



INSTITUTE OF TAX ADMINISTRATION

Accredited by the National Council for Technical Education

INVITATION FOR APPLICATION FOR 2019/ 2020 ACADEMIC YEAR ADMISSION

The Institute of Tax Administration (ITA) invites applications for entry into **Certificates and Diploma programmes** for academic year 2019/2020. Qualified applicants for admission into its competence-based Customs and Tax Management programmes, are required to apply for programmes specified hereunder:-

- 1) **Post Graduate Diploma in Taxation (PGDT) - 12 months (full-time) or 18 months (Executive).** *Minimum entry qualification: A Bachelor's Degree in any business-related field or equivalent qualification from a recognized institution.*
- 2) **Bachelor of Customs and Tax Management (BCTM) - Three years (full-time)**
*Minimum entry qualification: Either Two Principal Passes at "A" Level in business related subjects with a minimum total of 4.0 grade points or a minimum of Second Class (Lower Division) Ordinary Diploma in Customs and Tax Management or any other Ordinary Diploma in a business related discipline. All applicants for the BCTM should have **FOUR** passes at "O" Level (including passes in English and mathematics).*
- 3) **Ordinary Diploma in Customs and Tax Management (DCTM) - Two years (full-time)**
*Minimum entry qualification: Basic Technician Certificate (NTA level 4) in Customs and Tax Management or in any other business-related discipline; OR One Principal Pass and one Subsidiary Pass at "A" Level in business related discipline. All applicants for the DCTM should have **FOUR** passes at "O" Level (including passes in English and mathematics).*
- 4) **Basic Technician Certificate in Customs and Tax Management (CCTM) - One year (full-time).** *Minimum entry qualification: **FOUR** passes in business related subjects at "O" Level (including passes in English and mathematics).*

The Institute also invites applications for the **East African Customs Clearing and Freight Forwarding Practising Certificate (CFFPC) – Four months (Full – Time) or Six months (Part-Time).** *Minimum Entry Qualifications: **TWO** passes at "O" Level excluding religious subjects*

MODE OF APPLICATION

- a) Application should be done through www.ita.ac.tz online application <http://212.71.252.209/ita-oas/>
- b) Applications for **BCTM, DCTM and CCTM** must be accompanied with evidence of payment of a non-refundable application fee of **TZS. 10,000/=** for East Africans or **US\$ 30** for Non-East Africans.
- c) **CFFPC and PGDT** applicants must pay a non-refundable application fee of **TZS. 30,000/=** for East Africans or **US\$ 30** for Non-East Africans.
- d) The fee may be paid through **M-Pesa, Tigo Pesa and Airtel Money.**
- e) The application Fee for foreign applicants should be paid through Kenya Commercial Bank (KCB) Tanzania, **ITA fee collection account Number: - 3300481074.**

CCTM and DCTM applications' deadline is **2nd September, 2019**. Applications for **BCTM** and **PGDT** will start **15th July 2019** to **13th September 2019**.

For more information please contact:
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