



S/NO.

TANZANIA INSTITUTE OF ACCOUNTANCY (TIA)

APPLICATION FORM FOR POSTGRADUATE DIPLOMA

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APPLICATION FORM FOR 2016/2017 ACADEMIC YEAR

1. PERSONAL INFORMATION :

Name (in full) Mr./Mrs/Miss:.....

(a) Date of Birth:..... (b) Male/Female:.....

(c) Marital Status: SINGLE MARRIED (d) Nationality:.....

(e) Contact Address:

Telephone:..... E-Mail:.....

2. PROGRAMMES OFFERED:

Please tick in the boxes provided to select programme and campus of your preference.

(i) POST GRADUATE DIPLOMA IN ACCOUNTANCY (PGDA)

DAR ES SALAAM (), MBEYA () & MWANZA()

FULL TIME() EVENING ()

(ii) POST GRADUATE DIPLOMA IN PROCUREMENT & LOGISTICS MANAGEMENT (PGDPLM)

DAR ES SALAAM (), MBEYA () & MWANZA()

FULL TIME() EVENING ()

4. **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 any legal measures may be taken against me at any time.

Date:..... Signature of Applicant:.....

RELEVANT INFORMATION

1. **MINIMUM ENTRANCE QUALIFICATIONS:**

(A) Bachelor Degree or Advanced Diploma in Accountancy or Procurement from any reputable institution

OR

(B) NBAA CPA Intermediate Stage

OR

(C) PSPTB CPSP Intermediate stage

2 **Programme duration:** One year

3 All Programmes **Start in October 2016. All applications must reach the Institute not later than 30TH August 2016.**

4 **Training Costs:**

Fees are payable in Advance. You will not be admitted unless your Sponsor (s) or Employer have paid the fee. An invoice of required fees may be obtained from the Institute on request. However, a Fee Structure has been attached herewith for your guidance. Paid fees are not refunded and the fees are subject to revision at any time

5. Duly completed Application Form accompanied by certified copies of relevant Certificate(s) should be forwarded directly to:

*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.*

OR

*MBEYA CAMPUS
THE CAMPUS MANAGER,
MWANJELWA AT THE JUNCTION OF ZAMBIA AND AIRPORT ROAD,
P.O. BOX 825,
MBEYA.*

OR

*SINGIDA CAMPUS
THE CAMPUS MANAGER,
AT THE JUNCTION OF MWANZA AND AIRPORT/SEPUKA ROAD,
P.O. BOX 388,
SINGIDA.*

OR

*MTWARA CAMPUS
THE CAMPUS MANAGER,
AT THE SABA SABA GROUNDS,*

*P.O. BOX 169,
MTWARA,
OR
MWANZA CAMPUS
THE CAMPUS MANAGER,
LOCATED AT NYAKATO AREA ALONG MUSOMA ROAD
(NEAR BUZURUGA BUS STAND)
P.O. BOX 5247,
MWANZA.*

*KIGOMA CAMPUS
THE CAMPUS MANAGER,
LOCATED AT KIGOMA UJIJI AREA ALONG LUMUMBA ROAD
OPPOSITE IMIGRATION OFFICE
KIGOMA.*

- 6 It is a criminal offence to submit false document to support your application. Any applicant who will be discovered having submitted a forged Certificate will be reported to the appropriate authority for legal action.

NB:

Forms must be accompanied by original bank pay in slip as an evidence of payment of non refundable fee of Twenty Thousand Shillings. (T.shs.20, 000/=). Applicants should pay application form fee through any NMB Branch Account No. 2061100017 NMB clearly addressed to **CHIEF EXECUTIVE OFFICER, TANZANIA INSTITUTE OF ACCOUNTANCY**. You are advised to keep a copy of the Bank pay in slip for reference.

FEES STRUCTURE FOR ACADEMIC YEAR 2016/2017

TUTION FEE	1,800,000
REGISTRATION FEE	30,000
RESEARCH PAPER	200,000
TIASO FEE	10,000
COMPUTER FEE	35,000
GRADUATION COSTS	35,000
PROVISIONAL RESULTS, STATEMENTS OF RESULTS & TRANSCRIPTS COSTS	20,000
TOTAL	2,130,000
NHIF FEE(OPTIONAL)	50,400

Foreign students total fee is USD \$1,300 per annum

Hostel facilities are available at additional cost of TShs.330, 000/= per year for Mbeya and 430, 000/= for Dar es salaam campus.

➤ THESE FEES ARE FOR 2016 / 2017 AND CAN BE REVISED ANY TIME.