



ISO 9001: 2015 CERTIFIED

## INSTITUTE OF TAX ADMINISTRATION

*Accredited by the National Council for Technical and Vocational Education and Training*

### CALL FOR 2023/ 2024 ACADEMIC YEAR APPLICATIONS

The Institute of Tax Administration (ITA) invites applications for entry into its various programmes for academic year 2023/2024. Qualified applicants for admission into its competence-based Customs and Tax Management programmes, are invited to apply for the programmes as specified hereunder:-

- 1) **Post Graduate Diploma in Taxation (PGDT) - 12 months (Full-Time) or 18 months (Executive).** *Minimum entrance qualification: A Bachelor's Degree in any business-related field or equivalent qualification from a recognized institution.*
- 2) **Bachelor Degree in Customs and Tax Management (BCTM) - Three years (full-time)**  
*Minimum entrance qualification: Either Two Principal Passes at "A" Level excluding passes in General Studies, Basic Applied Mathematics and religious subjects with a minimum total of 4.0 grade points or a minimum of 3.0 GPA in 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 and excluding passes in religious subjects). (Applications for BCTM will commence on 15<sup>th</sup> June, 2023)*
- 3) **Ordinary Diploma in Customs and Tax Management (DCTM) - Two years (full-time)**  
*Minimum entrance 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 excluding passes in General Studies, Basic Applied Mathematics and religious subjects. 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 entrance qualification: **FOUR** passes in business related subjects at "O" Level (including passes in English and mathematics and excluding passes in religious subjects).*

The Institute also invites applications for a short course programme of **East African Customs Clearing and Freight Forwarding Practising Certificate (CFFPC) – Four months (Full – Time) or Six months (Part-Time).** *Minimum Entrance Qualifications: Two (2) passes at "O" excluding passes in religious subjects*

## MODE OF APPLICATION

- a) All applications should be done through [www.ita.ac.tz](http://www.ita.ac.tz) Online Application System or through <https://oas.ita.ac.tz/index.php>
- b) *Click Start Application > Select Application Level from a list> Continue with applications to the end while observing clearly instructions from the Application System*
- c) *Be careful with instructions from the system on the format of secondary school examination numbers or Equivalence numbers. The system will retrieve your names after successful recording of your examination number or equivalence number in correct format.*
- d) A non-refundable application fee of **(TZS) 10,000/=** is payable for all programs except for **CFFPC** and **PGDT** whose application fee is **(TZS) 30,000** for East African Community Partner States. Application fee shall be USD 30 in all other cases.
- e) The application fee should be paid through **CRDB BANK, CRDB BANK AGENT** or **CRDB SIMBANKING** using the **control number generated during application.**
- f) The system **pops up rounds and deadlines** for application into each programme

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