



**TANZANIA INSTITUTE OF ACCOUNTANCY  
(TIA)**

**AT THE SABABASABA GROUND,  
All Correspondences to be  
Addressed to THE CAMPUS MANAGER,  
TEL. Nos. +255 25 2333948,  
FAX. No. +255 25 2333948,  
Website:www.tia.ac.tz  
E-mail: tiamtwara@tia.ac.tz**

**P.O. BOX 169,  
MTWARA.**

**OCTOBER INTAKE 2019**

**MR/MRS/MISS**

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**RE: ADMISSION LETTER AND JOINING INSTRUCTIONS FOR BASIC TECHNICIAN  
CERTIFICATE PROGRAMMES**

Congratulation for being selected to join TIA!

- I am pleased to inform you that you have been selected for a One year Certificate Course in .....and you are required to report at **TIA..... Campus.**

2. Fee structure for academic year 2019/2020 is as follows below:

Amount Payable to TIA:	First Semester	Second Semester
o Tuition Fee	<b>623,000</b>	<b>267,000</b>
o NACTE Quality Assurance Fee	<b>15,000</b>	
o Registration Fee	<b>50,000</b>	
o Provisional Results, Statements of Results & Transcripts Costs.	<b>20,000</b>	
o TIASO Contribution	<b>10,000</b>	
o Graduation Costs	<b>25,000</b>	
o TOTAL	<b>743,000</b>	<b>267,000</b>

**Fee for foreign students is US DOLLARS 700**

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. **450,000** payable in lump sum at the beginning of the academic year for Dar es Salaam Campus and TSHS. **250,000** for Mbeya, Singida and Mtwara Campuses. **Payment should be made after a room has been secured.**

**NOTE:**

- i. Candidates are advised to obtain control number at any TIA campus before making any payment. After securing control number candidates can make payment through NMB or CRDB banks OR through mobile networks such as M-pesa, Tigo Pesa and Airtel Money

**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)

- ii. **Registration fee amounting to 50,000/= should be paid first to enable student to proceed with registration process.**
- iii. Fees once paid will not be refunded.
- iv. Expenses for meals, books, stationery, calculator and medical allowance have to be met by students' sponsors.

- v. You are required to report for studies on **21<sup>th</sup> October, 2019**. All selected applicants must report at the Institute not later than TWO WEEKS after commencement of studies.
- vi. Upon arrival you will have to officially complete the registration process as per the directions which will be provided. Candidates are required to bring one recent passport size photograph, **originals** and **copies** of all academic certificates, result slips, or transcripts and a birth certificate. Any other relevant professional or academic certificate can also be presented.

You are warmly welcome.



*Luciana Hembe*

**Ag: CHIEF EXECUTIVE OFFICER**

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TANZANIA INSTITUTE OF ACCOUNTANCY**