



TANZANIA INSTITUTE OF ACCOUNTANCY (TIA)

APPLICATION FORM FOR BASIC TECHNICIAN CERTIFICATE AND DIPLOMA PROGRAMMES- ACADEMIC YEAR 2025/2026 SEPTEMBER INTAKE

1. Personal Details:

1.1 O' Level (CSEE) 1st Sitting full Index number **1.2 Authority (NECTA, or Foreign)** **1.3 Year of completing O' Level (CSEE)**

1.4 First Name

1.5 Middle Name (If any)

1.6 Last Name

1.7 Gender (Tick one)

M ☐ F ☐

1.8 Date of Birth

1.9 Country of residence

1.10 Region

1.11 District

1.12 Email

1.13 Mobile number (Reachable)

1.14 Do you have any disability or special needs? (Tick one)

YES

☐

NO

☐

If yes, specify your disability or special need.

2. Close Relative (Next of Kin) Details:

2.1 Full Name

2.2 Contact Address

2.3 Phone Number

2.4 Relationship (e.g. Mother)

2.5 Region

2.6 District

3. Education Information:

3.1 Primary School name

3.2 completion year

3.3 O' Level 2nd sitting full Index number(if any) (CSEE) 3.4 Authority (e.g., NECTA, or Foreign) 3.5 Year of completing O' Level

3.6 A' Level 1st sitting full Index number

3.7 Authority (e.g., NECTA, or Foreign)

3.8 Year of completing A' Level

3.9 A' Level 2nd sitting full Index number (if any) Level 3.10 Authority (e.g., NECTA, or Foreign) 3.11 Year of completing A'

3.12 BASIC TECHNICIAN CERTIFICATE QUALIFICATION (EQUIVALENT QUALIFICATION)

INSTITUTE WHERE OBTAINED

REGISTRATION NUMBER

COURSE COMPLETING

Any other Qualification (specify)

5. PROGRAMMES OFFERED:

i. BASIC TECHNICIAN CERTIFICATE PROGRAMMES: (COMPLETED FORM FOUR OR NVA 3)

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

1. BASIC TECHNICIAN CERTIFICATE IN ACCOUNTANCY (BTCA) – ().

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

2. BASIC TECHNICIAN CERTIFICATE IN PROCUREMENT & LOGISTICS MANAGEMENT (BTCPLM) - ().

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

3. BASIC TECHNICIAN CERTIFICATE IN HUMAN RESOURCE MANAGEMENT (BTCHRM) – ().

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

4. BASIC TECHNICIAN CERTIFICATE IN BUSINESS ADMINISTRATION (BTCBA) – ().

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

5. BASIC TECHNICIAN CERTIFICATE IN MARKETING AND PUBLIC RELATIONS (BTCMPR) – ().

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

6. BASIC TECHNICIAN CERTIFICATE IN PUBLIC SECTOR ACCOUNTING AND FINANCE (BTCPSAF) – ().

DAR ES SALAAM (), MBEYA (), MTWARA ()

ii. **ORDINARY DIPLOMA PROGRAMMES: (COMPLETED FORM SIX OR CERTIFICATES)**

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

1. DIPLOMA IN ACCOUNTANCY (DA) – ().

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

7. DIPLOMA IN PROCUREMENT & LOGISTICS MANAGEMENT (DPLM) - ().

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

8. DIPLOMA IN HUMAN RESOURCE MANAGEMENT (DHRM) – ().

DAR ES SALAAM (), SINGIDA (), MTWARA (), MWANZA (), KIGOMA (), ZANZIBAR (), TANGA ()

9. DIPLOMA IN BUSINESS ADMINISTRATION (DBA) – ().

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

10. DIPLOMA IN MARKETING AND PUBLIC RELATIONS (DMPR) – ().

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

11. DIPLOMA IN PUBLIC SECTOR ACCOUNTING AND FINANCE (DPSAF) – ().

DAR ES SALAAM (), MBEYA (), MTWARA

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
- (ii) Possession of **NVA THREE from VETA** with at least two passes in the Ordinary Certificate of Secondary Education.

