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**TANZANIA INSTITUTE OF ACCOUNTANCY
(TIA)**
APPLICATION FORM FOR BASIC TECHNICIAN CERTIFICATE AND DIPLOMA
PROGRAMMES- ACADEMIC YEAR 2018/2019
SEPTEMBER INTAKE

1. Personal Details:		
First Name	Middle Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
1. Gender: F <input type="checkbox"/> M <input type="checkbox"/> 2. Date of birth: <input type="text"/> / <input type="text"/> / <input type="text"/> 3. Country of residence: <input type="text"/>		
4. Region <input type="text"/>		
5. Email Address: <input type="text"/>		
6. Mobile Number: <input type="text"/>		
7. District: <input type="text"/>		
8. Disabilities/Special needs? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Specify if any <input type="text"/>		

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 name:

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. **O' Level 2nd sitting full Index number** (e.g. NECTA, or Foreign) **Year of completing O' Level (CSEE)**

<input type="text"/>	<input type="text"/>	<input type="text"/>
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3 A LEVEL full index number **Authority (NECTA/FOREIGN)** **Year completed**

<input type="text"/>	<input type="text"/>	<input type="text"/>
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BASIC TECHNICIAN CERTIFICATE QUALIFICATION (EQUIVALENT QUALIFICATION)

INSTITUTE WHERE OBTAINED **REGISTRATION NUMBER** **COURSE**

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Any other Qualification (specify)

5. PROGRAMMES OFFERED:

i. BASIC TECHNICIAN CERTIFICATE PROGRAMMES:

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

(i) BASIC TECHNICIAN CERTIFICATE IN ACCOUNTANCY (BTCA). ()

DAR ES SALAAM(), MBEYA(), SINGIDA (), MTWARA() MWANZA () &KIGOMA ()

FULL TIME()

EVENING ()

(ii) BASIC TECHNICIAN CERTIFICATE IN PROCUREMENT & LOGISTICS MANAGEMENT ((BTCPLM) ()

DAR ES SALAAM(), MBEYA(), SINGIDA (), MTWARA() MWANZA () &KIGOMA ()

FULL TIME()

EVENING ()

(ii)) BASIC TECHNICIAN CERTIFICATE IN HUMAN RESOURCE MANAGEMENT (BTCHRM) ()

DAR ES SALAAM(), SINGIDA () & MTWARA() KIGOMA ()

FULL TIME ONLY

(iii)) BASIC TECHNICIAN CERTIFICATE IN BUSINESS ADMINISTRATION (BTCBA) ()

DAR ES SALAAM() SINGIDA () MTWARA() FULL TIME() KIGOMA ()

FULL TIME ONLY

(iv) BASIC TECHNICIAN CERTIFICATE IN PUBLIC SECTOR ACCOUNTING AND FINANCE (BTCPSAF) ()

DAR ES SALAAM() & MBEYA ()

FULL TIME ONLY

(v) BASIC TECHNICIAN CERTIFICATE IN MARKETING AND PUBLIC RELATIONS (BTCM) ()

DAR ES SALAAM() & MBEYA ()

FULL TIME ONLY

ii. ORDINARY DIPLOMA PROGRAMMES:

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

(i) DIPLOMA IN ACCOUNTANCY (DA) ()

DAR ES SALAAM(), MBEYA(), SINGIDA (), MTWARA() MWANZA () KIGOMA ()

FULL TIME()

EVENING ()

(ii) DIPLOMA IN PROCUREMENT & LOGISTICS MANAGEMENT (DPLM) ()

DAR ES SALAAM(), MBEYA(), SINGIDA (), MTWARA() & MWANZA () KIGOMA ()

FULL TIME()

EVENING ()

(iii) DIPLOMA IN HUMAN RESOURCE MANAGEMENT (DHRM) ()

DAR ES SALAAM(), SINGIDA () & MTWARA()

FULL TIME()

EVENING ()

