



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.

MARCH INTAKE 2022/2023

MR/MRS/MISS

RE: **ADMISSION LETTER AND JOINING INSTRUCTIONS FOR 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 as from 04th April 2022.**
2. Fee structure for academic year 2022/2023 is provided below:

FIRST YEAR

Amount Payable to TIA:	First Semester	Second Semester
○ Tuition Fee	693,000	297,000
○ NACTE Quality Assurance Fee	15,000	
○ Registration Fee	50,000	
○ Provisional Results, Statements of Results & Transcripts Costs.	20,000	

○ TIASO Contribution	10,000	
○ NHIF FEE (mandatory for candidates who have not been covered by any health insurance scheme)	50,400	
TOTAL	838,400	297,000

SEOND YEAR

Amount Payable to TIA:	First Semester	Second Semester
○ Tuition Fee	693,000	297,000
○ NACTE Quality Assurance Fee	15,000	
○ Registration Fee	20,000	
○ 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	833,400	297,000

Fee for foreign students is US DOLLARS 700

10. Tuition fee amounting to **100,400/=** (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 **TSh 683,000** for semester one installment should be paid just after obtaining registration number.
11. 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 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.**

12. 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)

13. **Fees once paid will not be refunded.**

14. Expenses for meals, books, stationery, calculator and medical allowance have to be met by students' sponsors.
15. You are required to report for studies on **04th April 2022**. Candidate who will report two weeks after beginning of studies will not be accepted for registration
16. 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.



Dr. Momole Kasambala

Ag: CHIEF EXECUTIVE OFFICER

**CHIEF EXECUTIVE OFFICER
TANZANIA INSTITUTE OF ACCOUNTANCY**