



Ref. No. AC.13/456/01

3<sup>rd</sup> September, 2025

**ADMISSION OFFER**

\_\_\_\_\_,  
\_\_\_\_\_,  
\_\_\_\_\_.  
**REF: ADMISSION INTO THE BACHELOR OF \_\_\_\_\_ PROGRAMME  
FOR THE 2025/2026 ACADEMIC YEAR**

We are glad to inform you that you have been selected to join the Institute of Accountancy Arusha for the above-mentioned programme. You are required to report for registration on **Monday, 10<sup>th</sup> November 2025. The registration process ends on Friday, 24<sup>th</sup> November 2025.**

<b>Programme</b>		<b>Semester I (40% of fees-paid before registration) Tsh</b>	<b>End of Semester I (20% of fees-paid before issuance of examination numbers) Tsh</b>	<b>Semester II (40% Paid before the commencement of second semester) Tsh</b>	<b>TOTAL Tsh</b>
<b>Bachelor Degree</b>	BCS, BIT, BECS, BA-IT, BCSe, BMMC, BCNT	733,200	366,600	733,200	<b>1,833,000</b>
	BA, BEF, BFB, BBM, BET, BIRM-App, BPLM, BB APPR, BLSIS, BCM, BSSS, BTH-APPR, BAA, BAF, BRAIM, BHRM, BMPR, BEPM, BNRE	693,200	346,600	693,200	<b>1,733,000</b>

**ALL COMMUNICATION TO BE ADDRESSED TO THE RECTOR**



+255 27 2970232  
+255 763 462109



iaa@iaa.ac.tz  
www.iaa.ac.tz



P.O. Box 2798, Njiro Hill,  
Arusha, Tanzania



**NB:**

Before registration, students are required to settle the following fees:

1. Payment of tuition fee (40%) of the total fee as indicated above).
2. Payment of Quality Assurance fee –Payable to NACTVET -25,000.00

All fee payments must be made through the Institute's bank accounts using the control number, which the applicant is advised to generate from his/her account after he/she has confirmed to join IAA. Take note of this control number and visit any branch of CRDB Bank, NBC Bank, or NMB Bank to pay. At the bank, provide the control number to the teller to process your payment.

- **NB: In case of any problem:**

With fee payment, please call **0745681469, 0784533537**

**2. Items Required for Registration**

You are required to bring with you the **originals** and **two copies** of your leaving, academic and birth certificates/affidavit, original bank pay-in-slip for fees, duly filled-in medical form from a registered medical practitioner, and three identical colored passport-size photographs.

**Admission made based on false information/identity/certificates will be declared null and void and may lead to prosecution of the culprit in a court of law and deregistration. Upon such occurrence, any payments already paid to the Institute will not be refunded.**

Please find attached herewith a set of Admission Information which you are advised to **read carefully** and comply with the requirements stated therein.

We look forward to welcoming you to IAA.

Yours Sincerely,

**Gloria Kimburu**

**DIRECTOR ACADEMIC SUPPORT SERVICES**



**ALL COMMUNICATION TO BE ADDRESSED TO THE RECTOR**



+255 27 2970232  
+255 763 462109



iaa@iaa.ac.tz  
www.iaa.ac.tz



P.O. Box 2798, Njiro Hill,  
Arusha, Tanzania



**KEY:**

**A: THREE-YEAR DIPLOMA PROGRAMMES:**

- i) Accountancy (CA)
- ii) Computing and Information Technology (CCIT)
- iii) Business Management(CBM)
- iv) Finance & Banking (FB)
- v) Procurement & Logistics Management (PLM)
- vi) Records, Archive and Information Management (BTCRAIM)
- vii) Business Management with Chinese (BTCBMC)
- viii) Library and Information Studies (LIS)
- ix) Human Resources Management (HRM)
- x) Marketing and Publication Relations (MPR)
- xi) Mobile Applications (MA)
- xii) Economics and Finance (EF)
- xiii) Computer Networking (CN)
- xiv) Multimedia (MULT)
- xv) Accountancy with IT
- xvi) Insurance and Risk Management (IRM)

