

INSTITUTE OF ACCOUNTANCY ARUSHA



APPLICATIONS FOR ADMISSION INTO VARIOUS ACADEMIC PROGRAMMES FOR 2018/2019 ACADEMIC YEAR

The Institute of Accountancy Arusha invites applications from qualified **Tanzanians** and **non Tanzanians** for admission into the Institute's Basic Technician Certificates and Ordinary Diploma programmes for the 2018/2019 Academic year.

A: ORDINARY DIPLOMA PROGRAMMES - Two Years

- i. Ordinary Diploma in Accountancy (ODA)
- ii. Ordinary Diploma in Finance and Banking (ODFB)
- iii. Ordinary Diploma in Procurement and Logistics Management (ODPLM)
- iv. Ordinary Diploma in Business Management (ODBM)

Minimum Entry Qualifications:

- Form VI (six) with at least **one** principal pass in relevant subjects with total points not below **1.5** obtained from the scoring: A = 5, B+= 4, B=3, C=2, D=1, E=0.5, F=0 for those who completed studies in year 2014 onwards **OR**
 - Form VI (six) with at least **one** principal pass in Form VI (six) in relevant subjects with total points not below **1.5** obtained from the scoring: A = 5, B = 4, C=3, D=2, E=1, S=0.5, F=0 for those who completed studies before the year 2014 **OR**
 - An appropriate equivalent Certificate with second class or B average **OR**
 - NTA Level 4 **OR**
 - Any other equivalent qualification e.g. ATEC II.
- v. Ordinary Diploma in Computer Science (ODCS)
 - vi. Ordinary Diploma in Information Technology (ODIT)

Minimum Entry Qualifications:

- Form VI (six) with at least **one** principal pass in Physics, Chemistry, Mathematics, Geography, Biology with total points not below **1.5** obtained from the scoring A = 5, B+= 4, B=3, C=2, D=1, E=0.5, F=0 for those who completed studies in year 2014 onwards **OR**
- Form VI (six) with at least **one** principal pass in Physics, Chemistry, Mathematics, Geography, Biology with total points not below **1.5** obtained from the scoring: A = 5, B = 4, C=3, D=2, E=1, S=0.5, F=0 for those who completed studies before the year 2014 **OR**
- An appropriate equivalent Certificate with second class or B average **OR**
- NTA Level 4.

Registration of students for the Ordinary Diploma Programmes both regular and evening programmes will start on October 08, 2018 at ARUSHA, BABATI and DAR –ES-SALAAM Campuses.

N.B: Ordinary Diploma evening classes will be conducted for ODA, ODFB, ODBM and ODPLM only in ARUSHA Campus. Evening classes will be conducted from 5:00 pm to 8:30 pm. Training will also be conducted during weekends.

B: BASIC TECHNICIAN CERTIFICATE PROGRAMMES -One Year

- i. Basic Technician Certificate in Accountancy (BTCA)
- ii. Basic Technician Certificate in Computing & Information Technology (BTCCIT)
- iii. Basic Technician Certificate in Business Management(BTCBM)
- iv. Basic Technician Certificate in Finance & Banking (BTCFB)
- v. Basic Technician Certificate in Procurement & Logistics Management (BTCPLM).

Minimum Entry Qualifications:

- Form IV (four) with at least **four** passes in relevant subjects **OR**

- National Storekeeping Certificate **OR**
- Full Technician Certificate (FTC) **OR**
- Any other equivalent qualification

Registration of students for the Basic Technician Certificate Programmes will start on October 08, 2018 for both regular and Evening Classes both at ARUSHA, BABATI and DAR ES SALAAM Campuses.

Note: Evening classes will be conducted from 5:00 pm to 8:30 pm on ARUSHA Campus only. Training will also be conducted during weekends.

MODE OF APPLICATION

- Admission **application forms** can be obtained directly from the Institute's website: www.iaa.ac.tz; from the Admissions office in Arusha, Dar-Es-Salaam, Babati or from IAA online application system-iaa.ac.tz/oas/login.php.
- All **application letters** must be accompanied with certified photostat copies of the relevant certificates.
- Applicants will be required to pay a non-refundable application fee of TShs.10,000/= (Shillings ten thousand only) for both Diploma and Certificate programmes payable to the following bank accounts:

1. Main Campus

Payee's name : Institute of Accountancy Arusha
Account No. : 01J1035916500
Banker's Address : The CRDB Arusha- Meru Branch

2. Dar Es-Salaam Campus

Payee's name : Dar-Es-Salaam
Account No. : 0150035916501
Banker's Address : The CRDB Pugu- Branch

3. Babati Campus

Payee's name : **Babati Campus**
Account No. : **0150035916503**
Banker's Address : **The CRDB Babati- Branch**

- d. All application forms for admission should be sent to the address below so as to reach the undersigned not later than **MAY 31st, 2018.**

RECTOR,
INSTITUTE OF ACCOUNTANCY ARUSHA,
P.O. BOX 2798,
ARUSHA.

TEL: 255 027 2501415/6, 2549264, 2546096/254 9605-6; 0784-542778

Babati Campus
CAMPUS MANAGER,
INSTITUTE OF ACCOUNTANCY ARUSHA- BABATI CAMPUS,
PO BOX 26,
BABATI.

TEL. 027- 2530743; 0784244616

Dar-Es-Salaam Campus
CAMPUS MANAGER,
INSTITUTE OF ACCOUNTANCY ARUSHA-DAR CAMPUS,
P.O. BOX 69007,
DAR ES-SALAAM.

TEL: 255 22 2864823; 0655-289545