arabic or Kiswahili. An applicant must have a subsidiary pass in Advanced Mathematics/ Basic Applied Mathematics at A-Level or a minimum of "D" grade in Mathematics at O-Level. Foundation course of Open University of Tanzania with minimum GPA of 3.0.	4.0
6.	Bachelor Degree in Marketing and Public Relations	Two principal passes in the following subjects: Accountancy, Economics, Mathematics, Geography, Physics, Biology, Chemistry, Commerce or Agriculture, History, English, literature, French, Arabic or Kiswahili. Foundation course of Open University of Tanzania with minimum GPA of 3.0.	4.0

B.EQUIVALENT QUALIFICATIONS

S/N	Programme	Admission Requirements
1.	Bachelor Degree in Accounting	Diploma in Accounting, Finance, Business Administration, Economics, Tax, Insurance, Procurement and Logistics Management , Agriculture, Pharmacy, Medicine, Education, Business Administration in Accounting, Public Sector Accounting and Finance ,Banking, Entrepreneurship, Procurement and Supply ,Financial Management with minimum GPA of 3.0 or average of B for diploma in Teachers Education, Distinction for unclassified diplomas, Upper second Class for classified non NTA diplomas and Average of C for Full Technician Certificate (FTC) and at least 4 passes in ordinary secondary school education

S/N	Programme	Admission Requirements
2.	Bachelor Degree in Procurement and Logistics Management	Diploma in Accounting, Finance, Business Administration, Economics, Tax, Procurement and Logistics Management, Insurance ,Clearing and Forwarding, Education, Shipping and Logistics Management, Marketing, Human Resource Management, Library and information studies, Medicine, Procurement and Supply, Law, Public Sector Accounting and finance, Development Planning, Customs, Fleet management, Business Administration-Accounting, Shipping and Logistics, Agriculture, Livestock, Secretarial studies, record management with minimum GPA of 3.0 or average of B for diploma in Teachers Education, Distinction for unclassified diplomas, Upper second Class for classified non NTA diplomas and Average of C for Full Technician Certificate(FTC) and at least 4 passes at Ordinary secondary education
3.	Bachelor Degree in Human Resource Management	Diploma in Accounting, Finance, Business Administration, Economics, Taxation, Issuance, Clearing and Forwarding, Customs, Fleet management, Business Administration-Accounting, Procurement and Logistics Management, Shipping and Logistics Management, Procurement and Supply, Law, Public Sector Accounting and finance, Development Planning , Marketing, Public Relations Shipping and Logistics Management , Human Resource Management, Social Work, Records Management, Secretarial studies, Medicine, Nursing, laboratory, Pharmacy, Public Administration, Community Development, Gender and development, Library, Records, Secretarial studies with minimum GPA of 3.0 or average of B for diploma in Teachers Education, Distinction for unclassified diplomas, Upper second Class for classified non NTA diplomas and Average of C for Full Technician Certificate(FTC) and at least 4 passes in ordinary secondary education
4.	Bachelor Degree in Business Administration	Diploma in Business Administration, Economics, Taxation, Insurance Procurement and Logistics Management, Customs, Clearing and Forwarding , Education, Shipping and Logistics Management, Procurement and Supply, Public Sector Accounting and finance, Customs, Fleet management, Development Planning, Marketing, Public Relations, Business Administration, Shipping and Logistics Management, Law , Pharmacy, Nursing Medicine, Agriculture, Livestock, Marketing, Human Resource Management, Library, Secretarial studies, Public Relations, Records, Accountancy, Finance, Banking with minimum GPA of 3.0 or average of B for diploma in Teachers Education, Distinction for unclassified diplomas, Upper second Class for classified non NTA diplomas and Average of C for Full Technician Certificate(FTC) and at least 4 passes in ordinary secondary school education.

S/N	Programme	Admission Requirements
5.	Bachelor Degree in Public Sector Accounting and Finance	Diploma in Accounting, Finance, Business Administration, Economics, Tax, Insurance, Procurement and Logistics Management , Agriculture, Pharmacy, Medicine, Education, Business Administration in Accounting, Public Sector Accounting and Finance ,Banking, Entrepreneurship, Procurement and Supply ,Financial Management with minimum GPA of 3.0 or average of B for diploma in Teachers Education, Distinction for unclassified diplomas, Upper second Class for classified non NTA diplomas and Average of C for Full Technician Certificate (FTC) and at least 4 passes in ordinary secondary school education
6.	Bachelor Degree in Marketing and Public Relations	Diploma in Accountancy, Business Administration, Marketing, Procurement and Logistics Management, Procurement and Supply, Journalism, Public Relations, Mass Communication, Human Resource Management, Education ,Records Management, Law, Library, Pharmacy, Medicine, Laboratory, Transportation, International Relations and Diplomacy, Development planning, Social work, Secretarial studies, Accountancy, Finance ,Taxation, Insurance, commerce with minimum GPA of 3.0 or average of B for diploma in Teachers Education, Distinction for unclassified diplomas, Upper second Class for classified non NTA diplomas and Average of C for Full Technician Certificate(FTC) and at least 4 passes in ordinary secondary school education.