**B: TWO-YEAR DIPLOMA PROGRAMMES:**

- i) Ordinary Diploma in Accountancy (ODA)
- ii) Ordinary Diploma in Finance and Banking (ODFB)
- iii) Ordinary Diploma in Procurement and Logistics Management (ODPLM)
- iv) Ordinary Diploma in Business Management (ODBM)
- v) Ordinary Diploma in Computer Science (ODCS)
- vi) Ordinary Diploma in Information Technology (ODIT)
- vii) Ordinary Diploma in Multimedia (ODM)
- viii) Ordinary Diploma in Strategic Studies (ODSS)

**ALL COMMUNICATION TO BE ADDRESSED TO THE RECTOR**



+255 27 2970232  
+255 763 462109



iaa@iaa.ac.tz  
www.iaa.ac.tz



P.O. Box 2798, Njiro Hill,  
Arusha, Tanzania



- ix) Ordinary Diploma in Insurance and Risk Management with Apprenticeship(ODIRMA)
- x) Ordinary Diploma in Business Management with Chinese (ODBMC)
- xi) Ordinary Diploma in Library and Information Studies(ODLIS)
- xii) Ordinary Diploma in Accountancy with IT(ODA-IT)
- xiii) Ordinary Diploma in Mobile Applications(ODMA)
- xiv) Ordinary Diploma in Computer Networking(ODCN)
- xv) Ordinary Diploma in Human Resources Management(ODHRM)
- xvi) Ordinary Diploma in Marketing and Publication Relations(ODMPR)
- xvii) Ordinary Diploma in Economics and Finance (ODEF)

#### C: BACHELOR'S DEGREE PROGRAMMES:

- i) Bachelor of Accountancy (BA)
- ii) Bachelor of Finance and Banking (BFB)
- iii) Bachelor of Procurement and Logistics Management (BPLM)
- iv) Bachelor of Economics and Finance (BEF)
- v) Bachelor of Business Management (BBM)
- vi) Bachelor of Computer Science (BCS)
- vii) Bachelor of Information Technology (BIT)
- viii) Bachelor of Education with Computer Science (BECS)
- ix) Bachelor of Accountancy with Information Technology (BAIT)
- x) Bachelor of Economics and Taxation (BET)
- xi) Bachelor of Banking with Apprenticeship (BBA)
- xii) Bachelor of Insurance and Risk Management with Apprenticeship (BIRMA)
- xiii) Bachelor of Human Resources Management (BHRM)
- xiv) Bachelor of Accountancy with IT (BA-IT)
- xv) Bachelor of Library and Information Science (BLIS)
- xvi) Bachelor of Credit Management (BCM)
- xvii) Bachelor of Security and Strategic Studies (BSSS)

ALL COMMUNICATION TO BE ADDRESSED TO THE RECTOR



+255 27 2970232  
+255 763 462109



iaa@iaa.ac.tz  
www.iaa.ac.tz



P.O. Box 2798, Njiro Hill,  
Arusha, Tanzania



- xviii) Bachelor of Tourism and Hospitality Apprenticeship (BTH Appr)
- xix) Bachelor of Science in Cyber Security (BCSe)
- xx) Bachelor of Natural Resources Economics (BNRE)
- xxi) Bachelor of Computer in Network Technologies(BCNT)
- xxii) Bachelor of Finance and Investment (BFI)
- xxiii) Bachelor of Auditing and Assurance (BAA)
- xxiv) Bachelor of Records and Information Management(BRIM)
- xxv) Bachelor of Multimedia and Mass Communication(BMMC)
- xxvi) Bachelor of Accountancy and Finance (BAF)
- xxvii) Bachelor of Marketing and Public Relations(BMPR)
- xxviii) Bachelor of Finance and Investment(BFI)

