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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 2024/2025 MARCH 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

Relationship (eg. parent etc)

Region

District

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)

2. **O' Level** 2nd sitting full Index number

(e.g. NECTA, or Foreign)

Year of completing O' Level (CSEE)

3 A LEVEL full index number

Authority (NECTA/FOREIGN)

Year completed

A LEVEL second sitting (if any)

Full index number

Authority (NECTA/FOREIGN)

Year completed

BASIC TECHNICIAN CERTIFICATE QUALIFICATION (EQUIVALENT QUALIFICATION)

INSTITUTE WHERE OBTAINED

REGISTRATION NUMBER

COURSE

Any other Qualification (specify)

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). ()

DAR ES SALAAM(), MTWARA() & KIGOMA () **FULL TIME ONLY**

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

DAR ES SALAAM(), MTWARA() & KIGOMA () **FULL TIME ONLY**

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

DAR ES SALAAM() KIGOMA () & MTWARA () **FULL TIME ONLY**

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

MTWARA () KIGOMA () **FULL TIME ONLY**

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

DAR ES SALAAM() **FULL TIME ONLY**

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

DAR ES SALAAM() **FULL TIME ONLY**

i. ORDINARY DIPLOMA PROGRAMMES:

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

(i) DIPLOMA IN ACCOUNTANCY (DA) () FULL TIME ONLY DAR ES SALAAM(), MTWARA() & KIGOMA ()
(ii) DIPLOMA IN PROCUREMENT & LOGISTICS MANAGEMENT (DPLM) () FULL TIME ONLY DAR ES SALAAM() & KIGOMA ()
(iii) DIPLOMA IN HUMAN RESOURCE MANAGEMENT (DHRM) () FULL TIME ONLY DAR ES SALAAM(), KIGOMA () & MTWARA()
(iv) DIPLOMA IN BUSINESS ADMINISTRATION (DBA) () FULL TIME ONLY DAR ES SALAAM() & KIGOMA ()
(v) DIPLOMA IN PUBLIC SECTOR ACCOUNTING AND FINANCE (DPSAF) () FULL TIME ONLY DAR ES SALAAM()
(vi) DIPLOMA IN MARKETING AND PUBLIC RELATIONS (DMPR) () FULL TIME ONLY DAR ES SALAAM()

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	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	1,130,000

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 **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 **0713776577, 0712173355, 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**. **CONTROL NUMBER 994070532188 SHOULD BE USED BY APPLICANTS TO PAY 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 into advertised programmes is **23rd February 2024**.

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 DIRECTOR,

AT MJI MWEMA AREA,

P.O. BOX 169,

MTWARA,

Website: www.tia.ac.tz

Telephone 0767934148/0787772119

Email: tiamtwara@tia.ac.tz

OR

THE CAMPUS DIRECTOR,

KIGOMA CAMPUS,

LOCATED AT KIGOMA UJIJI AREA ALONG LUMUMBA ROAD-

TANZANIA

RED CROSS BUILDING),

Telephone: 0754323492, 0786172558, 0713132424, 0656837440, +255 282803529

Website: www.tia.ac.tz

Email: tiakigoma@tia.ac.tz