(iv) DIPLOMA IN BUSINESS ADMINISTRATION (DBA) ()

DAR ES SALAAM(), SINGIDA () & MTWARA()

FULL TIME()

EVENING ()

(v) DIPLOMA IN PUBLIC SECTOR ACCOUNTING AND FINANCE (DPSAF) ()

DAR ES SALAAM() & MBEYA ()

FULL TIME()

EVENING ()

(vi) DIPLOMA IN MARKETING AND PUBLIC RELATIONS (DMPR) ()

DAR ES SALAAM() & MBEYA ()

FULL TIME()

EVENING ()

6. 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 legal measures may be taken against me at any time.

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

OTHER RELEVANT INFORMATION

1. MINIMUM ENTRY QUALIFICATIONS:

(a) For BASIC TECHNICIAN Certificate Course (NTA 4) :(one year)

i. At least Four passes of grade "D" in relevant subjects excluding Religious subjects or above in the Ordinary Certificate of Secondary Education. OR

(b) For Diploma Courses (NTA 5& 6): (Two years)

- (i) Basic Technician Certificate in related programmes accompanied with at least four passes at Ordinary Certificate of Secondary Education (religious subjects are excluded. Certificates from other institutes will be evaluated by the institute.
- (ii) Advanced Certificate of Secondary Education with at least **one principle and one subsidiary** in relevant subjects excluding Religious Subjects.

2. FEES STRUCTURE FOR THE ACADEMIC YEAR 2018/2019

CERTIFICATE PROGRAMMES (ONE YEAR)		DIPLOMA PROGRAMMES (TWO YEARS)	
	Year One	First Year	Second Year
TUITION FEE	890,000/=	990,000/=	990,000/=
REGISTRATION FEE	50,000	50,000	20,000
NACTE QUALITY ASSURANCE FEE	15,000	15,000	15,000
TRANSCRIPT/STATEMENT OF RESULTS COSTS	20,000	20,000	20,000
GRADUATION GOWN	25000		25000
TIASO FEE	10,000	10,000	10,000
*NHIF FEE (OPTIONAL)	50,400	50,400	50,400

For foreign students

- a. Certificate programmes total fee US\$ 700 per annum
- b. Diploma programmes total fee US\$ 800 per annum.

3. MODE OF APPLICATION

Application forms can be obtained at any TIA Campus or can be downloaded from our website www.tia.ac.tz

Filled in application forms should be directly submitted in hand to any of six Campuses or through post office using postal addresses provided. Forms must be accompanied by evidence of payment of non refundable fee of Ten Thousand Shillings (T.Shs.10, 000/=)

All applications must be attached with genuine photocopies of all academic certificates/results Slips, transcripts/Statement of results or 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.

Candidates who completed ordinary secondary education in 2017 should attach result slips to support their applications. Moreover printed examination results with their names clearly marked or underlined for easy and quick identification will be accepted but candidate will have to submit the result slip to the institute during registration exercise.

4. APPLICATION FEE PAYMENT MODE

Applicants are advised to pay application form fee through account numbers bearing the name of the selected campus. The original bank pay in slip should be attached to an application form as an evidence of application fee payment. The NMB account numbers for each campus are as indicated below

NMB ACCOUNTS, CHIEF EXECUTIVE OFFICER TANZANIA INSTITUTE OF ACCOUNTANCY-DSM **20601100017** , CAMPUS MANAGER TIA-MBEYA **61001100024**, CAMPUS MANAGER TIA - SINGIDA **50810009637** , CAMPUS MANAGER TIA- MTWARA **70601100044**, CAMPUS MANAGER TIA-MWANZA **31110003547** and CAMPUS MANAGER TIA- KIGOMA **51610006979**.

Candidates should return the Application Forms duly filled in to any of the following addresses before 30 June 2018:

*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.*

*****Selected candidates will start studies in September 2018*****

Any information or clarification needed contact us through mobile numbers below

0677 777 746

0625 777 744