#### **D: MASTER'S DEGREE PROGRAMMES:**

- i) Master of Arts in Peace and Security and Strategic Studies (MA-PSSS)
- ii) MBA-Corporate Management (MBA-CM)
- iii) Master in Education Management (MEM)
- iv) Master Degree in Finance and Investment(MFI)
- v) Master Degree in Accountancy(MA)
- vi) Master Degree in Accounting and Finance(MAF)
- vii) MBA in Policy Development and Execution(MBA-PDE)
- viii) MBA-Information Technology Management(MBA-ITM)
- ix) MBA-Leadership and Governance(MBA-LG)
- x) Master of Information Security(MIS)
- xi) MBA-Procurement and Supplies Management(MBA-PSM)
- xii) MSc- Project Planning Management(MSc-PPM)
- xiii) MSc- Banking and Finance(MSc-BF)
- xiv) Msc-in Economics and Finance(MSc-EF)
- xv) Master Degree in Human Resources Management (MHRM)

**ALL COMMUNICATION TO BE ADDRESSED TO THE RECTOR**



+255 27 2970232  
+255 763 462109



iaa@iaa.ac.tz  
www.iaa.ac.tz



P.O. Box 2798, Njiro Hill,  
Arusha, Tanzania



## INSTITUTE OF ACCOUNTANCY ARUSHA

### PROSPECTIVE STUDENTS' INFORMATION

2025/2026 ACADEMIC YEAR

#### 1.0 DATE OF ARRIVAL

New students should report on 10<sup>th</sup> November, 2025, for registration and orientation.

#### 2.0 MEDICAL EXAMINATION

2.1 Admission to the Institute is conditional upon presentation of a Medical Report affirming your fitness for studies. You are therefore required to undergo a Medical Examination by a registered Medical Practitioner before coming to the Institute. For this purpose please use the attached **IAA MEDICAL EXAMINATION FORM**.

**NB: Medical examination form will/shall be submitted during the orientation week, please do not post the form.**

2.2 Students are responsible for their medical examination fee.

2.3 Students' Sponsors are responsible for their medical expenses in case of ill-health and its related consequences for the whole period they will be pursuing studies at the Institute.

#### 3.0 MODE OF FEES PAYMENT

Fees must be paid in advance before any registration is done. Payment for **tuition fees** may be made in three installments with 40% in the first installment,

ALL COMMUNICATION TO BE ADDRESSED TO THE RECTOR



+255 27 2970232  
+255 763 462109



iaa@iaa.ac.tz  
www.iaa.ac.tz



P.O. Box 2798, Njiro Hill,  
Arusha, Tanzania



20% for second installment and the remaining 40% in the third installment..

**NB:**

**Payments can be made to the Institute's bank from any bank in your district or region through Control Number, never travel with fees in cash.**

#### **4.0 TRAVEL ARRANGEMENTS**

4.1 You are notified to arrange with your sponsor for your travelling expenses to cover three return trips per academic year.

#### **4.2 Off – Campus Transport**

Transport remains the responsibility of a student. Students are advised to budget for an amount to TShs 200,000/= for public transport for the 240 days in the academic year.

On arrival in Arusha, Dsm and Babati, you may reach the Institute by taxi or public transport (popularly known as “daladala”). Current rate for hiring a taxi from Arusha town centre to the Institute is on the average Tshs.10,000/= and the public transport charges may be TShs. **600/=** per trip. The rates charged by taxis during the night are comparatively higher. **Please make an effort to arrive during the day on Monday for convenience purposes. Students will be attended from 8:00 am to 5:00 pm. Students arriving late should look for their own night accommodation in town and arrive at the Institute in the morning the following day.**

#### **5.0 IMMIGRATION FORMALITIES**

Foreign students are advised to apply for and obtain Residence Permits from the Director of Immigration Services, P.O. Box 1181, Dodoma, Tanzania. Residence Permit Application Forms may be obtained from the Director of Immigration Services on request. **Do not report at the Institute before**

---

**ALL COMMUNICATION TO BE ADDRESSED TO THE RECTOR**



+255 27 2970232  
+255 763 462109



iaa@iaa.ac.tz  
www.iaa.ac.tz



P.O. Box 2798, Njiro Hill,  
Arusha, Tanzania



**obtaining the relevant permits.** The Institute will not attend any cases associated with the breaching of immigration laws and regulations. Foreign students' medical expenses and related consequences will be borne by themselves or their sponsors.

