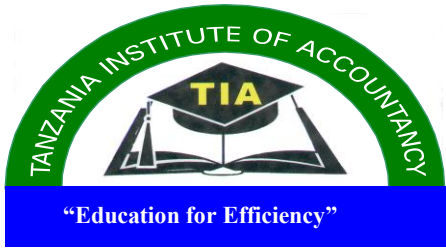


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PAYMENT RECEIPT NUMBER  
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**TANZANIA INSTITUTE OF ACCOUNTANCY  
(TIA)**

**APPLICATION FORM FOR BASIC TECHNICIAN CERTIFICATE AND  
DIPLOMA PROGRAMMES- ACADEMIC YEAR 2019/2020  
MARCH INTAKE**

<b>1. Personal Details:</b>		
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 2<sup>nd</sup> 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(    )

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

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

FULL TIME(    )

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

DAR ES SALAAM(    ) & KIGOMA (    )

FULL TIME ONLY

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

DAR ES SALAAM(    ) 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 ( BTCMPR) (    )

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 ONLY

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

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

FULL TIME ONLY

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

DAR ES SALAAM(    ), MTWARA (    ) & KIGOMA (    ) FULL TIME ONLY

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

DAR ES SALAAM(    ) & MTWARA(    ) FULL TIME ONLY

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

DAR ES SALAAM(    ) & MBEYA (    ) FULL TIME ONLY

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

DAR ES SALAAM(    ) & MBEYA (    ) FULL TIME ONLY

## 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 MARCH INTAKE 2019

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

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.

#### 4. MODES OF APPLICATION

- (i) Applicants for **Basic Technician Certificates and Diploma programmes can apply** through filling and submitting dully completed application forms. Application forms can be obtained at any TIA Campus or in TIA Website. Application fee of **Tshs. 10,000/= have to be paid** through **NMB or CRDB** banks or mobile networks like M-Pesa, Tigo Pesa, Airtel Money, **Halo Pesa, TTCL Pesa and Ezy Pesa. CONTROL NUMBER 994070042191 SHOULD BE USED BY APPLICANTS TO PAY APPLICATION FEE. Application forms which will be submitted without application fee payment will not be considered for selection.**

Follow the procedures below to make payments using Bank, M-Pesa, Tigo Pesa, Airtel money, T-Pesa etc. as indicated below.

##### A. Bank: Follow these steps to pay

1. Record your control number and visit NMB or CRDB to make payments
2. Upon your arrival at any of the banks shown above, provide the control number to a teller to process the payment

##### B. M-Pesa: Follow these steps to pay

1. Dial \*150\*00#
2. Select 4 (Pay Bill)
3. Select 5 (Government Payment)
4. Select 1 (Control Number)
5. Enter Reference Number (Enter Control Number Here)
6. Enter amount (Enter the amount you want to pay)
7. Enter Password (Enter your account Password)
8. Enter 1 (To agree)

##### C. Tigo Pesa: Follow these steps to pay

1. Dial \*150\*01#
2. Select 4 (Pay Bill)
3. Select 5 (Government Payments)
4. Enter Reference Number (Enter Control Number)
5. Enter amount (Enter amount you want to pay)
6. Enter Password (Enter your account Password)

#### **D. Airtel Money: Follow these steps to pay**

1. Dial \*150\*60#
2. Select 5 (Make Payments)
3. Select 3 (Government Payments)
4. Enter amount (Enter amount you want to pay)
5. Enter Reference Number (Enter Control Number)
6. Enter Password (Enter your account Password)

Applications forms 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. Applicants whose certificates or result slips have not yet been provided by NECTA are allowed to submit printed examination results with their names clearly marked or underlined for easy and quick identification but such candidates will have to submit the result slip to the institute during registration exercise.

- (ii) Applicants can also opt to apply online without filling and submitting application forms through our online application system via TIA website [www.tia.ac.tz](http://www.tia.ac.tz). Applicants applying through online application system are advised to observe all the application steps and procedures as guided by the system. Control number will be generated automatically by the system to allow payment of **Tshs.10, 000/=** application fee. Special help on completing applications will be provided to candidates who directly visit any of TIA campuses or call us through mobile contacts **0677 777 746 / 0625 777 744 / 0764777746**

#### **APPLICATION DEADLINES**

**Candidates should return the Application Forms duly filled in to any of the following addresses before 20<sup>th</sup> February, 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 March 2019\*\*\*\*\***

**Any information or clarification needed contact us through  
mobile numbers below:**

**0677 777 746**

**0625 777 744**

**0764777746**