(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; OR
- (iii) 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	20,000	20,000	20,000
ADMISSION COORDINATION FEE	20,000	20,000	
APPLICATION FEE	15,000	15,000	
TRANSCRIPT/STATEMENT OF RESULTS COSTS	20,000	20,000	20,000
GRADUATION GOWN	25000	25000	25000
TIASO FEE	10,000	10,000	10,000
NHIF FEE	50,400	50,400	50,400
TOTAL	1,100,400	1,200,400	1,135,000

For foreign students

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

MODE OF APPLICATION

Applicants for all academic programmes should apply online through our online application portal <https://oas.tia.ac.tz/login>. Applicants are advised to observe all the application steps and procedures as guided by the system. Applicants can also apply through filling and submitting dully completed application forms.

APPLICATION DEADLINES

The deadline for the first round applications is **14th July, 2025**

CONTACT ADDRESS:

HEAD OFFICE

**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: 0769 260 360 / 0713 776 577 / 0739 777 798
Email: tia@tia.ac.tz or admission@tia.ac.tz
Website: www.tia.ac.tz**

SINGIDA CAMPUS

**THE CAMPUS DIRECTOR,
TIA SINGIDA,
14 SEPUKA ROAD,
P.O. BOX 388, SINGIDA.
43105 MANDEWA, SINGIDA CBD.
Telephone: 0679 445 447 / 0620 7001 111 / 0786 897 841 / 0786 897 801 / 0734 777 753 / 0752 540 341.
Website: www.tia.ac.tz
Email: tiasingida@tia.ac.tz or admission@tia.ac.tz**

MBEYA CAMPUS

THE CAMPUS DIRECTOR,

TIA MBEYA,

AIRPORT/SAMORA ROAD,

P.O. BOX 825,

53115 IYELA, MBEYA

Telephone 0793622992/ 0681084898

Website: www.tia.ac.tz

Email: tiambeya@tia.ac.tz or admission@tia.ac.tz

MTWARA CAMPUS

THE CAMPUS DIRECTOR,

TIA MTWARA,

22 – TIA ROAD, P.O. BOX 169,

63110 MAGENGENI, MTWARA.

Telephone 0767934148 / 0787772119/ 0677388296/ 0681179617

Website: www.tia.ac.tz

Email: tiamtwara@tia.ac.tz or admission@tia.ac.tz

MWANZA CAMPUS

THE CAMPUS DIRECTOR,

TIA MWANZA,

LOCATED AT NYANG'HOMANGO – ALONG SIDE TO SHINYANGA ROAD

P.O. BOX 5247, MWANZA.

Telephone: 0767 399 889 / 0762 799 889 /0684 202 352

Website: www.tia.ac.tz

Email: tiakigoma@tia.ac.tz or admission@tia.ac.tz

KIGOMA CAMPUS

THE CAMPUS DIRECTOR,

TIA KIGOMA,

P.O. BOX 526, KIGOMA 47117,

BUZEBAZEBA, KIGOMA.

Telephone: 0754323492 / 0786172558 / 071313242 / 0656837440 / +255 282803529

Website: www.tia.ac.tz

Email: tiakigoma@tia.ac.tz or admission@tia.ac.tz

ZANZIBAR CAMPUS

THE CAMPUS DIRECTOR,

TIA ZANZIBAR,

MICHENZANI AT SHEIKH THABIT KOMBO BUILDING,

P.O. BOX 244, ZANZIBAR.

Telephone: 0716 000 849 / 0777 849 712 / 0716 419 884

Website: www.tia.ac.tz

Email: tiazanzibar@tia.ac.tz or admission@tia.ac.tz

TANGA CAMPUS

THE CAMPUS DIRECTOR

TIA TANGA,

KANGE STREET, NEAR KANGE STAND

P.O. BOX 1077, TANGA

Telephone: 0677 388 297/0683088820

Website: www.tia.ac.tz

Email: tia@tia.ac.tz; admission@tia.ac.tz