## 6.0 ACCOMMODATION

**Students will be required to find their own accommodation during their studies at the Institute.** However, IAA will only provide limited shared accommodation for first year female students in need. Payment for hostel shall be made to IAA's Account through control number. Upon arrival at the Institute the accommodation will then be provided on the basis of First Come Served. Once on arriving, a student will get a shared room, after accepting she/he will be required to generate control number and pay for the accommodation fee. Never pay for accommodation before arriving at the Institute and get assurance of room. Cooking in hostel is strictly forbidden.

### NB:

Don't come with cash; use ATM, M-PESA, TIGO PESA or AIRTEL MONEY

### PRIVATE HOSTELS:

The Institute notifies students of a number of privately owned residential houses surrounding the campus that students may arrange with owners to secure accommodation before arriving at the Institute. However, they should not pay for before seeing and satisfy themselves. During long vacations i.e. two weeks and above, all students **must** vacate Institute- provided on campus accommodation.

The following is a list of Privately Owned Hostel facilities Off –Campus for (male/female) students **for personal arrangement.**

---

ALL COMMUNICATION TO BE ADDRESSED TO THE RECTOR



+255 27 2970232  
+255 763 462109



iaa@iaa.ac.tz  
www.iaa.ac.tz



P.O. Box 2798, Njiro Hill,  
Arusha, Tanzania



Please call the owner for personal reservations, plus informing the Dean's office, which Off-campus Hostel you chose.

### LIST OF CONFIRMED OFF-CAMPUS HOSTELS 2025/2026

S/N	HOSTEL NAME	CAPACITY	LOCATION	DISTANCE	PRICE	GENDER	CONTACT
1.	KAISARI	50	BLOCK F (MOROVIAN)	1.5KM	200,000	MALE	0754845989
2.	TEMDO LADIES	258	TEMDO	1.2KM	200,000	FEMALE	0679637212/0 769261987
3.	MAMA SUDI (ANAB)	36	TANESCO	0.1KM	200,000	FEMALE	0655 904 019
4.	ZOE HOUSE	20	BLOCK C1	0.7 KM	310,000	FEMALE	0687820009
5.	NABOTH	32	LEMARA KANISANI	1.8KM	200,000	M&F	0754235954
6.	NAYANI(RONSUN)	56	TANESCO	0.2KM	200,000	MALE	0686107703
7.	ALLEX	40	KIKWAKWARU B	1.2 KM	200,000	MALE	0757215196/0 755773553
8.	JOSHUA MALEO (KIFARU)	36	LEMARA KATI	1.4KM	200,000	FEMALE	0754826024/0 754447703
9.	ABEGEBA	16	KIKWAKWARU B	1.5KM	200,000	MALE	0755118767
10.	MASEKE	18	KIKWAKWARU	0.9KM	200,000	MALE	0767507943
11.	MALETO	300	KORONGONI	2KM	200,000	M&F	0759044777
12.	MAMUYA	130	NJIRO IAA	0.2KM	200,000	MALE	0754577267/0 654577267
13.	SHAHID	54	MSOLA	2.1KM	200,000	FEMALE	0754692438
14.	MSHANA	48	DOUBLE B	1.2KM	200,000	FEMALE	0783860806
15.	ELIZABETH	30	BLOCK C1	1.2KM	200,000	MALE	0754 305 265
16.	JACKLINE LAIZER	30	LEMARA KATI	1.6KM	200,000	MALE	0783143236
17.	KHADIJA S HASSAN	20	NJIRO LAKE OIL	1.6KM	200,000	M&F	0713598975
18.	JULIUS LAZARO/NATALA	26	BLOCK C1	1.2KM	200,000	FEMALE	0786060708
19.	ONESMO	20	BLOCK C1	1.1KM	200,000	MALE	0746584205
20.	BETTY	40	BLOCK C1	1.8KM	200,000	M&F	0784158168
21.	MAMA KIMBI	42	TANESCO	1.1KM	200,000	M&F	0784348574
22.	SWAUMU R LESSIAN	30	NJIRO IAA	0.2KM	250,000	M&F	0754507130
23.	JACKSON	68	NJIRO IAA	0.3KM	250,000	FEMALE	0757540875
24.	INVOCAVIT NATAI	64	NJIRO MTONI	1.4KM	200,000	M&F	0754895434
25.	AMON ABRAHAM	46	BLOCK C1	1.4KM	200,000	MALE	0755825339
26.	KONDO	72	DOUBLE B	1.8KM	250,000	M&F	0743753379

