



Application fee Receipt number.

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# TANZANIA INSTITUTE OF ACCOUNTANCY (TIA)

## APPLICATION FORM FOR MASTERS' DEGREE PROGRAMMES

Affix  
Photograph  
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2021/2022 ACADEMIC YEAR

### 1. PERSONAL INFORMATION :

Name (in full) Mr./Mrs/Miss:.....

(a) Date of Birth:..... (b) Male/Female:.....

(c) Marital Status: SINGLE  MARRIED  (d) Nationality:.....

(e) Postal address Address: .....

Telephone:..... E-Mail:.....

### 2. PROGRAMMES OFFERED:

Please tick in the boxes provided to select course and study mode of your preference.

#### 1. MASTER OF SCIENCE IN ACCOUNTING AND FINANCE (MSc ACC & FIN) –

DAR ES SLAAM CAMPUS. Online mode ( ) On campus mode ( )

FULLTIME ( ), EVENING ( )

#### 2. MASTER OF SCIENCE IN PROCUREMENT & SUPPLY MANAGEMENT (MSc. PSM) DAR

ES SLAAM CAMPUS. Online mode ( ) On campus mode ( )

FULLTIME ( ), EVENING ( )

#### 3. MASTER OF BUSINESS ADMINISTRATION IN PROJECT MANAGEMENT (MBA PM) –

DAR ES SLAAM CAMPUS. Online mode ( ) On campus mode ( )

FULLTIME ( ), EVENING ( )

#### 5. MASTER OF SCIENCE IN HUMAN RESOURCE MANAGEMENT WITH INFORMATION TECHNOLOGY [MSc. MHRM-IT] - DAR ES SLAAM CAMPUS

Online mode ( ) On campus mode ( )

FULLTIME ( ), EVENING ( )

#### 5. MASTERS OF SCIENCE IN MARKETING AND PUBLIC RELATIONS [MSc. MPR] - DAR ES SLAAM CAMPUS. Online mode ( ) On campus mode ( )

(iv) FULLTIME ( ), EVENING ( )

**3. PARTICULARS OF EDUCATION AND PROFESSIONAL QUALIFICATIONS:**

**(a) Educational Qualifications:**

SN	NAME OF QUALIFICATION	INDEX NUMBER	COMBINATION	YEAR COMPLETED	NAME OF AWARDING INSTITUTION
1.	PRIMARY SCHOOL		NIL		
2	O-LEVEL EDUC		NIL		
3	A.LEVEL EDUC				

**Any other qualification you possess ( certificate, diploma, advanced diploma, degree, post graduate diploma, CPA,CSP ETC).Provide details of all other qualification you have attained.**

SN	Name of the award ( eg Diploma in accountancy	Registration number	Year completed	GPA/C LASS	Name of College/University
1					
2					
3					
4					
5					

**4. EMPLOYMENT RECORD (FOR ONLY EMPLOYED APPLICANTS)**

1. Name of employer.....
2. Employers Telephone.....Mobile.....
3. Employers email address.....
4. Position held.....
5. From.....To.....

**5. NEXT OF KIN (CLOSE RELATIVE) INFORMATION**

1. Name of the next of kin.....
2. Relationship.....
3. District.....Region.....
- 5.Email address.....Telephone number.....

**6. APPLICANT’S DECLARATION:**

I certify that to the best of my knowledge the information given by me above is true, complete and correct, if any of the information is found to be untrue any legal measures may be taken against me at any time.

Date:..... Signature of Applicant:.....

**MINIMUM ENTRY QUALIFICATIONS (Please read the minimum entry requirements)**

**1. MASTER OF BUSINESS ADMINISTRATION IN PROJECT MANAGEMENT (MBA PM)**

- i. 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**

- ii. 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
- iii. 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.

## **2. MASTER OF SCIENCE IN ACCOUNTING AND FINANCE (MSc ACC & FIN)**

- i. 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
- ii. A professional qualification recognized by professional bodies (CPA (T), ACCA, CIMA) OR
- iii. Postgraduate Diploma from an accredited higher learning institution in the following Fields; Accounting and Finance, Accounting, Public Sector Accounting and Business administration (Accounting)

## **3. MASTER OF SCIENCE IN HUMAN RESOURCE MANAGEMENT WITH INFORMATION TECHNOLOGY [MSc. MHRM-IT**

- i. 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
- ii. 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.

#### **4. MASTER OF SCIENCE IN MARKETING AND PUBLIC RELATIONS [MSc. MPR]**

- i. Bachelor degree (NTA Level 8) or Advanced Diploma in Marketing, Public Relations and **any bachelor degree/advanced diploma other than those of religious studies from any recognized University with at least Lower Second GPA, OR**
- ii. Bachelor degree (NTA Level 8), or Advanced Diploma with at least a Pass class in Marketing, Public Relations and any other business related studies from any recognized University and with at least three years of work experience and Holds a Postgraduate diploma in Marketing, Public Relations and any other business related studies

#### **5. MASTER OF SCIENCE IN PROCUREMENT & SUPPLY MANAGEMENT (MSc. PSM)**

- i. Any bachelor degree/advanced diploma other than those of religious studies with a score of lower second and above. OR
- ii. Certified Procurement and Supplies Professionals (CPA) or Certified Public Accountant (CPA) and their related professional awards OR
- iii. **Any bachelor degree/advanced diploma other than those of religious studies** with a score of pass plus any postgraduate diploma other than those of religious studies

