



# TANZANIA INSTITUTE OF ACCOUNTANCY (TIA)

KURASINI AT THE JUNCTION OF KILWA/  
NELSON MANDELA ROAD  
*All Correspondences to be  
addressed to CEO - TIA*  
TELEPHONE NO. 022-2851035/36  
KILWA/NELSON MANDELA ROAD,  
FAX. NOS: 051 – 2851038  
E-mail: [tia@tia.ac.tz](mailto:tia@tia.ac.tz)

P.O. BOX 9522,  
DAR ES SALAAM

2017/2018

Mr/Miss/Mrs

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## RE: ADMISSION LETTER AND JOINING INSTRUCTIONS FOR POSTGRADUATE DIPLOMA PROGRAMMES

1. I am pleased to inform you that you have been selected for one year course in **POSTGRADUATE DIPLOMA IN** ....., and you are required to report **TIA**.....**Campus**.
2. Fees structure for academic year 2017/2018 is as follows below:

	First semester	Second semester
<b>Amount Payable to TIA:</b>		
Tuition Fee	1,284,500	550,500
Registration Fee	50,000	
Project Paper		200,000
TIASO	10,000	
Graduation costs	35,000	
Transcript, Statement/provisional result costs	20,000	
<b>TOTAL</b>	<b>1,399,500</b>	<b>750,500</b>

3. Accommodation is not guaranteed. Where provided, it will be on the basis of first come first served at an annual rental charge of **TSHS,430,000/=for Dar es salaam campus and 250,000 for Mbeya campus payable in lump sum at the beginning of the academic year**. Payments should be made after a room has been secured. (Fee once paid is not refundable).

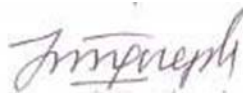
**NOTE:**

- i. All cheques and Cash should be addressed to **NMB ACCOUNTS, CHIEF EXECUTIVE OFFICER TANZANIA INSTITUTE OF ACCOUNTANCY-DSM 2061100017, CAMPUS MANAGER TIA- MBEYA 6101100024 CAMPUS MANAGER TIA- MWANZA 31110003547.**
  - ii. **Candidates should deposit tuition fee on account numbers indicated above by observing the campus in which they have been selected.** Original Bank Pay-in-slip should be submitted to a campus d during time of reporting for studies.
  - iii. Tuition fee can be paid at any NMB branch provided the account number and name has been written correctly.
  - iv. The Institute will not entertain requests for payments other than that stipulated in number 2 and 3.
  - v. Fees once paid will not be refunded.
4. All expenses for meals, books, stationery, calculator and medical are met by the student.

You are required to report at the Campus on **7<sup>th</sup> November 2017**. All selected applicants must report at the institute not later than TWO WEEKS after commencement of studies.

5. You should report with the original Education/Professional or Exemption Certificates and transcripts, Birth certificates as well as copies of each of the above listed academic and non academic documents. Upon arrival you must ensure that you officially complete the registration process as required. **Candidates without original certificates will not be registered.** You are also required to bring with you one (1) recent passport size photograph.

You are warmly welcome



*Dr. Joseph M. Kihanda*  
**CHIEF EXECUTIVE OFFICER**