ALL COMMUNICATION TO BE ADDRESSED TO THE RECTOR



+255 27 2970232  
+255 763 462109



iaa@iaa.ac.tz  
www.iaa.ac.tz



P.O. Box 2798, Njiru Hill,  
Arusha, Tanzania



27.	GERALD LYIMO	24	NANENANE	1.6KM	200,000	MALE	0754 380 105
28.	MAMIRO	44	NJIRO IAA	0.1KM	225,000	M&F	0717 492 444
29.	KUANDIKA	34	NJIRO IAA	0.1KM	200,000	FEMALE	0754757698
30.	ANSELIM MINJA	68	NJIRO IAA	0.1KM	200,000	FEMALE	0785056650
31.	BUSANA	22	KIKWAKWARU	1.4KM	200,000	M&F	0628314260
32.	RAFAEL P SWAI	22	NALOPA	1.6KM	200,000	MALE	0764246191
33.	MAYENGA	32	KIKWAKWARU	1.2KM	250,000	M&F	0762382069/0 766366696
34.	NAJMA	32	NJIRO QUARTERS AREA	1.2 KM	225,000	FEMALE	0659551159/0 756309455
35.	LOSINYARI KIMANI	48	BLOCK C1	1.8KM	200,000	MALE	0746507233/0 689837353
36.	NAPA HOLYLAND	52	CHECHNIA	1.8KM	200,000	M&F	0754235954
37.	BUTARE (IMANI)	28	KIKWAKWARU	1.1KM	200,000	MALE	0784834683
38.	MAMA KILEO	68	MSOLA	2.1KM	200,000	FEMALE	0754629983
39.	THE GATHERING PLACE	26	RADIO FIVE	1.5KM	200,000	FEMALE	0659549976
40.	OTANA	22	NANENANE	1 KM	200,000	MALE	0752 268 994
41.	NGOWI	32	TEMDO	1.2 KM	200,000	MALE	0764 503 122
42.	AMANI	40	TANESCO	0.7 KM	250,000	M&F	0763 242 863
43.	EDWARD LYIMO	28	BLOCK F KANISANI	1.5KM	200,000	MALE	0656 584 958
44.	BLESSING HOSTEL	102	ENGUTOTO	1.8 KM	200,000	M&F	0742292940
45.	ASILIA HOSTEL	30	NANE-NANE	1.2	200,000	MALE	0769751966/ 0685334778
46.	SALAKANA	28	ENGUTOTO	1.8	200,000	M&F	0788819512
47.	PUDENSIAS HOSTEL	16	LEMARA	1.8 km	200000	MALE	0754382126
48.	FLORA MVANGA	80	TANESCO	1.1KM	250,000	M&F	0715466181/0 783207538
49.	LEGITO-CANAAN	80	BLOCK C-1	1.5KM	200,000	M&F	0745423316
50.	KYAMAMURO HOSTEL	16	TANESCO	0.6KM	250,000	MALE	0629178589
51.	MAGANGA	34	NJIRO IAA	0.1KM	200,000	MALE	0784902324

### 7. (a) DRESS CODE:

This Code is made in accordance with the Laws of the Land to provide guidelines on the appropriate dress code and conduct to be observed by all students of the Institute when on the Institute's premises or when attending any official functions organized by IAA or in which the Institute is involved.