2.4   Postgraduate diploma minimum entry requirements

2.4.1   Postgraduate Diploma in Accounting (PGDA)

(i)   Possession of Bachelor Degree or Advanced Diploma in Accountancy, Finance, Business, Administration or Procurement and Logistics Management from any reputable institution

      OR

(ii)   NBAA CPA Intermediate Stage

2.4.2   Postgraduate Diploma in Procurement and Logistics Management (PGDPLM)

  (i)   Possession of Bachelor Degree or Advanced Diploma qualifications from reputable institutions

        OR

  (ii)   PSPTB CPSP Intermediate stage

2.4.3   Postgraduate Diploma in Financial Management (PGD-FM)

  (i)   Possession of Bachelor Degree or Advanced Diploma qualifications from reputable institutions

        OR

  (ii)   PSPTB CPSP Intermediate stage

2.4.4 Postgraduate Diploma in Business Administration (PGD-BA)

Possession of Bachelor Degree or Advanced Diploma qualifications from reputable institutions

2.4.5 Postgraduate Diploma in Project Planning and Management (PGD-PPM)
Possession of Bachelor Degree or Advanced Diploma qualifications from reputable institutions

2.5   Master Programmes (NTA 9) minimum entry requirements

S/N	Programme	Admission Requirement
1.5.1	Master of Science Degree in Accounting and Finance (MSc. ACC & FIN)	a) Bachelor degree (NTA Level 8) or Advanced Diploma with at least Lower Second Class from any accredited higher learning institution in the following Fields; Accounting and Finance, Accounting, Public Sector Accounting and Business administration (Accounting) OR b) A professional qualification recognized by professional bodies (CPA (T), ACCA, CIMA) OR c) Postgraduate Diploma from an accredited higher learning institution in the following Fields; Accounting and Finance, Accounting, Public Sector Accounting and Business administration (Accounting)
1.5.2	Master of Science in Procurement & Supply Management (MSc. PSM)	a) Holders of any bachelor degree/advanced diploma other than those of religious studies with a score of lower second and above. OR b) Certified Procurement and Supplies Professionals (CPA) or Certified Public Accountant (CPA) and their related professionals' awards. OR c) Any postgraduate diploma other than those of religious studies
1.5.3	Master of Business Administration in Project Management (MBA. PM)	a) Bachelor degree (NTA Level 8) or Advanced Diploma with at least Lower Second in business administration, Project Management, Participatory Project Planning & Management, Rural Development and any other business-related field from any recognized University OR

S/N	Programme	Admission Requirement
		b) Bachelor degree (NTA Level 8), or Advanced Diploma with at least a pass class in business administration Project Management, Participatory Project Planning & Management, Rural Development and any other business-related field and with at least three years of experience in a relevant field of study OR
		c) Bachelor degree (NTA Level 8) or Advanced Diploma with at least Pass Class and Holds a Postgraduate diploma in business administration Project Management, Participatory Project Planning & Management, Rural Development and any other business-related field
1.5. 4	Master in Human Resource Management with Information Technology [MHRM-IT]	a) Bachelor degree (NTA Level 8) or Advanced Diploma with at least Lower Second Class in Human Resource Management and any other business-related studies from any recognized University OR
		b) Bachelor degree (NTA Level 8), or Advanced Diploma with at least a Pass class in Human Resource Management and any business-related studies from any recognized University and with at least three years of work experience and Holds a Postgraduate diploma in Human Resource Management or any other related studies from any recognized University.
1.5.5	Master of Science in Marketing and Public Relations [MSC. MPR]	The admission for Master of Science in Marketing and Public Relations is open to holders of Bachelor degree (NTA Level 8) or Advanced Diploma in Marketing, Public Relations and any other business-related studies from any recognized University with at least Lower Second GPA, or Pass Class with at least three years of experience in a relevant field of study or a Postgraduate diploma

3.0 STUDENT APPLICATION FOR ADMISSION

(i) This allows students to apply to join the institute. Applicants shall be required to apply directly to the institute.

(ii) There are two major application windows that is march intake (second intake) and September/October intake (first intake).Second intake is conducted to fill vacant slots from first intake and is conducted for only basic technician certificate, technician certificate and diploma programmes.

