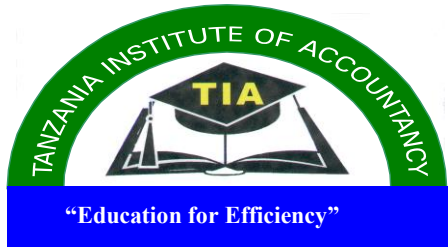


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PAYMENT RECEIPT NUMBER
.....

**TANZANIA INSTITUTE OF ACCOUNTANCY
(TIA)**
**APPLICATION FORM FOR BASIC TECHNICIAN CERTIFICATE AND DIPLOMA
PROGRAMMES- ACADEMIC YEAR 2023/2024
MARCH INTAKE**

1. Personal Details:		
First Name	Middle Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
1. Gender: F <input type="checkbox"/> M <input type="checkbox"/> 2. Date of birth: <input type="text"/> / <input type="text"/> / <input type="text"/> 3. Country of residence: <input type="text"/>		
4. Region <input type="text"/>		
5. Email Address: <input type="text"/>		
6. Mobile Number: <input type="text"/>		
7. District: <input type="text"/>		
8. Disabilities/Special needs? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Specify if any <input type="text"/>		

2. Close Relative (Next of Kin) Details:

Full Name	Contact Address	Phone Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Relationship (eg. parent etc)	Region	District
<input type="text"/>	<input type="text"/>	<input type="text"/>

3. Education Information:

1. Primary School name: completion year

O' Level (CSEE) full Index number **Authority (e.g. NECTA, or Foreign)** **Year of completing O' Level (CSEE)**

<input type="text"/>	<input type="text"/>	<input type="text"/>
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2. **O' Level 2nd sitting full Index number** (e.g. NECTA, or Foreign) **Year of completing O' Level (CSEE)**

<input type="text"/>	<input type="text"/>	<input type="text"/>
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3 A LEVEL full index number **Authority (NECTA/FOREIGN)** **Year completed**

<input type="text"/>	<input type="text"/>	<input type="text"/>
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A LEVEL second sitting (if any)

Full index number **Authority (NECTA/FOREIGN)** **Year completed**

<input type="text"/>	<input type="text"/>	<input type="text"/>
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BASIC TECHNICIAN CERTIFICATE QUALIFICATION (EQUIVALENT QUALIFICATION)

INSTITUTE WHERE OBTAINED **REGISTRATION NUMBER** **COURSE**

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Any other Qualification (specify)

<input type="text"/>

5. PROGRAMMES OFFERED:

i. BASIC TECHNICIAN CERTIFICATE PROGRAMMES:

Please tick in the boxes provided to select Programme and Campus of your preference.

(i) BASIC TECHNICIAN CERTIFICATE IN ACCOUNTANCY (BTCA). ()

MTWARA () & KIGOMA () FULL TIME ONLY.

(ii) BASIC TECHNICIAN CERTIFICATE IN PROCUREMENT & LOGISTICS MANAGEMENT ((BTCPLM) ()

MTWARA () & KIGOMA () FULL TIME ONLY.

(ii)) BASIC TECHNICIAN CERTIFICATE IN HUMAN RESOURCE MANAGEMENT (BTCHRM) ()

MTWARA () & KIGOMA () FULL TIME ONLY.

(iii)) BASIC TECHNICIAN CERTIFICATE IN BUSINESS ADMINISTRATION (BTCBA) ()

KIGOMA () FULL TIME ONLY ()

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 legal measures may be taken against me at any time.

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

OTHER RELEVANT INFORMATION

1. MINIMUM ENTRY QUALIFICATIONS FOR BASIC TECHNICIAN CERTIFICATE COURSE (NTA 4) :(ONE YEAR)

I. At least **four** passes of grade "D" or above in relevant subjects excluding Religious subjects in the Certificate of Secondary Education.

2. FEES STRUCTURE

CERTIFICATE PROGRAMMES (ONE YEAR)	
	Year One
TUITION FEE	890,000/=
REGISTRATION FEE	50,000
NACTE QUALITY ASSURANCE FEE	15,000
TRANSCRIPT/STATEMENT OF RESULTS COSTS	20,000
GRADUATION GOWN	25000
TIASO FEE	10,000
NHIF FEE	50,400
TOTAL	1,060,400

For foreign students

- a. Certificate programmes total fee US\$ 700 per annum
- b. Diploma programmes total fee US\$ 800 per annum.

MODE OF APPLICATION

- (i) Applicants for all academic programmes should apply online through our online application system via TIA website: www.tia.ac.tz. 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 **TZS.10, 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 **TZS. 10,000/= 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**, using **CONTROL NUMBER 994070419753**. **Application forms which will be submitted OR returned without application fee payment will not be considered for selection.**

APPLICATION DEADLINES

The deadline for applying into advertised programmes is **28 February, 2023**.

**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

Website: www.tia.ac.tz

Email: tia@tia.ac.tz

admission@tia.ac.tz

OR

THE CAMPUS MANAGER,

AT MJI MWEMA AREA,

P.O. BOX 169,

MTWARA,

Website: www.tia.ac.tz

Telephone/fax: +255 23 2333948

Email: tiamtwara@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

Email: tiakigoma@tia.ac.tz