



S/NO.

TANZANIA INSTITUTE OF ACCOUNTANCY (TIA)

APPLICATION FORM FOR POSTGRADUATE DIPLOMA

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APPLICATION FORM FOR 2017/2018 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 course 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 (PGDLM)
 DAR ES SALAAM (), MBEYA () & MWANZA()
 FULL TIME() EVENING ()

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**. All applications must reach the Institute not later than 20 August 2017.
4. **Training Costs:**

Selected candidates will not be admitted unless stipulated amount of tuition fee for semester one has been paid. An invoice of required fees may be obtained from the Institute on request. Paid fees is non refundable.
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 UJJI AREA ALONG LUMUMBA ROAD
OPPOSITE IMIGRATION OFFICE
KIGOMA.*

- 6 It is a criminal offence to submit false document to support your application. Application forms supported with forged documents will not be considered for admission and legal measures will be taken against such a candidate.

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** clearly addressed to **CHIEF EXECUTIVE OFFICER, TANZANIA INSTITUTE OF ACCOUNTANCY (For Dar es Salam Campus), CAMPUS MANAGER TIA-MBEYA 6101100024, CAMPUS MANAGER TIA-MWANZA 31110003547**

You are advised to keep a copy of the Bank pay in slip for reference.

FEES STRUCTURE FOR ACADEMIC YEAR 2017/2018

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|------------------|-----------|
| TUTION FEE | 1,835,000 |
| REGISTRATION FEE | 30,000 |
| RESEARCH PAPER | 200,000 |
| TIASO FEE | 10,000 |
| GRADUATION COSTS | 35,000 |

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 2017 / 2018 AND CAN BE REVISED ANY TIME.**