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FOR OFFICIAL USE

**TANZANIA INSTITUTE OF ACCOUNTANCY  
(TIA)**  
**APPLICATION FORM FOR BACHELOR DEGREE PROGRAMMES- ACADEMIC  
YEAR 2017/2018**

**1. Personal Details:**

First Name

Middle Name

Last Name

1. Gender: F ☐ M ☐ 2. Date of birth:  3. Country of residence:

4. Region  .

5. Email Address:

6. Mobile Number:

7. District:

8. Disabilities Yes ☐ No ☐

If YES specify

**2. Close Relative (Next of Kin) Details:**

Full Name	Contact Address	Phone Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Relationship (eg. parent etc)	Region	District
<input type="text"/>	<input type="text"/>	<input type="text"/>

**3. Education Information:**

1. Primary School and Date finished:

**O' Level** (CSEE) full Index number      Authority (e.g. NECTA, or Foreign)      Year of completing O' Level (CSEE)

<input type="text"/>	<input type="text"/>	<input type="text"/>
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2. **A' Level** (ACSEE) full Index number      (e.g. NECTA, or Foreign)      Year of completing A' Level (ACSEE)

<input type="text"/>	<input type="text"/>	<input type="text"/>
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**4. Post Secondary Education:**

1. Basic Technician Certificate (NTA-Level 4):

Institution obtained (e. g TIA)      Programme (e. g BTCA)      Registration Number

<input type="text"/>	<input type="text"/>	<input type="text"/>
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2. Ordinary Diploma OR FTC:

Institution obtained      Programme (e. g DPLM)      Registration Number      GPA

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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C. Other Post Secondary Education:

Specify:

**NACTE AWARD VERIFICATION NUMBER (AVN) FOR ALL APPLICANTS WITH DIPLOMA QUALIFICATIONS**

**5. PROGRAMMES OFFERED:**

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

(i) BACHELOR OF ACCOUNTANCY (BAC) ( )

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

FULL TIME ( ) EVENING ( )

(ii) BACHELOR OF PROCUREMENT & LOGISTICS MANAGEMENT ((BPLM) ( )

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

FULL TIME ( ) EVENING ( )

(ii) ) BACHELOR OF HUMAN RESOURCE MANAGEMENT (BHRM) ( )

DAR ES SALAAM ( ) SINGIDA ( )

FULL TIME ( ) EVENING ( )

(iii) ) BACHELOR OF BUSINESS ADMINISTRATION ( BBA) ( )

DAR ES SALAAM ( ) SINGIDA ( )

FULL TIME ( ) EVENING ( )

(iv ) BACHELOR OF PUBLIC SECTOR ACCOUNTING AND FINANCE ( BPSAF)  
( )

DAR ES SALAAM ( ) MBEYA ( )

FULL TIME ( ) EVENING ( )

(v ) BACHELOR OF MARKETING AND PUBLIC RELATIONS ( BMPR)

DAR ES SALAAM ( ) MBEYA ( )

FULL TIME ( ) EVENING ( )

## 6. APPLICANT'S DECLARATION:

I certify that to the best of my knowledge the information provided 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:.....

## 7. OTHER RELEVANT INFORMATION

### A. MINIMUM ADMISSION ENTRANCE QUALIFICATIONS:

1. Two principal passes with a total of 4.0 points from two subjects where A=5,B=4, C=3, D=2, E=1 for applicants who completed A- Level studies before 2014 and from 2016 or Where A=5, B+=4,B=3,C=2,D=1 for candidates who completed A-Level studies in 2014 and 2015
2. Recognition of Prior Learning (RPL) qualifications with B+ grade where A=75-100,B+=65-74,B=50-64,C=40-49,F=0-38
3. Equivalent qualification

At least four O'-Level passes (D's and above) or NVA Level III with atleast two O' Level passes or equivalent foreign qualifications as established by NECTA or VETA together with one of the following

- i. At least a GPA of 3.0 for Ordinary Diploma ( NTA Level 6)
- ii. Average of C for Full Technician Certificate (FTC) where A=5,B=4,C=3 and D=2 points
- iii. Average of B Grade for Diploma in Teacher Education
- iv. Average of B Grade for Health –related awards such as Clinical Medicine
- v. A Distinction for unclassified diplomas
- vi. Upper second Class for classified non NTA diplomas

### B. MODE OF APPLICATION

Application forms can be obtained at any TIA Campus or can be downloaded from our website [www.tia.ac.tz](http://www.tia.ac.tz) . Forms must be accompanied by evidence of payment of non refundable fee of Twenty Thousand Shillings (T.Shs.10, 000/=)

