



**TANZANIA REVENUE AUTHORITY**

ISO 9001: 2008 CERTIFIED

**INSTITUTE OF TAX ADMINISTRATION**

**Our Ref:** TRA/ITA/ADMISSION/GEN/T.30/90

**Date:** 12<sup>th</sup> February 2018

Dear .....

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**RE: OFFER OF ADMISSION**

We are pleased to inform you that the Institute of Tax Administration Admission Committee has offered you admission as an ITA student into the programme leading to

**EAST AFRICAN CUSTOMS CLEARING AND FREIGHT FORWARDING PRACTICING CERTIFICATE (CFFPC)**

We congratulate you for securing this important opportunity to develop yourself into a proper professional in the customs and taxation field.

This offer of admission is subject to you fulfilling all the requirements as per the attached **Joining Instructions**.

Please find attached herewith the Registration form that you are required to fill in properly and submit at the time of registration.

Wishing you all the best.

*Prof. Isaya J. Jairo*  
**RECTOR**

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## *WELCOME NOTE BY THE RECTOR*

*Dear student,*

*The Institute of Tax Administration (ITA) is a unique technical education and training institution which is fully accredited by the National Council for Technical Education (NACTE). In the specialized field of taxation and customs, ITA is the only one of its kind nationally and regionally - congratulations on gaining a place here! We very much look forward to welcoming you into our professional community and wish you every success in your studies here.*

*We are a modest and friendly institute with a supportive collegiate atmosphere. We are proud of our students' achievements and are sure that you too will benefit hugely from coming to ITA.*

*Our modest but beautiful campus is located in tranquil and peaceful surroundings of Mikocheni B, not too far but also not too near the bustling centre of the City of Dar es Salaam.*

*We have a staff that is highly dedicated to offering individual attention.*

*Moreover, there are facilities to support your learning. Our investment in IT and library resources has positioned the Institute among the modern learning institutions than at most training institutions nationally and regionally.*

*I am sure you will enjoy your time with us, but if you encounter any problems, however small they may be, we are all here to help you.*

*Once again, our warmest congratulations! We look forward to meeting you at registration on 5<sup>th</sup> March, 2018.*

*Yours sincerely*

A handwritten signature in black ink, appearing to read 'Jairo', with a long horizontal flourish extending to the right.

***Prof. Isaya J. Jairo***  
**RECTOR**

## **CAMPUS LOCATION**

The Institute looks forward to welcoming you to Mikocheni for the start of your academic programme on 5<sup>th</sup> March, 2018. The following information is provided in order to help you to plan your arrival so as to enable you arrive well prepared to complete the programme into which you have been admitted. The Institute is located at Mikocheni B Area along ITV Road in Dar es Salaam about two kilometers from Mwenge bus Stand.

## **ARRIVAL INSTRUCTIONS**

You are expected to arrive at the Institute as follows:-

- **Full-time and Part-time** students: 08.30 hrs on Monday 5<sup>th</sup> March, 2018

## **REGISTRATION**

You will be required to register formally in order to become a student of the Institute. The following are needed before registration is done:-

- (i) Duly filled in Registration Form;
- (ii) Academic Certificates (Original) and a copy;
- (iii) Four passport size photos, and
- (iv) Birth Certificate (Original) and copy
- (v) Evidence of payment of relevant semester fees (in full).

## **IMPORTANT**

You will only be able to register if the above documents and payment have been received. ***Please note that submission of a duly filled in and signed registration form implies your acceptance of all the conditions stipulated herein and in other official publications of the Institute.***

## FEES

Programme fees are payable in full prior to registration in favor of ITA Fees Collection Account No. 0150303205600 at CRDB bank. For the case of foreign students fees should be paid in A/C No. 3300481074 Kenya Commercial Bank (Tanzania) Limited, swift code: KCBLTZTZ.

The fees structure is as follows:

	<u>Local Student (TSHS)</u>	<u>Foreign Student (USD)</u>
CFFPC	880,400/= p.p	1,480 p.p

## REFUND POLICY

Except where a particular payment to the Institute is expressly stated to be non-refundable, refund shall be made in accordance with the refund policy of the Institute applicable at the time the application for the refund is received. This policy will be issued by the Deputy Rector (ARC) upon request

## MEET AND GREET

The Institute runs a meet and greet event for new students before starting their studies. This is designed to orient you to the Institute's life and enable you to meet your fellow students, staff and members of the Institute's Management. Full details will be given to you at registration.

## LATE ARRIVAL

We aim to offer the best possible service to our students. Arrival after Monday 6<sup>th</sup> March, 2017 is permitted **only in exceptional circumstances** and with the permission of the Rector. If you have reason to think that your arrival might be delayed, please contact the Institute well in advance so that special arrangements can be made for you. Places cannot be held open beyond the first day of the programme unless permission has been obtained in advance.

## USEFUL CONTACTS

If you have any questions prior to arriving at the Institute, please do not hesitate to contact us through this e mail address: [ita@tra.go.tz](mailto:ita@tra.go.tz) or any to:

Prof. Isaya I. Jairo  
Rector  
P. O. Box 9321,  
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Email: [IJairo@tra.go.tz](mailto:IJairo@tra.go.tz)

Justine Musa  
Hare,  
P.O. Box 9321,  
Mobile: 0754-318666  
Email: [jmusa@tra.go.tz](mailto:jmusa@tra.go.tz)

## **SOCIAL EVENTS**

The Institute has facilities for limited indoor games, outdoor sports, a gymnasium and satellite TV services. There is also a recreation hall, which provides not only a great social place to meet with colleagues and friends, watching various TV Programs but also a place where drinks are served at ones cost. Social events are normally organized in collaboration with the ITA Students' Organization. Upon registration as a student of the Institute, you will automatically become a member of ITASO.

**NB: GYMNASIUM SERVICES SHALL BE AVAILABLE AT A FEE AND CONDITIONS TO BE DETERMINED BY MANAGEMENT FROM TIME TO TIME.**

## **HEALTH**

Although the Institute does not provide medical services on campus, first aid services can be offered on campus as and when needed. There are several reputable hospitals in the vicinity of the campus. Medical cost for TRA –sponsored students will be met by the TRA in accordance with existing staff policy. All other students must provide evidence of medical coverage. Students who have subscribed to the National Health Insurance Fund should submit copy of the NHIF Identification Card. Students who do not have evidence of Medical Cover shall be required to pay National Health Insurance Fund (NHIF) subscription fee, forms will be made available at the Institute upon registration. Cost for Health Insurance will be met by students themselves (**included in the fee structure**). In case of need for emergence medical attention, the Institute provides free transport to the nearest reputable hospital.

## **CONDUCT AND DISCIPLINE**

The Institute requires its students to behave in a professional manner at all times. For avoidance of doubt, the conduct of every student is governed by the Institute's By-laws, a copy of which will be availed to you upon registration. 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 to 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.