



TANZANIA INSTITUTE OF ACCOUNTANCY (TIA)

BACHELOR DEGREE TRANSFER REQUEST FORM (Internal or external transfer)

SECTION ONE- TO BE FILLED BY THE APPLICANT

Applicants are advised to read and understand the programme minimum entry requirements as provided in TCU applicant's guidebook before applying for transfer.

First name.....**Middle name**.....**Sir name**.....

1. Form Four Index Number..... (E.g. S0994/0056) year completed.....

2. Form Six Index Number.....
Year.....

3. Diploma Registration Number..... **AVN**
no..... Year
completed.....OUT foundation no
(If attended foundation course)

5. Date of Birth..... 6. Sex.....

7. Nationality.....8.Region..... (E.g. Mbeya) 9. District.....

10. Phone Number.....11.
Email.....

12. Institution selected before transfer request (e.g. TIA Mbeya, CBE, IFM etc.)

.....
.....

Institution code..... (As seen in TCU guidebook e.g. for TIA DSM is TA)

13. Name of Programme selected before requesting for transfer

.....

Programme code..... (As seen in TCU guidebook e.g. TA 001, TAS001 etc.)

1. Programme requesting to be transferred to at TIA

.....

Campus.....

DATE: SIGNATURE OF STUDENT.....

Attach your academic certificates/transcripts to support your eligibility for the programme

- i. **Form Four Certificate**
- ii. **Form Six Certificate**
- iii. **Diploma Transcript or Statement of result**
- iv. **Foundation certificate(If any)**
- v. **Evidence of Selection by a University or College**

PART III: FOR OFFICIAL USE ONLY

A. TRANSFER APPROVED () TRANSFER NOT APPROVED ()

IF NOT APPROVED (REASON).....

NAME OF PROGRAMME APPROVED.....

NAMESIGNATUREDATE.....

TITLE OF APPROVING OFFICER.....

B. CHECKED AND VERIFIED BY

NAME.....SIGNATURE.....DATE.....

TITLE OF VERIFYING OFFICER.....