

INSTITUTE OF ACCOUNTANCY ARUSHA (IAA)



Attach one recent passport size photograph

Ref No. _____

ADMISSION APPLICATION FOR 2018/19 ACADEMIC YEAR

*This form must be filled and sent to reach the **Admissions Office on or before August 15th, 2018***

1. PERSONAL INFORMATION

Name: _____
(First) (Middle) (Last)

Present Address: Box _____, District _____, Region _____

Mobile No: _____ Email: _____

Date of Birth: _____ Place of Birth _____ Nationality: _____

Sex:	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
Marital Status	Single	<input type="checkbox"/>	Married	<input type="checkbox"/>

NB: The names entered on this form should be the same as those on "O" level and "A"-Level your academic certificate(s)

Name of Next of Kin: _____, Mobile No _____, email _____

2. PLACE OF STUDY (CAMPUS)

S/N	NAME OF CAMPUS	CONTACTS	TICK YOUR CHOICE
1	Arusha Main Campus	Box 2798, Arusha. Phone: 255 027 2541415/6, 0784-542778 Website: www.iaa.ac.tz	
2	Dar Es-Salaam Campus	Box 69007, Dar-Es-Salaam Phone: 255 22 2864823; 0655-289545 Website: www.iaa.ac.tz	
3	Babati Campus	Box 26, Babati Phone: 027-2530743; 0784-244616 www.iaa.ac.tz	

NB: Please send the duly filled application forms to the respective Campus.

3. PROGRAMME IN WHICH ADMISSION IS SOUGHT

Indicate in the space provided the programme you wish to study: 1 = First choice,
2 = Second choice 3 = Third choice.

Basic Technician Certificate Programmes:

Basic Technician Certificate in computing and Information Technology	(BTCCIT)	
Basic Technician Certificate in Accountancy	(BTCA)	
Basic Technician Certificate in Business Management	(BTCBM)	
Basic Technician Certificate in Procurement and Logistics Management	(BTCPLM)	
Basic Technician Certificate in Finance and Banking	(BTCFB)	

Ordinary Diploma Programmes:

Ordinary Diploma in Accountancy	(ODA)	
Ordinary Diploma in Finance and Banking	(ODFB)	
Ordinary Diploma in Business Management	(ODBM)	
Ordinary Diploma in Computer Science	(ODCS)	
Ordinary Diploma in Information Technology	(ODIT)	
Ordinary Diploma in Procurement and Logistics Management	(ODPLM)	

Bachelor Programmes:

Bachelor of Accountancy	(BA)	
Bachelor of Finance and Banking	(BFB)	
Bachelor of Business Management	(BBM)	
Bachelor of Computer Science	(BCS)	
Bachelor of Information Technology	(BIT)	
Bachelor of in Economics and Finance	(BEF)	
Bachelor of Procurement and Logistics Management	(BPLM)	

Postgraduate Diploma Programme:

Postgraduate Diploma in Accountancy	(PGDA)	
Postgraduate Diploma in Financial Management	(PGDFM)	
Postgraduate Diploma in Banking and Finance	(PGDBF)	
Postgraduate Diploma in Procurement and Supplies Management	(PGDPSM)	
Postgraduate Diploma in Computing	(PGDC)	

NB: You are advised to think very carefully before you fill in the boxes provided and you should give full attention to your selection, take into account that, the Institute MAY NOT necessarily offer your first choice.

4. ACADEMIC QUALIFICATIONS ATTAINED:

a. **Primary School Name:** _____

b. **Certificate of Secondary Education: (C.S.E.E)/ National Form IV or Equivalent**

Name of School _____

Examination Center/School _____

Index No: _____ Division _____ Year of Completion _____

Examinations Authority _____ Country _____

S/NO.	SUBJECT	GRADE	S/NO.	SUBJECT	GRADE
1.			6.		
2.			7.		
3.			8.		
4.			9.		
5.			10.		

c. **Advanced Certificate of Secondary Education: (A.C.S.E.E)/ National Form VI or Equivalent**

Name of School _____

Examination Center/School _____

Index No: _____ Division _____ Year _____

Examinations Authority _____ Country _____

S/NO.	SUBJECT	GRADE	S/NO.	SUBJECT	GRADE
1.			4.		
2.			5.		
3.			6.		

c. **Give details of any qualifications other than A.C.S.E.E (form six) e.g. Diploma or Certificate etc.**

INSTITUTION	country	dates		Major field of study	Diploma/Cert award	Class
		from	to			

Attach certified copies of leaving certificates and transcripts.

d. Have you applied for admission to other Institutions?

Yes [] No []

If yes please list names of the Institutions

e. In case of any physical or communication disabilities tick whichever is appropriate.

Vision/ Mobility/ Hearing/ Others (Specify) _____

If any of the above give details of disability

5. MODE OF SPONSORSHIP

Applicants from all nationalities can apply under self sponsorship. Tanzanians may also be considered for educational loan under the Higher Education Students Loans Board (HESLB).

Tick the option which is applicable:

- Private Sponsorship
- Loan Under Higher Education Students' Loans Board
- Others (Specify) _____

Name and Address of Sponsor _____

Signature of Sponsor _____ Date _____

6. DECLARATION BY THE APPLICANT

I do solemnly affirm and declare that information given in this Admission Application Form is true and correct to the best of my understanding and belief. I do understand that any wrong information may result in the cancellation of my Admission and Registration with IAA.

I also declare that I am an applicant for admission to study at IAA and if admitted I shall observe all regulations, rules and directives issued by the Institute.

I also declare, I understand that any tuition, registration or examination fee(s) once paid to IAA shall not be refundable in any circumstances whatsoever.

Signature of applicant: _____ Date: _____

NB:

- Applicants are required to print out and fill this application form and mail it by the address indicated in the form. The duly filled in application form must be accompanied with copies of certificates and transcripts. The form must also be accompanied with non-refundable application fee of Tshs. 10,000 for Certificate, Ordinary Diploma and Bachelor Degree. For Postgraduate Diploma application fee is 20,000 payable to the Institute of Accountancy Arusha through the Institute's Bank account number as follows:
- For Arusha main, Babati & DSM campuses **01J1035916500** at the CRDB Arusha-Meru Branch.

OR

- For Arusha main, Babati & DSM campuses **014139000031** at NBC BANK Arusha Branch

It is important that you indicate your mobile number and e-mail address for ease of communication.