Applicants are advised to pay application fee through account numbers bearing the name of the preferred campus. The **NMB** account numbers for each campus are as indicated below

**CHIEF EXECUTIVE OFFICER TANZANIA INSTITUTE OF ACCOUNTANCY-DSM 2061100017,**  
**CAMPUS MANAGER TIA-MBEYA 6101100024, CAMPUS MANAGER TIA - SINGIDA 50810009637**  
**CAMPUS MANAGER TIA-MWANZA 31110003547.**

All applications should be attached with genuine photocopies of all academic certificates/results Slips, transcripts/Statement of results, original bank pay in slip and other relevant certificates where applicable. Candidates are warned not to attach photocopies of forged certificates or irrelevant Information on their application forms otherwise they will not be considered and legal action will be taken against them.

Filled application forms should be directly submitted in hand to any of six Campuses or through postal or email addresses provided.

**Application for admission will be done as from 5<sup>th</sup> October up to 10<sup>th</sup> October 2017 and studies for academic year 2017/2018 will commence 30<sup>th</sup> October, 2017**

*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  
Email: [tia@tia.ac.tz](mailto:tia@tia.ac.tz)*

**OR**

*MBEYA CAMPUS  
THE CAMPUS MANAGER,  
MWANJELWA AT THE JUNCTION OF ZAMBIA AND AIRPORT ROAD,  
P.O. BOX 825,  
MBEYA.  
Email: [tiambeya@tia.ac.tz](mailto:tiambeya@tia.ac.tz)*

**OR**

*SINGIDA CAMPUS  
THE CAMPUS MANAGER,  
AT THE JUNCTION OF MWANZA AND AIRPORT/SEPUKA ROAD,  
P.O. BOX 388,  
SINGIDA.  
Email: [tiasingida@tia.ac.tz](mailto:tiasingida@tia.ac.tz)*

**OR**

*MTWARA CAMPUS  
THE CAMPUS MANAGER,  
AT THE SABA SABA GROUNDS,  
P.O. BOX 169,  
MTWARA,  
Email: [tiamtwara@tia.ac.tz](mailto:tiamtwara@tia.ac.tz)*

**OR**

*MWANZA CAMPUS*

*THE CAMPUS MANAGER,*

*LOCATED AT NYAKATO AREA ALONG MUSOMA ROAD*

*(NEAR BUZURUGA BUS STAND)*

*P.O. BOX 5247,*

*MWANZA.*

*Email: [tiamwanza@tia.ac.tz](mailto:tiamwanza@tia.ac.tz)*

**OR**

*KIGOMA CAMPUS*

*THE CAMPUS MANAGER,*

*LOCATED AT KIGOMA UJIJI AREA ALONG LUMUMBA ROAD*

*OPPOSITE IMMIGRATION OFFICE*

*P O BOX 526*

*KIGOMA.*

*Email: [tiakigoma@tia.ac.tz](mailto:tiakigoma@tia.ac.tz)*

## C.FEE STRUCTURE FOR DEGREE PROGRAMMES FOR ACADEMIC YEAR 2017/2018

ITEMS	DEGREE PROGRAMMES			
	Course	First year Sh.	Second year Sh.	Third year Sh.
<b>TUITION FEE</b>	BAC	1,335,000	1,135,000	1,335,000
	BPLM	1,235,000	1,035,000	1,235,000
	BBA	1,235,000	1,035,000	1,235,000
	BHRM	1,235,000	1,035,000	1,235,000
	BPSAF	1,235,000	1,035,000	1,235,000
	BMPR	1,235,000	1,035,000	1,235,000
<b>REGISTRATION FEE</b>		50,000	20,000	10,000
<b>NACTE EXAMINATION FEES</b>		20,000	20,000	20,000
<b>STUDENTS ORGANIZATION FEE</b>		10,000	10,000	10,000
<b>PROVISIONAL/STATEMENT OF RESULT/TRANSCRIPT COSTS</b>		20,000	20,000	20,000

Tuition fee for foreign students is USD 900 per year.

Accommodation service is available and payment will be done after one has acquired a room on the basis of first come first served. Accommodation fees Tshs.430, 000./= is payable at the beginning of each year in full amount for Dar es Salaam campus and Tshs.250,000/= for Mbeya and Singida. However, for Mwanza Campuses accommodation arrangements need to be made by individual student. Annual accommodation fee once paid shall not be refunded