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PAYMENT RECEIPT NUMBER

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# TANZANIA INSTITUTE OF ACCOUNTANCY (TIA)

## APPLICATION FORM FOR BASIC TECHNICIAN CERTIFICATE AND DIPLOMA PROGRAMMES- ACADEMIC YEAR 2023/2024 SEPTEMBER INTAKE

### 1. Personal Details:

First Name

Middle Name

Last Name

1. Gender: F ☐ M ☐ 2. Date of birth:  /  /  3. Country of residence:

4. Region

5. Email Address:

6. Mobile Number:

7. District:

8. Disabilities/Special needs? Yes ☐

No ☐

Specify if any

**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 2<sup>nd</sup>** 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"/>
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## 5. PROGRAMMES OFFERED:

### i. BASIC TECHNICIAN CERTIFICATE PROGRAMMES:

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

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

DAR ES SALAAM (     ), MBEYA (     ), SINGIDA (     ), MTWARA (     ) MWANZA (     ) & KIGOMA (     )

FULL-TIME (     )

EVENING TIME (     )

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

DAR ES SALAAM (     ), MBEYA (     ), SINGIDA (     ), MTWARA (     ) MWANZA (     ) & KIGOMA (     )

FULL-TIME (     )

EVENING (     )

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

DAR ES SALAAM (     ) SINGIDA (     ) KIGOMA (     ) MTWARA (     ) MWANZA (     )

FULL-TIME (     )

EVENING (     )

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

DAR ES SALAAM (     ) MTWARA (     ) SINGIDA (     )

FULL-TIME (     )

EVENING (     )

(iv) BASIC TECHNICIAN CERTIFICATE IN PUBLIC SECTOR ACCOUNTING AND FINANCE (BTCPSAF) (     )

DAR ES SALAAM (     ) MBEYA (     )

FULL-TIME (     )

EVENING (     )

(v) BASIC TECHNICIAN CERTIFICATE IN MARKETING AND PUBLIC RELATIONS (BTCMPR)

DAR ES SALAAM (     ) MBEYA (     ) SINGIDA (     ), & MWANZA (     )

FULL-TIME (     )

EVENING (     )

**ii. ORDINARY DIPLOMA PROGRAMMES:**

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

(i) DIPLOMA IN ACCOUNTANCY (DA) (    )

DAR ES SALAAM (    ), MBEYA (    ), SINGIDA (    ), MTWARA (    ) MWANZA (    ) KIGOMA (    )

FULL-TIME (    )

EVENING (    )

(ii) DIPLOMA IN PROCUREMENT & LOGISTICS MANAGEMENT (DPLM) (    )

DAR ES SALAAM (    ), MBEYA (    ), SINGIDA (    ), MTWARA (    ) & MWANZA (    ) KIGOMA (    )

FULL-TIME (    )

EVENING (    )

(iii) DIPLOMA IN HUMAN RESOURCE MANAGEMENT (DHRM) (    )

DAR ES SALAAM (    ), SINGIDA (    ) & MTWARA (    ), MWANZA (    )

FULL-TIME (    )

EVENING (    )

(iv) DIPLOMA IN BUSINESS ADMINISTRATION (DBA) (    )

DAR ES SALAAM (    ), SINGIDA (    ) & MTWARA (    )

FULL-TIME (    )

EVENING (    )

(v) DIPLOMA IN PUBLIC SECTOR ACCOUNTING AND FINANCE (DPSAF) (    )

DAR ES SALAAM (    ) & MBEYA (    )

FULL-TIME (    )

EVENING (    )

(v) DIPLOMA IN MARKETING AND PUBLIC RELATIONS (DMPR) (    )

DAR ES SALAAM (    ) MBEYA (    ), SINGIDA (    ), & MWANZA (    )

FULL TIME (    )

EVENING (    )

**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:

#### (a) For BASIC TECHNICIAN Certificate Course (NTA 4) :( one year)

i. At least Four passes of grade “D” in relevant subjects excluding Religious subjects or above in the Ordinary Certificate of Secondary Education. **OR**

#### (b) For Diploma Courses (NTA 5 & 6): (Two years)

- (i) Basic Technician Certificate in related programmes accompanied with at least four passes at Ordinary Certificate of Secondary Education (religious subjects are excluded. Certificates from other institutes will be evaluated by the institute.
- (ii) Advanced Certificate of Secondary Education with at least **one principle and one subsidiary** in relevant subjects excluding Religious Subjects.

