



**TANZANIA INSTITUTE OF ACCOUNTANCY
(TIA)**

KURASINI AT THE JUNCTION OF KILWA/
NELSON MANDELA ROAD

All Correspondences to be
Addressed to CEO – TIA
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P.O. BOX 9522
DAR ES SALAAM.

2022/2023

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 inand you are required to report at **TIA** **Campus as from 18th October 2022.**
2. Fee structure for academic year 2022/2023 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 NHIF FEE (mandatory for candidates who have not been covered by any health insurance scheme)	50,400	
o TOTAL	793,400	267,000

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 TSHS. 250,000** for Mbeya, Singida and Mtwara Campuses payable in lump sum at the beginning of the academic year. After secure a room, student should complete **Payment using control number.**
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 **18th October 2022**. Selected applicants who will report two weeks after beginning of studies will not be accepted for registration
9. Selected candidates allowed transferring from one course to another depending on availability of slots in a preferred programme and possession of required minimum entry requirements specific for the programme. Transfer will be subject to NACTVET directives.
10. Upon arrival, student should complete the registration process as per provided instructions. Candidates are required to bring one recent passport size photograph, **originals** and **copies** of all academic certificates, **active result slips, or transcripts** and a birth certificate. Any other relevant professional or academic certificate may also be presented.

You are warmly welcome.



Prof: William Amos Pllangyo
Ag: CHIEF EXECUTIVE OFFICER

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