(iii) Applicants are advised to read and understand minimum entry requirements as provided in admission guidebooks provided by TIA,NACTE and TCU guidebooks.

(iv) *A discontinued student shall reapply for admission after one year from the date of publication of results.*

(v) Applicants have to observe applications deadline stipulated by the institute.

(vi) Applicants can apply online or by filling application forms (only non-degree programmes). **All applicants are highly encouraged to apply online.**

1. Online application procedures	3. The applicant opens the TIA website
	4. Clicks on online application and is forwarded to the online application part of the student management system
	5. The applicant gets application instructions describing what needs to be done in the whole application process.
	6. Register/create account • Fill in entry qualification • Fill in form four index number and year • Confirm index number, year and name • Select the level of education one is applying for (Certificate/Diploma) • Choose a password • Add email address • Add phone number • Click finish to submit the information
	7. Login using the registered email address and password

	8. Generate control number.(The system generates a control number and instructions on how to pay)
	9. Pay application fee using the control number
	10. Fill in personal details such as DoB, Sex, phone, district, region and Next of kin information and other information as needed by regulators(NACTE) however there is large amount of information required on application process.
	11. Fill in education information. The index number, year and name is automatically filled in based on the index number provided during the registration process. The student gets an option to provide a second index number, in case the student has re-seated the exam. Provides form six index number (if applicable). Provides equivalent application (optional) e.g., basic certificate. The student needs to upload the certificate.
	12. Select course and campus.
	13. Accept declaration.
	14. Submit application.
	15. Review submitted information.
2. Procedures for Applying by filling application forms (non- degree programmes)	1. Download application form through www.tia.ac.tz or collect it at any TIA campus. 2. Fill application form as instructed 3. Pay application form fee using control number provided in the application form. 4. Attach all relevant academic and nonacademic certificates 5.Submit application form to the institute before application deadline

4.0   **APPLICANT SELECTION PROCESS**

    (i)   This allows Admission officer to select qualified students to specific programs at TIA and reject unqualified applicants

    (ii)   Selection is conducted after application deadline

    (iii)   Selection of candidates is grounded on possession of minimum entry requirements as stipulated in student's guidelines and regulators guidebooks

    (iv)   Possession of highest entry qualifications will be considered where slots are not enough to accommodate all qualified applicants

    (v)   A specials committee will scrutinize selections to ensure that there is fare selection and rejection of all applicants before they are brought for approval by the academic board

Composition of selection committee

      i.   Head of admission-Chairperson
     ii.   Assistant admission officers
    iii.   Head of academic departments
    iv.   Dean of student
     v.   Programmer/System developer

vi Selected applicants have to be approved by academic board before being submitted to regulatory institutions.

Selection procedures	1. View application reports
	2. Review equivalent qualifications
	3. Run selection
	4. View selection reports
	5. Scrutiny of selected and rejected applicants
	6. Submit the selection reports to the Academic Board for approval
	7. Receive and work on the feedback from the Academic board
	8. Upload selection results to NACTE and TCU depending on the level

	9. Receive and work on feedback from regulators through APIs **10.** Publish results from regulators board
Exceptions	• NACTE has an alternative solution to send students through the institutional panel (individual submission). • Students can be selected through TAMISEMI

5.0 **CONFIRMATION OF MULTIPLE SELECTED APPLICANTS**

i. Applicants who have been selected in more than one institution have to confirm to join to only one institution.

ii. A student with multiple admission who fails to confirm within the specified period will not be registered by the institute

Confirmation Procedures	1. The applicant receives a confirmation code from TCU. If the applicant did not receive a confirmation code, then request the code from the TIA student management system else proceed to step 2. 2. Log in to SMS 3. Click on the confirmation button 4. Enter confirmation code 5. Click on confirmation button to confirm 6. Receive feedback on the confirmation status

6.0 **UNCONFIRM SELECTION**

This allows student with multiple admission who has confirmed to join TIA to unconfirm selection. This can enable him or her to confirm to other preferred institution.

Procedures	1. Log in to SMS 2. Click on the unconfirm button 3. Receive feedback on the confirmation status.

7.0   CANCEL SELECTION

This allows student to cancel selection so that they can apply for another programme or to another institution or remain with unselected status.

Cancellation procedures	1. Log in to SMS 2. Click on the cancel selection button 3. Receive feedback on the selection status

8.0   STUDENTS REGISTRATION

(i)   This allows student to be registered at the institute. Students will have to register in each semester. Special registration for students who resumes studies after postponement or discontinuation as per institute's regulations should be conducted by admission officers to avoid contradicting regulators procedures and requirements.

(ii)   Registration of first year students is conducted for only selected candidates and involves both online registration and student information verification.