### 2. FEES STRUCTURE

CERTIFICATE PROGRAMMES (ONE YEAR)		DIPLOMA PROGRAMMES (TWO YEARS)	
	Year One	First Year	Second Year
TUITION FEE	890,000/=	990,000/=	990,000/=
REGISTRATION FEE	50,000	50,000	20,000
NACTE QUALITY ASSURANCE FEE	15,000	15,000	15,000
TRANSCRIPT/STATEMENT OF RESULTS COSTS (NTA L4,5 & 6)	20,000	20,000	20,000
GRADUATION GOWN	25000		25000
TIASO FEE	10,000	10,000	10,000
NHIF FEE	50,400	50,400	50,400
TOTAL	1,060,400	1,135,400	1,130,400

**NOTE:** (In payment of the Registration fee should include NACTE QUALITY ASSURANCE, TRANSCRIPT, GRADUATION GOWN, & TIASO TZS 120,000/=)

For foreign students

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

## MODE OF APPLICATION

- (i) Applicants for all academic programmes should apply online through our online application system via the TIA website: [www.tia.ac.tz](http://www.tia.ac.tz). Applicants are advised to observe all the application steps and procedures as guided by the system. The control number will be generated automatically by the system to allow payment of **Tshs.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 **Tshs. 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**. **THE CONTROL NUMBER 994070450183 SHOULD BE USED BY APPLICANTS TO PAY THE APPLICATION FEE.** Application forms which will be submitted OR returned without application fee payment will not be considered for selection.

## APPLICATION DEADLINES

The deadline for applying to advertised programmes is **28<sup>th</sup> JULY 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](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 DIRECTORS,**

**MBEYA CAMPUS, MWANJELWA AT THE JUNCTION OF ZAMBIA AND AIRPORT ROAD**

**P.O. BOX 825,**

**MBEYA.**

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

**Mobile: 0713 735 005, 0628 007 419**

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

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

**OR**

**THE CAMPUS DIRECTOR,**

**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**

**Mobile: 0679 445447, 0620 700111, 0786 897841, 0786 897801, 0734 777753 and 0752 540341**

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

**OR**

**THE CAMPUS DIRECTOR,**

**AT MJI MWEMA AREA,**

**P.O. BOX 169,**

**MTWARA,**

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

**Telephone/fax: +255 23 2333948**

**Mobile: 0716 589 406**

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

**OR**

**THE CAMPUS DIRECTOR,**  
**MWANZA CAMPUS**  
**LOCATED AT NYAKATO AREA ALONG MUSOMA ROAD**  
**(NEAR BUZURUGA BUS STAND)**  
**P.O. BOX 5247,**  
**MWANZA,**  
**Telephone/fax: +255 28 2570475**  
**Mobile: 0764 351 204**  
**Website: [www.tia.ac.tz](http://www.tia.ac.tz)**  
**Email: [tiamwanza@tia.ac.tz](mailto:tiamwanza@tia.ac.tz)**

**OR**

**THE CAMPUS DIRECTOR,**  
**KIGOMA CAMPUS,**  
**LOCATED AT KIGOMA UJIJI AREA ALONG LUMUMBA ROAD-**  
**TANZANIA**  
**RED CROSS BUILDING),**  
**Telephone/fax: +255 282803529**  
**Mobile: 0788 877 833 & 0754 893 970**  
**Website: [www.tia.ac.tz](http://www.tia.ac.tz)**  
**Email: [tiakigoma@tia.ac.tz](mailto:tiakigoma@tia.ac.tz)**