#### **MODE OF APPLICATION**

- (i) Applicants for all academic programmes should apply online through our online application system via TIA website: [www.tia.ac.tz](http://www.tia.ac.tz). The online application link for masters' programmes will be available in TIA website soon. Applicants are advised to observe all the application steps and procedures as guided by the system. Control number will be generated automatically by the system to allow payment of **Tshs. 20,000/=** application fee. Special help on completing applications will be provided for candidates who directly visit any of TIA campuses or call us through mobile contacts **0677 777 746 / 0625 777 744/ 0764777746**.
- (ii) Applicants **can also apply** through filling and submitting dully completed application forms. Application forms can be obtained at any TIA Campus or Website. Application fee of **Tshs. 20,000/= have to be paid** through **NMB or CRDB** banks or mobile networks like **M-Pesa, Tigo Pesa, Airtel Money, Halo Pesa, TTCL Pesa and Ezy Pesa**. **CONTROL NUMBER 994070214400** should be used by applicants to pay application fee. Application forms should be attached with birth certificate as well as academic or professional certificates/transcripts.

## FEE STRUCTURE FOR MASTERS' DEGREE PROGRAMMES

<b>MASTER'S PROGRAMMES (18 MONTHS)</b>	
TUITION FEE	3,960,000/=
REGISTRATION FEE	50,000/=
NACTE QUALITY ASSURANCE FEE	20,000
TRANSCRIPT/STATEMENT OF RESULTS COSTS	20,000
GRADUATION GOWN	40,000
TIASO FEE	10,000
NHIF FEE(Only for those not covered by any Health Insurance scheme)	50,400
TOTAL	4,100,000/=NHIF FEE EXCLUSIVE 4,150,400 /=(NHIF FEE INCLUSIVE)

**Foreign student's total fee is USD 2,000 per year**

### APPLICATION DURATION

Applications deadline for Master's degree programmes will be 20<sup>th</sup> September 2021. Selected applicants will report at Dar es Salaam campus for registration process as from 18<sup>th</sup> October 2021.

**FOR HELP OR ENQUIRIES CALL US THROUGH MOBILE NUMBERS: 0677 777 746 / 0625 777 744 /0764 777 746 OR YOU CAN CONTACT US THROUGH ONE OF THE FOLLOWING ADDRESSES**

**THE CHIEF EXECUTIVE OFFICER,  
TANZANIA INSTITUTE OF ACCOUNTANCY (TIA),  
AT THE JUNCTION OF NELSON MANDELA AND KILWA ROAD,  
P.O. BOX 9522,  
DAR ES SALAAM.**

**Telephone: +255 22 285 1035/6, Fax: +255 22 736 502630**

**Email: [tia@tia.ac.tz](mailto:tia@tia.ac.tz)**

**Website: [www.tia.ac.tz](http://www.tia.ac.tz)**

**Email: [tia@tia.ac.tz](mailto:tia@tia.ac.tz)**

**[admission@tia.ac.tz](mailto:admission@tia.ac.tz)**

**OR**

**THE CAMPUS MANAGER,  
MBEYA CAMPUS, MWANJELWA AT THE JUNCTION OF ZAMBIA AND  
AIRPORT ROAD  
P.O. BOX 825,  
MBEYA.**

**Telephone: +255 25 2502276 fax +255 25 2503057**

*Website: [www.tia.ac.tz](http://www.tia.ac.tz)  
Email: [tiambeya@tia.ac.tz](mailto:tiambeya@tia.ac.tz)*

**OR**

**THE CAMPUS MANAGER,  
AT THE JUNCTION OF MWANZA AND AIRPORT/SEPUKA ROAD,  
P.O. BOX 388,  
SINGIDA.**

*Website: [www.tia.ac.tz](http://www.tia.ac.tz)  
Telephone: +255 26 250 2125 fax +255 26 2502844  
Email: [tiasingida@tia.ac.tz](mailto:tiasingida@tia.ac.tz)*

**OR**

**THE CAMPUS MANAGER,  
AT MJI MWEMA MIKINDANI,  
P.O. BOX 169,  
MTWARA,**

*Website: [www.tia.ac.tz](http://www.tia.ac.tz)  
Telephone/fax: +255 23 2333948  
Email: [tiamtwara@tia.ac.tz](mailto:tiamtwara@tia.ac.tz)*

**OR**

**THE CAMPUS MANAGER,  
MWANZA CAMPUS  
LOCATED AT NYAKATO AREA ALONG MUSOMA ROAD  
(NEAR BUZURUGA BUS STAND)  
P.O. BOX 5247,  
MWANZA,**

*Telephone/fax: +255 28 2570475  
Website: [www.tia.ac.tz](http://www.tia.ac.tz)  
Email: [tiamwanza@tia.ac.tz](mailto:tiamwanza@tia.ac.tz)*

**OR**

**THE CAMPUS MANAGER,  
KIGOMA CAMPUS,  
LOCATED AT KIGOMA UJIJI AREA ALONG LUMUMBA ROAD-  
TANZANIA**

**RED CROSS BUILDING),  
Telephone/fax: +255 282803529  
Website: [www.tia.ac.tz](http://www.tia.ac.tz)  
Email: [tiakigoma@tia.ac.tz](mailto:tiakigoma@tia.ac.tz)**