



# **TANZANIA REVENUE AUTHORITY**

ISO 9001:2015 Certified

## **INSTITUTE OF TAX ADMINISTRATION**

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DAR-ES-SALAAM, Tanzania

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### **JOINING INSTRUCTIONS FOR ACADEMIC YEAR 2022/2023**

#### **1. CAMPUS LOCATION**

The Institute is located at Mikocheni B Area along ITV Road in Dar es Salaam city about one kilometre from Mwenge bus Stand.

#### **2. DATE OF ARRIVAL**

The Institute of Tax Administration (ITA) is expected to open on **24<sup>th</sup> October 2022** for all students. The registration will be from Monday **24<sup>th</sup> October 2022** up to Friday **28<sup>th</sup> October, 2022**. Orientation for all students will be conducted from **Monday 24<sup>th</sup> October 2022** until **Friday 24<sup>th</sup> October 2022**. All fresh students are required to participate in the orientation week program. More information will be given on arrival.

#### **3. MEDICAL EXAMINATION**

You will be required to go for medical examination at any Government hospital/health center or any hospital recognized by the National Health Insurance Fund. You will therefore have to fill in medical examination form which will be presented for registration. The form can be downloaded from the ITA website at at [www.ita.ac.tz](http://www.ita.ac.tz)

#### **4. REGISTRATION**

You will be required to register formally before commencement of classes in order to become a student of the Institute. The following are requirements for registration:-

##### **a) Academic Documents**

Original certificates and transcripts of your general education (Form IV and Form VI or equivalent), professional training (where applicable), and any other relevant documents which were presented

with your application.

## **b) Proof of identity**

Bring with you the following documents:-

- Admission letter (download from your application account)
- Three passport size photographs
- Passport (if you are a foreign student)
- Study permit ( for foreign student)
- Birth certificate

## **c) Payment or evidence of payment of fees.**

A receipt or deposit slip as evidence for payment of:

- Tuition fee of the respective programme
- NACTE Quality Assurance fee
- Institute of Tax Administration Students' Organisation (ITASO) fee
- Caution Money
- National Health Insurance Fund ( if you are not a member)

## **d) Other relevant documents**

- Duly filled in Registration Form (downloadable on ITA website at [www.ita.ac.tz](http://www.ita.ac.tz) ).
- Medical examination form.
- Admission letter
- National Health Insurance Fund (NHIF) card (if you are already a member)

## **5. TUITION FEES AND LIVING EXPENSES**

You will be required to pay the required fees as per fee structure of your course presented to you with the application forms. No student shall be registered unless he/she has paid the required fees. Fees paid will not be refunded unless otherwise provided for under the Institute's Refund Policy. Details of annual fees for each academic programme are provided in Appendix A and B for local and foreign students respectively. Students are encouraged to pay the full annual fee at the beginning of the academic year. However, in case of need they may pay in two instalments as indicated in **Appendix C**.

## **6. PAYMENT PROCEDURE**

### **(a) Local Students**

The fee is paid online via GePG system through a given control number which is obtained through the online application account. Please contact the institute for assistance in case there is failure to acquire the control number.

## **(b) Foreign students**

All payments in respect of all foreign students shall be made through a USD Bank Account (**i. e. Institute of Tax Administration, Kenya Commercial Bank (Tanzania) Ltd, Account No. 3300481074**). If payment is made by an overseas cheque, then all bank charges must be borne by the drawer/ sponsor.

## **7. IMMIGRATION FORMALITIES FOR FOREIGN STUDENTS**

Foreign students are expected to clear all immigration formalities in their countries before they depart for Tanzania. Upon arrival at the ITA, they will be required to obtain a Residence Permit which costs USD 250 within the first week. No foreign student will be registered without a Residence permit.

## **8. IDENTIFICATION CARDS**

Students' are supposed to have their identity card photos taken at the Institute's studio. The Identity cards will be collected after all required conditions for registration have been fulfilled.

## **9. ACCOMODATION**

The Institute has limited on-campus accommodation facilities (hostels). Students are advised to search for accommodation in the Institute's neighbourhood areas.

## **10. CAFETERIA SERVICES**

Meals are provided at campus on cost basis. Students are responsible for paying for their daily meals. The cost for day meal ranges, but at minimum, a student requires TZS 7,000 for on campus meals.

## **11. CHANGE OF NAME**

No change of names will be allowed during the course of study. Students will be allowed to use names which appear in their certificates only.

## **12. CHANGE OF PROGRAMME**

Transferring from one academic programme to another will be allowed only where the student has the required admission criteria for the academic programme for which transfer is being sought and a vacancy exists in that programme. This regulation applies to programmes with Regular/Full Time and Executive/Part Time Modes. A Student cannot transfer from one mode to another unless permitted by the Deputy Rector (Academic, Research and Consultancy).