In align with the Government Circular No 3 of 2007, all IAA students as prospective

ALL COMMUNICATION TO BE ADDRESSED TO THE RECTOR



+255 27 2970232  
+255 763 462109



iaa@iaa.ac.tz  
www.iaa.ac.tz



P.O. Box 2798, Njiro Hill,  
Arusha, Tanzania



public servants should adhere to the recommended IAA dress code as identified hereunder.

### 1.1 APPROPRIATE DRESSING

- i) Every student is required to display their Identity Card when attending or when present in the vicinity of the Institute's Administrative offices including lecture halls, theatres, rooms and library.
- ii) Neat, Decent and well covered formals and semi-formals
- iii) Clean shave and well-groomed hair is a must.
- iv) Jeans without holes
- v) T-shirts or Shirts with full or half Sleeve.
- vi) Skirts which flow well below knees

### 1.2 INAPPROPRIATE DRESSING:

#### A. FEMALE DRESSING

Unacceptable clothes for women include:

- i) Transparent dresses of any kind which are not supported by a reasonably heavy underskirt.
- ii) Gowns and skirts hanging above the knees and thus do not cover the knees when seated
- iii) Sleeveless blouses, backless blouses or dresses
- iv) Any type of dress that cover the entire face (Nikaabs), Dresses exposing stomach, breasts, waist, thighs and such other clothes as tops, low cuts, pants of all kinds.
- v) All kinds of shorts should not be worn
- vi) Clothes with inappropriate or unsuitable graphics/slogans or obscene/abusive language
- vii) Tightly fitting clothes and skin tights.
- viii) Pajamas, flip flops or slippers in classes, library and offices.
- ix) Gowns and skirts hanging above the knees.
- x) Clothes with slits above the knees.

---

ALL COMMUNICATION TO BE ADDRESSED TO THE RECTOR



+255 27 2970232  
+255 763 462109



iaa@iaa.ac.tz  
www.iaa.ac.tz



P.O. Box 2798, Njiro Hill,  
Arusha, Tanzania



- xi) Hats or caps worn.
- xii) Over-adornment with neck-laces, bangles, earrings or other jewelry and make-up which make someone look showy.

## B. MALE DRESSING:

Prohibited men's wear include

- i) Slovenly looking clothes such as 'mlegezo' trousers and shorts which also show the underwear.
- ii) All kinds of shorts or cut-offs.
- iii) Un-buttoned shirts and sleeveless shirts.
- iv) Clothing that reveals the torso.
- v) Head stockings, caps (other than religious head wear eg. the Muslim cap) hoods and bandannas worn round the head.
- vi) Men should not plait nor wear plaited hair, dread-locks, and ornamental beads.
- vii) Turbans worn alone or over caps.
- viii) Ear rings
- ix) Jeans with holes, three fourth trousers, half trousers, track suits

## C. GENERAL PROHIBITED:

Dressing for both male and female:

- i) Mini-skirts, sleeveless blouses/shirts/tops.
- ii) Unwanted or provocative or obscene or inciting political, religious or obscure, captions and photos or designs on the dress are not allowed.
- iii) Clothes with frayed hems and the beach comber type of clothes are also prohibited.
- iv) Shorts or Half Trousers of any form are not permitted.
- v) Any kind of tattoo on the body or limbs should not be disclosed.
- vi) Leggings, stretch pants, spandex and the alike.

ALL COMMUNICATION TO BE ADDRESSED TO THE RECTOR



+255 27 2970232  
+255 763 462109



iaa@iaa.ac.tz  
www.iaa.ac.tz



P.O. Box 2798, Njiro Hill,  
Arusha, Tanzania



vii) Any other kind of dress or clothing which the institute will in the course of time find to be inappropriate or indecent. An official statement will be made concerning such dress or clothing.

