



# 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

2024/2025

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Mr/Mrs/Ms.

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## RE: ADMISSION LETTER AND JOINING INSTRUCTIONS FOR MASTERS' DEGREE PROGRAMMES

Congratulation for being selected to join TIA!

I am pleased to inform you that you have been selected for **Masters' Degree Programme**  
**in**.....

You are required to report at TIA **Dar es Salaam** campus for registration starting from **19<sup>th</sup>**  
**October, 2024.**

### GENERAL INSTRUCTIONS

The following instructions are provided to guide you. You are therefore requested to read them  
very carefully before you come to the Tanzania Institute of Accountancy.

#### 1. TIA CAMPUSES

Tanzania Institute of Accountancy has eight campuses strategic located in Dar es Salaam,  
Singida, Mwanza, Mbeya, Mtwara, Kigoma, Zanzibar and Tanga. The Dar es Salaam serves as the  
Institute's headquarter. The Institute is expected to open on **19<sup>th</sup> October 2024** for all students.  
More information will be given on arrival.

## **2. MEDICAL EXAMINATION**

You shall be required to undergo a medical examination provided by the medical center at our campuses.

## **3. REGISTRATION**

You will be required to register formally before commencement of classes in order to become a student of the Institute. The following are requirements for registration:-

### **a) Academic Documents**

Original certificates and transcripts of your general education (Form IV and Form VI or equivalent), professional training (where applicable), and any other relevant documents which were presented with your application.

### **b) Proof of identity**

Bring with you the following documents:-

- Admission letter (download from your application account)
- Three passport size photographs
- Passport (if you are a foreign student)
- Study permit (for foreign student)
- Birth certificate

### **c) Payment or evidence of payment of fees.**

A receipt or deposit slip as evidence for payment of:

- Tuition fee of the respective programme
- NACTE Quality Assurance fee
- National Health Insurance Fund (if you are not a member)

### **d) Other relevant documents**

- Duly filled in Registration Form (downloadable on TIA website at ([www.tia.ac.tz](http://www.tia.ac.tz))).
- Medical examination form.
- Admission letter

## **4. TUITION FEES FOR ACADEMIC YEAR 2024/2025**

You will be required to pay the required fees as per fee structure of your course presented to you with the application forms. No student shall be registered unless he/she has paid the required fees. Fees paid will not be refunded. Details of annual fees are provided for local and foreign students respectively. Students are encouraged to pay the full annual fee at the beginning of the academic year.

**Fees structure for academic year 2024/2025** for local students is as follows:

	<b>FIRST SEMESTER</b>	<b>SECOND SEMESTER</b>
<b>Amount Payable to TIA:</b>		
Tuition Fee	1,980,000	1,980,000
Registration Fee	50,000	
TIASO	10,000	
Graduation costs	40,000	
Transcript, Statement/provisional result costs	20,000	
Quality Assurance Fee	25,000	
Admission coordination fee	20,000	
Application fee	25,000	
<b>TOTAL</b>	<b>2,170,000</b>	<b>1,980,000</b>

Apart from the above costs; NHIF fee of **Tsh 50,400/=** must be paid by students who have not been covered by any health insurance scheme using a different control number from tuition fees.

#### **ANNUAL FEES PAYABLE TO TIA BY FOREIGN STUDENTS**

<b>DESCRIPTION</b>	<b>USD</b>
Tuition Fee per programme (registration, examination and library services) for foreign	4,500
Campus Accommodation (USD 5 per room per day)	1,250
Non-refundable medical fee (NHIF)	150
Graduation Gown	20
NACTE Quality Assurance Fee	15
Provisional/Statement of Results/Transcript Costs	10
Admission coordination fee	10
Application fee	10
Student Union Subscription Fee	10
<b>TOTAL</b>	<b>5,955</b>

#### Mode of fee payment

Tuition fees can be paid in full amount or in installments. 50% to be paid in Semester One and 50% in Semester Two as indicated below:-

A/: Semester One (50 % TUTION FEE & CONTRIBUTIONS)

During Registration TZS 2,170,000,000/= (*Tuition fee, Registration, NACTVET Quality Assurance, Transcript, Graduation Gown, Application, Admission coordination and TIASO fee*) and TZS. 50,400 for NHIF to be paid direct to NHIF).

