



S/NO.

TANZANIA INSTITUTE OF ACCOUNTANCY (TIA)

APPLICATION FORM FOR POSTGRADUATE DIPLOMA

Affix
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APPLICATION FORM FOR 2020/2021 ACADEMIC YEAR

1. PERSONAL INFORMATION :

Name (in full) Mr./Mrs/Miss:.....

(a) Date of Birth:..... (b) Male/Female:.....

(c) Marital Status: SINGLE MARRIED (d) Nationality:.....

(e) Contact Address:

Telephone:..... E-Mail:.....

2. PROGRAMMES OFFERED:

Please tick in the boxes provided to select course and campus of your preference.

(i) POST GRADUATE DIPLOMA IN ACCOUNTANCY (PGDA)

DAR ES SALAAM (), MBEYA ()

(ii) POST GRADUATE DIPLOMA IN PROCUREMENT & LOGISTICS MANAGEMENT
(PGDLM)

DAR ES SALAAM (), MBEYA ()

(iii) POST GRADUATE DIPLOMA IN FINANCIAL MANAGEMENT (PGDFM)

DSM () MBEYA () MWANZA () SINGIDA () MTWARA () KIGOMA ()

(iv) POSTGRADUATE DIPLOMA IN BUSINESS ADMINISTRATION (PGD-BA)

DSM () MBEYA () MWANZA () SINGIDA () MTWARA () KIGOMA ()

v. POSTGRADUATE DIPLOMA IN PROJECT PLANNING AND MANAGEMENT (PGD-PPM)

DSM () MBEYA () MWANZA () SINGIDA () MTWARA () KIGOMA ()

POSTGRADUATE PROGRAMMES WILL BE CONDUCTED ON EVENING BASIS

RELEVANT INFORMATION

1. MINIMUM ENTRANCE QUALIFICATIONS: POST GRADUATE DIPLOMA IN ACCOUNTANCY

- i. Possession of Bachelor Degree or Advanced Diploma in Accountancy, Finance, Business Administration or Procurement and Logistics Management from any reputable institution

OR

- ii. NBAA CPA **Intermediate Stage**

POST GRADUATE DIPLOMA IN PROCUREMENT & LOGISTICS MANAGEMENT (PGDLM)

- i. Possession of Bachelor Degree or Advanced Diploma diploma qualifications from reputable institutions

OR

- ii. PSPTB CPSP Intermediate stage

POST GRADUATE DIPLOMA IN FINANCIAL MANAGEMENT (PGDFM)

- i. Possession of Bachelor Degree or Advanced Diploma diploma qualifications from reputable institutions

OR

- ii. NBAA CPA **Intermediate Stage** / PSPTB CPSP Intermediate stage

POSTGRADUATE DIPLOMA IN BUSINESS ADMINISTRATION (PGD-BA)

- i. Possession of Bachelor Degree or Advanced Diploma diploma qualifications from reputable institutions

POSTGRADUATE DIPLOMA IN PROJECT PLANNING AND MANAGEMENT (PGD-PPM)

- i. Possession of Bachelor Degree or Advanced Diploma diploma qualifications from reputable institution

2 PROGRAMME DURATION: ONE YEAR

3. MODE OF APPLICATION

- (i) Applicants for Basic Technician Certificates, Diploma and Postgraduate 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 **994070121691** 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.

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.

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. 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**

Candidates who have not opted for online application system should return the Application Forms duly filled in to any of the following addresses before 30th September 2020:

**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.
Telephone: +255 22 285 1035/6, Fax: +255 22 736 502630
Email: tia@tia.ac.tz
Website: www.tia.ac.tz
Email: tia@tia.ac.tz
admission@tia.ac.tz**

OR

**THE CAMPUS MANAGER,
MBEYA CAMPUS, MWANJELWA AT THE JUNCTION OF ZAMBIA AND
AIRPORT ROAD
P.O. BOX 825,
MBEYA.
Telephone: +255 25 2502276 fax +255 25 2503057
Website: www.tia.ac.tz
Email: tiambeya@tia.ac.tz**

OR

**THE CAMPUS MANAGER,
AT THE JUNCTION OF MWANZA AND AIRPORT/SEPUKA ROAD,
P.O. BOX 388,
SINGIDA.
Website: www.tia.ac.tz
Telephone: +255 26 250 2125 fax +255 26 2502844
Email: tiasingida@tia.ac.tz**

OR

**THE CAMPUS MANAGER,
AT THE SABA SABA GROUNDS,
P.O. BOX 169,
MTWARA,
Website: www.tia.ac.tz
Telephone/fax: +255 23 2333948
Email: tiamtwara@tia.ac.tz**

OR

**THE CAMPUS MANAGER,
MWANZA CAMPUS
LOCATED AT NYAKATO AREA ALONG MUSOMA ROAD
(NEAR BUZURUGA BUS STAND)**

**P.O. BOX 5247,
MWANZA,
Telephone/fax: +255 28 2570475
Website: www.tia.ac.tz
Email: tiamwanza@tia.ac.tz**

OR

**THE CAMPUS MANAGER,
KIGOMA CAMPUS,
LOCATED AT KIGOMA UJIJI AREA ALONG LUMUMBA ROAD-
TANZANIA
RED CROSS BUILDING),
Telephone/fax: +255 282803529
Website: www.tia.ac.tz
Email: tiakigoma@tia.ac.tz**

FEES STRUCTURE FOR ACADEMIC YEAR 2020/2021

TUTION FEE	1,840,000
REGISTRATION FEE	50,000
RESEARCH PAPER	200,000
TRANSCRIPTS/STATEMENT OF RESULT COSTS	20,000
TIASO FEE	10,000
GRADUATION COSTS	35,000
NHIF FEE (MANDATORY FOR CANDIDATES WHO HAVE NOT BEEN COVERED BY ANY HEALTH INSURANCE SCHEME)	50,400
TOTAL	2,205,400/=

Foreign students total fee is USD \$1,300 per annum

Hostel facilities are available at additional cost of TShs.250, 000/= per year for Mbeya and 450, 000/= for Dar es Salaam campus.