



**TANZANIA INSTITUTE OF ACCOUNTANCY  
(TIA)  
SINGIDA CAMPUS**

**KURASINI AT THE JUNCTION OF KILWA/  
NELSON MANDELA ROAD  
All Correspondences to be  
Addressed to CEO – TIA  
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FAX. No. 2851038  
Direct Line 2851592  
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**P.O. BOX 9522,  
DAR ES SALAAM.**

**FIRST INTAKE 2021**

**MR/MRS/MISS**

**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 in .....and you are required to report at **TIA .....** **Campus as from 18 October 2021.**

2. Fee structure for academic year 2021/2022 is as follows below:

Amount Payable to TIA:	First Semester	Second Semester
○ Tuition Fee	623,000	<b>267,000</b>
○ NACTE Quality Assurance Fee	15,000	
○ Registration Fee	50,000	
○ Provisional Results, Statements of Results & Transcripts Costs.	20,000	
○ TIASO Contribution	10,000	
○ Graduation Costs	25,000	
○ NHIF FEE (MANDATORY FOR CANDIDATES WHO HAVE NOT BEEN COVERED BY ANY HEALTH INSURANCE SCHEME)	50,400	
○ TOTAL	<b>793,400</b>	<b>267,000</b>

**Fee for foreign students is US DOLLARS 700**

3. Tuition fee amounting to 150,400/= (HIF fee of 50,400) inclusive shall be paid using control numbers which will be obtained at a respective campus to enable a candidate to proceed with registration. The remaining amount of **T.sh 643,000** for semester one installment should be paid just after obtaining registration number.
4. 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, 00(Dar es salaam- campus hostels and 120, 00(Dar es Salaam -Kijichi Hostels) and TSHS. 250,000** for Mbeya, Singida and Mtwara Campuses payable in lump sum at the beginning of the academic year. **Payment should be made using control number after a room has been secured.**
5. Candidates are advised to obtain control number before making any payment **(different control numbers for payment of tuition fee, hostel fee and NHIF fee)**. Control number will be generated after logging in with your admission number into TIA student management information system in the process of online registration. Candidates will make payment through NMB or CRDB banks OR through mobile networks such as M-pesa, Tigo Pesa and Airtel Money using obtained control numbers.

**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)
6. Fees once paid will not be refunded.
7. Expenses for meals, books, stationery, calculator and medical allowance have to be met by students' sponsors.
8. You are required to report for studies on **18 October 2021**. Selected applicants who will report two weeks after beginning of studies will not be accepted for registration.
9. Selected candidates can transfer from one college to another and from one course to another depending on availability of slots in a preferred programme. **Transfer period for students selected from TAMISEMI will be from 9<sup>th</sup> up to 23<sup>rd</sup> August 2021. Candidates will transfer through [www.nacte.go.tz](http://www.nacte.go.tz).** Candidates selected through direct applications to the institute will be allowed to transfer college or course between 18<sup>th</sup> October and 1<sup>st</sup> November,2021
10. Upon arrival, candidates will officially complete the registration process as per the directives 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.

  
Dr. Momole Kasambala  
**Ag: CHIEF EXECUTIVE OFFICER**