#### B/: Semester Two

The total amount of 1,980,000/= (50% of annual tuition fee) shall be paid by students

Students direct costs (Payable to students by sponsors)

- i. Meals allowance (TZS 10,000 to 15,000 per day)
- ii. Books and stationaries (TZS 1,000,000 per year)
- iii. Dissertation costs( TZS 5,000,000 to 10,000,000)

NHIF fee of **TZS. 50,400** for those who have not been covered by any health insurance scheme should be paid using different control numbers which will be obtained at a respective campus to enable a candidate to proceed with registration.

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 information management 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.

### **5. ACCOMODATION**

The institute has limited number of rooms for accommodation, rooms are provided on the basis of first come first served at annual rental charge of **TZS. 450, 000/- (Dar es salaam- campus hostels) and TZS. 250,000/-** for Mbeya, **TZS 250,000 and 300,000/=** (Singida) and **TZS 250,000/=** (Mtwara Campus) payable in lump sum at the beginning of the academic year. Before located a room, student should complete **Payment using control number**.

### **6. STUDENTS ORGANIZATION**

Students at TIA are automatically members of Tanzania Institute of Accountancy Students' Organization (TIASO). Through this organization, students communicate to the Institute matters affecting their welfare. As per TIASO Constitution, students are required to pay TZS 10,000/= per year as a compulsory membership fee. TIASO also has a number of professional associations which are students' professional associations affiliated to TIASO in accordance to various professions. Students will be required to subscribe to these professional associations depending on their programmes.

### **7. LEARNING RESOURCES**

Expenses for books, stationery, calculator and medical allowance have to be met by students' sponsors.

## **8. CAFETERIA SERVICES**

Meals are provided at campus on cost basis. Students are responsible for paying for their daily meals.

## **9. ORIENTATION WEEK**

The schedule for orientation will be provided to you on your arrival for registration. All students have to participate fully in the orientation programme.

## **10. CHANGE OF NAME**

No change of names will be allowed during the course of study. Students will be allowed to use names which appear in their academic certificates only.

## **11. CHANGE OF PROGRAMME**

Transferring from one academic programme to another will be allowed only where the student has the required admission criteria for the academic programme for which transfer is being sought and if there is available vacancy in that programme. Transfer window for bachelor degree students will commence on 6<sup>th</sup> November, 2024.

## **12. SPORTS AND GAMES**

The Institute has facilities for out-door games such as football, basketball, volleyball, netball, athletics and other various games. The Institute participates in the national sports competition. Thus all students are expected to participate in at least one form of the games or another depending on one's interests. You are advised to come with your own sports and games outfits.

## **13. FAILURE TO REPORT FOR STUDIES**

Students who have been selected but fail to join the Institute for any reason cannot transfer the admission to the next year. Such students need to apply afresh for the following year.

## **14. CONDUCT AND DISCIPLINE**

The Institute requires its students to behave in a professional manner at all times. In order to portray this professional image, students must, at all times, dress in a manner that reflects professionalism and respect. Moreover, at any time each student is expected to conduct himself/herself in such a manner that may not contravene examination regulations, library rules and any other lawful stipulations issued from time to time by the Institute's Management. As a student you should take particular note of the Almanac as it is the most reliable source of timings for each of the important academic events that concern members of the TIA community.

## **15. REPORTING**

Dar es Salaam Campus is located at the junction of NELSON MANDELA AND KILWA ROAD. On your arrival to Dar es Salaam, candidate may use Public or Private transport direct to TIA at KURASINI Area. For more help contact: **0769 260 360 / 0713 776 577 / 0739 777 798**

You are warmly welcome.



*Dr. Momole Kasambala*

**For CHIEF EXECUTIVE OFFICER**