TANZANIA INSTITUTE OF ACCOUNTANCY
(TIA)

KIGOMA UJIJI ALONG LUMUMBA ROAD/
RED CROSS BUILDING
All Correspondences to be
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P.O. BOX 526,
KIGOMA.

SEPTEMBER INTAKE 2026/2027

RE: ADMISSION LETTER AND JOINING INSTRUCTIONS FOR BASIC TECHNICIAN CERTIFICATE AND DIPLOMA PROGRAMMES.

MR/MS.....

Congratulation for being selected to join TIA!

I am pleased to inform you that you have been selected for a one-year Certificate/two years diploma Course named..... You are required to report at **TIA Kigoma campus as** from **19th October, 2026**. Selected applicants who will report **TWO WEEKS** after beginning of studies will not be accepted for registration.

GENERAL INSTRUCTIONS

The following instructions are provided to guide you. You are therefore requested to read them very carefully before reporting for studies.

1. TIA CAMPUSES

Tanzania Institute of Accountancy has eight campuses strategical located in Dar es Salaam, Singida, Mwanza, Mbeya, Mtwara, Kigoma, Zanzibar and Tanga. Dar es Salaam serves as the Institute's headquarter.

2. MEDICAL EXAMINATION

Medical examination is mandatory for all selected students. It will be conducted at the Institute during registration with cost of **TZS. 15,000/=**

3. REGISTRATION

You will be required to register formally before commencement of classes in order to become a student of the Institute. **Any document or information requested from a candidate is for facilitating student enrollment**. 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:-

- Passport (for only foreign student)
- Study permit (for o foreign student)
- Birth certificate

c) Payment or evidence of payment of fees.
A receipt or deposit slip as evidence for payment of:

- Semester one tuition fee and other contributions for the respective programme
- National Health Insurance Fund (if you are not a member of any health scheme)

d) Other relevant documents (These can be downloaded from www.tia.ac.tz)

- Duly filled in Registration Form
- Medical examination form.
- Admission letter

e) Passport size

- Passport size photo services will be conducted at the campus to ensure quality and uniformity of students pictures. The cost for passport size photo is **TZS. 3000/=**

4. TUITION FEES FOR ACADEMIC YEAR 2026/2027

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.

TABLE 1: FEE STRUCTURE FOR LOCAL STUDENTS IN ACADEMIC YEAR 2026/2027

CERTIFICATE PROGRAMMES (ONE YEAR)		**DIPLOMA PROGRAMMES (TWO YEARS)**	
FEE ITEMS	**Year One**	**First Year**	**Second Year**
TUITION FEE	890,000/=	990,000/=	990,000/=
REGISTRATION FEE	50,000	50,000	25,000
NACTE QUALITY ASSURANCE FEE	20,000	20,000	20,000

TRANSCRIPT/STATEMENT OF RESULTS COSTS (NTA L4,5 & 6)	20,000	20,000	20,000

GRADUATION GOWN FEE	25000	25,000	25000
TIASO MEMBERSHIP FEE	10,000	10,000	10,000
APPLICATION FEE	15,000	15,000	-
ADMISSION COORDINATION FEE	20,000	20,000	-
IDENTITY CARD	20,000	20,000	-
SUB TOTAL CONTRIBUTIONS	**180,000**	**180,000**	**100,000**
TOTAL (FEE AND CONTRIBUTIONS)	**1,070,000**	**1,170,000**	**1,090,000**
NHIF FEE	50,400	50,400	50,400
GRAND TOTAL	**1,120,400**	**1,220,400**	**1,140,400**

Annual Tuition fee for foreign students is 700 USD for Basic Technician Certificate and 800 USD for Diploma programmes.

a) 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. **NIDA number is required for NHIF membership registration.**

b) 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. MODE OF FEE PAYMENT

Tuition fees can be paid in full amount or in installments. 70% to be paid in Semester One and 30% in Semester Two as indicated below:-

I. Basic Technician Certificate Programme

A/: Semester One (70% TUTION FEE &CONTRIBUTIONS)

During Registration TZS **803,000/=** ***(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 267,000/= (30% of annual tuition fee) shall be paid by students

II. Diploma Programme (First Year)

A/: Semester One (70% TUTION FEE & CONTRIBUTIONS)

During Registration TZS **873,000/=** ***(Tuition fee, Registration, NACTVET Quality Assurance, Transcript, Graduation Gown, Application, Admission coordination and TIASO fee. The candidate will also pay TZS. 50,400 for NHIF health Insurance directly to NHIF).***

B/: Semester Two

The total amount of 297,000/= (30% of annual tuition fee) shall be paid by students

6. 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)**, 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.**

7. 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.

8. LEARNING RESOURCES

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

9. CAFETERIA SERVICES

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

10. 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.

11. 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.

12. 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. Transfers for Diploma and Certificate Students shall be subject to NACTVET Guidelines, where student shall be required to pay TZS 10,000/- to NACTVET as transfer fee using a control number issued by NACTVET.

13. 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.

14. 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.

15. 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.

16. REPORTING

TIA KIGOMA Campus is *LOCATED AT KIGOMA UJIJI AREA ALONG LUMUMBA ROAD.* On your arrival at MASSANGA-STENDI MPYA, candidate will have the option to take either a BAJAJI or a BODABODA to TIA-Kigoma Campus. The Campus is Opposite to Kigoma Regional Immigration Office near Maweni Regional Hospital. Also, candidate may opt to use public transport (DALADALA) from KIBIRIZI via STENDI MPYA to UJIJI, where he/she will be dropped at bus station commonly known as UHASIBU. For more help, contact; - 0656 837 440; 0687 575 480; 0715 522 987; 0754 323 492; 0713 132 424 and 0786 172 558.

You are warmly welcome.

Prof. William Pallangyo
CHIEF EXECUTIVE OFFICER