## 2. ENFORCEMENT

All officers of the Institute including the administrative and academic staff are empowered to issue warnings and bar any student who does not follow the rules from attending any official Institute function and to report any violation of this code to the Dean of Students (Student Affairs). The Dean of Students will take action as provided for by the Revised IAA Students' Bylaws 2014.

### (b) BEDDINGS

You are advised to bring with you the following beddings and clothing:

(i)	2 pairs of bed sheets	(ii)	1 blanket (heavy)
(iii)	1 pillow	(iv)	1 bed spread
(v)	1 towel	(vi)	1 rain coat/umbrella
(vii)	1 heavy sweater	(viii)	gum – boots for off – campus students
x)	Two buckets		
ix)	<b>Sports gear (track-suit, T-Shirt and sports shoes).</b>		

## 8.0 MEALS & DRINKS

The Institute does not provide meals. Students will buy their meals from privately owned food vending stations on and off -campus and at the Institute's cafeteria/canteens. Students who have applied for a loan are advised to have at least TShs. 400,000 for meals and miscellaneous expenses while their loan applications are being processed, by the Loan Board.

Only soft drinks are allowed on the campus provided rooms. Alcohol and related products are strictly prohibited in residences; any offender will forfeit being

ALL COMMUNICATION TO BE ADDRESSED TO THE RECTOR



+255 27 2970232  
+255 763 462109



iaa@iaa.ac.tz  
www.iaa.ac.tz



P.O. Box 2798, Njiro Hill,  
Arusha, Tanzania



---

provided hostel services, and will be evicted from Hostel rooms.

## 9.0 ALLOWANCES

It is the responsibility of the student to agree with his/her sponsor on any allowances or other payments that he/she will be paid while studying at the Institute.

## 10.0 PHOTOCOPYING SERVICES

Commercial photocopy services are available at the Institute to assist students to copy reading materials from the Library or handouts from lecturers.

## 11.0 STUDENTS' ORGANIZATION

There is an Institute of Accountancy Arusha Students' Organization (IAASO) to which all students are members by admission. Further information about this may be obtained from the office of IAASO.

## 12.0 REGISTRATION

### 12.1 Orientation

All candidates must attend the orientation week, which commences on **Monday, November 10<sup>th</sup>, 2025.**

### 12.2 Late Comers

Registration will continue for only two weeks from the start of the orientation week. If you must be late for reasons beyond your control, but are truly interested to join the Institute, please call the Admissions Officer or send a relevant message using the indicated e-mail address below.

## 13. EXAMINATION REGULATIONS AND STUDENTS' BY-LAWS

A student must familiarize himself/herself with the Institute's Examination Regulations and Students' By-Laws upon admission. Successful pursuit of any

---

ALL COMMUNICATION TO BE ADDRESSED TO THE RECTOR



+255 27 2970232  
+255 763 462109



iaa@iaa.ac.tz  
www.iaa.ac.tz



P.O. Box 2798, Njiro Hill,  
Arusha, Tanzania



programme by a student admitted to this Institute is to a great extent dependent on the student's understanding of and adherence to the regulations and guidelines stipulated in these two documents, which can be found in our library or on the Institute's Website.

Any student who violates the laws, regulations, and guidelines of the Institute shall be disciplined accordingly.

#### **(i) CONTACT DETAILS**

The Rector,  
Institute of Accountancy Arusha,  
P.O. Box 2798,  
**ARUSHA**  
Telephone: 255 027 2549605-6  
Fax: 255 027 2549421  
Website: [www.iaa.ac.tz](http://www.iaa.ac.tz)

#### **14.0 INQUIRIES**

Please contact the undersigned, as soon as possible, in case you need further information call via cell phone no: **0757606552, for Main Campus, for Babati Campus 0787-090974, for Dsm 0714405565, for Dodoma 0623483803, 0713561334 during the day only.**

Management reserves the right to change the information herein from time to time whenever it is deemed necessary.