## **13. ALLOWANCE AND OTHER CHARGES**

There are a number of allowances that may be paid by sponsors directly to students registered into the ITA academic programmes which are listed in **Appendix C**.

## 14. DEFERREMENT OF STUDIES

Students who have been selected but fail to join the Institute for any reason cannot defer the admission to the next year. Such students need to apply afresh for the following year.

## 15. CONDUCT AND DISCIPLINE

The Institute requires its students to behave in a professional manner at all times. In order to portray this professional image, students must, at all times, dress in a manner that reflects professionalism and respect. Moreover, at any time each student is expected to conduct himself/herself in such a manner that may not contravene examination regulations, library rules and any other lawful stipulations issued from time to time by the Institute's Management. As a student you should take particular note of the Almanac as it is the most reliable source of timings for each of the important academic events that concern members of the ITA community. On arrival to the Institute, new students will be required to sign a contract with the ITA to declare the following:

- a) Obedience to the Institute's authorities.
- b) To study diligently and earnestly.
- c) To abide to the existing ITA regulations, policies and procedures and by-laws.

The Institute has modern and state of the art facilities in hostels, classrooms and computer labs. Students are required to take care of the Institute's properties. A damage or loss of the Institute's property will have to be paid by the student who causes the loss/damage and any caution money paid by him/her will not be refunded.

### APPENDIX A: Tanzania and EAC Students (in TZS) either per annum (p.a.) or per programme (p.p.)

Programme	Tuition Fee	Caution Money*; NACTE exams & Health Insurance fees	ITASO	Total
East African Customs Clearing and Freight Forwarding Practising Certificate	750,000 p.p.	50,000 p.p. 50,400 p.p.	30,000 p.p.	880,400
Basic Certificate in Customs and Tax Management	1,500,000p.a.	50,000 p.p. 15,000 p.p. 50,400 p.p.	30,000 p.p.	1,645,400
Diploma in Customs and Tax Management	1,500,000p.a.	50,000 p.p. 15,000 p.a. 50,400 p.a.	30,000 p.a.	1,645,400
Bachelor of Customs and Tax Management	1,800,000p.a.	50,000 p.p. 20,000 p.a. 50,400 p.a.	30,000 p.a.	1,950,400
Postgraduate Diploma in Taxation	2,700,000p.p.	50,000 p.p. 50,400 p.p.	30,000 p.p.	2,830,400

**APPENDIX B: Non-EAC Students (in US \$) per annum (p.a.) or per programme (p.p.)**

<b>Programme</b>	<b>Tuition Fee</b>	<b>Caution Money*; NACTE exams &amp; fees</b>	<b>ITASO</b>	<b>Total</b>
East African Customs Clearing and Freight Forwarding Practising Certificate	1,400 p.p.	50 p.p. 50 p.p.	30 p.p.	1,480
Basic Certificate in Customs and Tax Management	3,000 p.a.	50 p.p. 15 p.p. 50 p.p.	30 p.p.	3,095
Diploma in Customs and Tax Management	3,000 p.a.	50 p.p. 15 p.a. 50 p.a.	30 p.a.	3,095
Bachelor of Customs and Tax Management	4,200 p.a.	50 p.p. 20 p.a. 50 p.a.	30 p.a.	4,300
Postgraduate Diploma	6,300 p.p.	50 p.p. 50 p.p.	30 p.p.	6,380
Master of Arts (Revenue Law & Administration)	7,000 p.p.	50 p.p. 50 p.p.	30 p.a.	7,080

**APPENDIX C: Tuition Fee Instalments for Local Students**

<b>Programme</b>	<b>INSTALMENT</b>	
	<b>1<sup>ST</sup> 50%</b>	<b>2<sup>ND</sup> 50%</b>
East African Customs Clearing and Freight Forwarding Practising Certificate	NA	NA
Basic Certificate in Customs and Tax Management	TZS 750,000	TZS 750,000
Diploma in Customs and Tax Management	TZS 750,000	TZS 750,000
Bachelor of Customs and Tax Management	TZS 900,000	TZS 900,000
Postgraduate Diploma	TZS 1,350,000	TZS 1,350,000
Date Due:	During registration	Semester 2, Week 1

**APPENDIX D: PAMENTS PAYABLE DIRECTLY TO THE STUDENT**

<b>ALLOWANCE</b>	<b>CERTIFICATE</b>	<b>ORDINARY DIPLOMA</b>	<b>BACHELOR</b>	<b>PGDT</b>
Field (TZS per day)	10,000	10,000	10,000	10,000
Book and stationary	200,000 USD 125	200,000 USD 125	200,000 USD 125	500,000 USD 250

Production of Research Project	NA	NA	300,000 USD 188	300,000 USD 188
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