



ISO 9001:2015 Certified

INSTITUTE OF TAX ADMINISTRATION

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DAR-ES-SALAAM, Tanzania

2025/2026 ACADEMIC YEAR JOINING INSTRUCTIONS

Congratulations and welcome to the Institute of Tax Administration (ITA).

1. CAMPUS LOCATION

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

2. REGISTRATION AND COMMENCEMENT OF CLASSES DATE

The registration will be done from **Tuesday 03rd to Friday 14th November 2025** and the orientation for all students will be conducted from **Monday 10th to Friday 14th November 2025**. All fresh students are required to participate in the orientation week program. More information will be given upon arrival. Classes are expected to commence on **Monday 17th November 2025**.

3. MEDICAL EXAMINATION

You will be required to undertake a medical examination at any Government hospital/health center or any hospital recognized by the Government. The medical examination form, which should be duly filled by a registered medical practitioner and submitted during registration, can be downloaded from ITA website: www.ita.ac.tz >forms.

4. REGISTRATION REQUIREMENTS

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, Award Verification Number 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)
- Passport (if you are foreign student)
- Study permit (for foreign student)
- **Birth certificate**

c) **Evidence of tuition fees payment and other costs as generated from your online application account.**

A receipt or deposit slip as evidence for payment of:

- **Tuition fee** of the respective programme
- NACTVET 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).
- Medical examination form
- Admission letter
- National Health Insurance Fund (NHIF) **card** (if you are a member)

5. TUITION FEES AND LIVING EXPENSES

You are required to pay the fees as per the fee structure of your respective programme. **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 the fee may be paid in two instalments as indicated in **Appendix C**.

6. PAYMENT PROCEDURE

(a) Local students

The fee is paid through a given control number from the online application account. Please contact the Institute for assistance in case you fail 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 the 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 should clear all immigration formalities in their countries before they depart for Tanzania. Upon arrival at ITA, they will be required to obtain a Residence Permit, which costs USD 250 within the first week. Registration of foreign students is subject to acquisition of residence and study permits.

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. ACCOMMODATION

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

10. CAFETERIA SERVICES

Meals are provided at campus on cost basis. Students are responsible 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 that 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 of 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

Some allowances that may be paid by sponsors directly to students registered into the ITA academic programmes are listed in **Appendix C**.

14. DEFERREMENT OF STUDIES

Selected students who fail to join the Institute for any reason cannot defer the admission to the next year. Such students need to apply afresh in 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 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 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, 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. Anytime a student causes damage or loss of the Institute's property he/she will have to be pay for 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 20,000 p.p. 50,400 p.p	30,000 p.p.	1,650,400
Diploma in Customs and Tax Management	1,500,000p.a.	50,000 p.p. 20,000 p.a 50,400 p.a	30,000 p.a.	1,650,400
Bachelor of Customs and Tax Management	1,800,000p.a.	50,000 p.p. 25.000 p.a. 50,400 p.a	30,000 p.a.	1,955,400
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.)

Programme	Tuition Fee	Caution Money*; NACTE exams & fees	ITASO	Total
East African Customs Clearing and Freight Forwarding Practicing 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. 20 p.p. 50 p.p.	30 p.p.	3,100
Diploma in Customs and Tax Management	3,000 p.a.	50 p.p. 20 p.a. 50 p.a.	30 p.a.	3,100
Bachelor of Customs and Tax Management	4,200 p.a.	50 p.p. 25 p.a. 50 p.a.	30 p.a.	4,305
Postgraduate Diploma in Taxation	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

Programme	Instalment	
	1ST 50%	2ND 50%
East African Customs Clearing and Freight Forwarding Practicing 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 in Taxation	TZS 1,350,000	TZS 1,350,000
Date Due:	During registration	Semester 2, Week 1

APPENDIX D: COSTS PAYABLE DIRECTLY TO THE STUDENT

ALLOWANCE	CERTIFICATE	ORDINARY DIPLOMA	BACHELOR DEGREE	POST GRADUATE
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