We look forward to welcoming you to IAA.



Peter Mngara

**FOR RECTOR**

---

**ALL COMMUNICATION TO BE ADDRESSED TO THE RECTOR**



+255 27 2970232  
+255 763 462109



[iaa@iaa.ac.tz](mailto:iaa@iaa.ac.tz)  
[www.iaa.ac.tz](http://www.iaa.ac.tz)



P.O. Box 2798, Njiro Hill,  
Arusha, Tanzania



# INSTITUTE OF ACCOUNTANCY ARUSHA

## MEDICAL EXAMINATION FORM

### A. PERSONAL PARTICULARS (TO BE FILLED BY THE CANDIDATE)

SURNAME ..... OTHERNAMES.....

AGE..... GENDER..... MARITAL STATUS.....

PROGRAM..... ACADEMIC YEAR .....

### B. PERSONAL HISTORY

Has the examinee suffered from any of the following?

If 'YES' indicate date and diagnosis, If not, please write 'NO' in appropriate space.

1. Allergic disorder .....	2. Heart disease .....
3. Gastric or duodenal ulcer .....	4. Epilepsy .....
5. Psychiatric disorder .....	6. Eye disorder .....
7. Ear-Nose or Throat disorder .....	8. Gynaecological disorder.....
9. Diabetes .....	10. Pregnancy(female).....
11. Misuse of drugs .....	12. Misuse of alcohol .....

### C. PHYSICAL EXAMINATION

1. Height (metres) .....	(cm) 2.Kg.....
3. Eyes: Conjunctivas .....	Pupils .....
Sight: without glasses .....	Right .....
With glasses .....	Right .....
Left .....	Left .....
4. Please state condition of ears (if any discharge).....	
Mouth and throat .....	
Nose .....	
5. Cardiovascular system: Blood pressure: .....	Systolic.....
	Diastolic.....
Heart: Any murmur .....	
Arteries and Veins .....	
6. Physical fitness/any note of concern on the students health	.....
.....	.....
.....	.....

..... ALL COMMUNICATION TO BE ADDRESSED TO THE RECTOR .....



+255 27 2970232  
+255 763 462109



iaa@iaa.ac.tz  
www.iaa.ac.tz



P.O. Box 2798, Njiro Hill,  
Arusha, Tanzania



#### D. LABORATORY TEST

1. Urine:Albumin.....Sugar.....Leucocytes.....Bilharzia.....

Stools:Special emphasis on Hookworm or Bilharzia

Blood Examination: Haemoglobin .....

White cell count – Total .....

Different Count:

(a)Neutrophilis.....(b) Eosinophils.....

(c)Basophils..... (d) Lymphocytes .....

(e)Monocytes..... (f) Erythrocyte Sedimentation Rate (ESR) mm/hr

#### E. CONCLUSION

I have examined Mr. / Mrs. /Ms.....

And consider that he/she is/is not **FIT** to be admitted to the Institute for higher education.

\*Delete the word which is not applicable.

.....

.....

.....

Signature

Name

Authorized Medical Practitioner

Stamp:.....

#### PLEASE RETURN THIS FORM TO:

The Rector

Phone No.: 255 027 250 6605-

6/6096/1416 Institute of Accountancy Arusha

Fax No.: 255 027 250 8421

P. O. Box 2798

E-mail: [iaa@iaa.co.tz](mailto:iaa@iaa.co.tz)

Arusha, TANZANIA

Website: [www.iaa.ac.tz](http://www.iaa.ac.tz)

ALL COMMUNICATION TO BE ADDRESSED TO THE RECTOR



+255 27 2970232  
+255 763 462109



[iaa@iaa.ac.tz](mailto:iaa@iaa.ac.tz)  
[www.iaa.ac.tz](http://www.iaa.ac.tz)



P.O. Box 2798, Njiro Hill,  
Arusha, Tanzania