(iii)   Selected candidates for Basic Technician Certificate, Technician certificate and diploma will have to complete NACTE registration before getting TIA registration number.

(iv)   First year students reporting for studies two weeks after commencement of studies will not be registered for studies.

(v)   Students registration information such as date of birth, Names, Sex can be changed upon provision of compelling reason for such changes to be done and must be approved by Deputy Rector Academic Research and Consultancy

Registration Procedures	1. The students get an admission number either through the application system, website, bulk sms or notice boards at the institute 2. The student logs in to the Student Management System (SMS) to do the online

	registration (login is done using the admission number and surname) 3. The student requests a control number The system generates a control number and instructions on how to make the payment from the system. 4. The student pays the registration fee 5. Confirm existing information 6. Adds a picture for student ID and other information such as marital status, disability etc. 7. Submits the information in the system 8. The admission office registers certificate and diploma students to the NACTE system using a special code provided by NACTE to the students 9. The students take the relevant documents to the admission office for physical verification 10. The team responsible checks and verifies that the information is correct 11. If everything is okay, the responsible person registers the student and issues a registration number.

9.0 STUDENT TRANSFER

(i) Allow student to transfer internally(from one programme to another within the campus or externally(from one campus to another or institution to another)

(ii) Transfer is done at the beginning of an academic year as per regulators admission calendar.

(iii) Acceptance for transfer will depend on possession of minimum entry requirements for the programme and availability of programme capacity.

(iv) Transfers for bachelor degree programmes should be reported to Academic board meeting for noting.

Transfer procedures	Case 1: External transfers
	1. The student fills in a transfer form and attaches evidence of admission
	2. Admission office goes through the forms to check which applicants qualify
	3. The admission office announces successful and unsuccessful transfers
	4. The admission officer enters information from transfer form of successful applicants to SMS
	5. The successful students get an admission number from the system
	6. The student registers as per business process no. 6 (Registration)
	7. The admission officers push transferred students to TCU according to the TCU deadline using SMS through an API
	Case 2: Internal transfers
	8. The student fills in a transfer form and attaches evidence of admission
	9. Admission office goes through the forms to check which applicants qualify
	10. The admission office announces successful and unsuccessful transfers
	11. The admission officer changes the program for the student in the system
	12. The student registers as per business process no. 6 (Registration)
	13. The admission officers push transferred students to TCU according to the TCU deadline using SMS through an API

10.0 POSTPONEMENT OF STUDIES

   (i)   A student can be allowed to postpone due to various reasons such as health problems, family matters and other compelling circumstances.

   (ii)   A student requesting for postponement must have been registered, studied and completed a minimum of one semester.

   (iii)   Postponement shall not be permitted beyond four (4) consecutive semesters.

Postponement Procedures	1. The student writes a letter to the rector to request postponement 2. The student submits the letter to registry office 3. The letter is forwarded to the rector 4. The Rector forwards the letter to the Deputy rector academics, research and consultancy 5. The Deputy rector forwards the letter to the admission officer 6. The admission officer approves or rejects the postponement. 7. The admission office communicates with the Student on postponement status. 8. Admission office updates students status in TIA and NACTE/TCU institutional panels

11.0 RESUMPTION

This allows students to resume studies after postponement period or after discontinuation.

Resumption Procedures	1. The student writes a letter to the rector to request resumption 2. The student submits the letter to registry office 3. The letter is forwarded to the rector 4. The Rector forwards the letter to the Deputy rector academics, research and consultancy

	5. The Deputy rector forwards the letter to the admission officer
	6. The admission officer approves or rejects the resumption.
	7. The admission office communicates with the student on resumption status.
	8. Activate the status of the student using special registration (this includes carry over registration)

12.0 De-registration

This allows Student to de-register from an institution

Deregistration Procedures	1. The student writes a letter to the rector to request de-registration
	2. The student submits the letter to registry office
	3. The letter is forwarded to the rector
	4. The Rector forwards the letter to the Deputy rector academics, research and consultancy
	5. The Deputy rector forwards the letter to the admission officer
	6. The admission officer approves the de-registration
	7. The admission office communicates with the student on de-registration status.

13.0 STUDENTS IDENTITY CARDS

   i. Registered students have to be provided with identity cards one week after completing registration.
   ii. Any student who has lost an identity card has to provide police loss as an evidence for the loss that has occurred. This should go hand in hand with payment of identify fee of ten thousand Tanzanian shillings (Tsh 10,000/) in order to process another identity card.
   iii. A lost identity card will be prepared within three days after payment of identity fee

14.0 Safety of students admission records

To have proper storage of students admission documents, files will be opened for each registered student. The file will contain all students' admission documents such as academic certificates, birth certificate, medical examination form and other correspondences.