

# CHUO CHA USIMAMIZI WA FEDHA THE INSTITUTE OF FINANCE MANAGEMENT

(ESTABLISHED UNDER THE ACT No. 3 OF 1972)



**OFFICE OF THE DEPUTY RECTOR – ACADEMIC, RESEARCH & CONSULTANCY**

## APPLICATION IS OPEN FOR 2021/2022 ACADEMIC YEAR AT IFM DAR ES SALAAM, MWANZA, DODOMA, AND SIMIYU CAMPUSES

Applications are invited for admission (both direct entry and equivalent entry) into the following programmes at the Institute of Finance Management (IFM) for 2021/2022 academic year. The programmes open for application are **Master degree, Postgraduate Diploma, Ordinary Diploma and Basic Technician Certificate.**

### A: APPLICATION FOR PROGRAMMES AT IFM DAR ES SALAAM CAMPUS

#### 1.0 IFM MASTER DEGREE PROGRAMMES (NTA 9)

S/NO	COURSE	DURATION
1	Master of Science in Accounting and Finance - Evening	18 months
2	Master of Science in Finance and Investment - Evening	18 months
3	Master in Human Resource Management with Law - Evening	18 months
4	Master of Science in Insurance and Actuarial Science - Evening	18 months
5	Master of Science in Social Protection Policy and Development - Evening	18 months

#### 2.0 COLLABORATIVE MASTER DEGREE PROGRAMME

S/N	COURSE	DURATION
1	Master of Business Administration in International Business (MBA-IB) – in Collaboration with Indian Institute of Foreign Trade (IIFT, India) – Evening	18 months

**Please note:** With exception to IFM-Master degrees, Admissions into Master degree in collaboration is subject to approval by collaborative partner Institution.

### 3.0. POSTGRADUATE DIPLOMA PROGRAMMES

S/N	COURSE	DURATION
1	Postgraduate Diploma in Business Administration (PGDBA) - Evening	12 months
2	Postgraduate Diploma in Tax Management- Evening	12 months

### 4.0 ORDINARY DIPLOMA PROGRAMMES (NTA 5)

S/N	COURSE	DURATION
1	Ordinary Diploma in Banking and Finance (ODBF) - Full time	Two years
2	Ordinary Diploma in Computer Science (ODCS) - Full time	Two years
3	Ordinary Diploma in Information Technology (ODIT) - Full time	Two years
4	Ordinary Diploma in Insurance and Risk Management (ODIRM) -Full time	Two Years
5	Ordinary Diploma in Social Protection (ODSP) - Full time	Two years
6	Ordinary Diploma in Accounting (ODAC) - Full time	Two years
7	Ordinary Diploma in Taxation (ODTM) - Full time	Two years

### 5.0 BASIC TECHNICIAN CERTIFICATES (NTA 4)

S/N	COURSE	DURATION
1	Basic Technician Certificate in Banking and Finance (BTCBF) - Full time	One year
2	Basic Technician Certificate in Computing and Information Technology (BTCC & I.T.) - Full time	One year
3	Basic Technician Certificate in Insurance and Social Protection (BTCISP) - Full time	One year
4	Basic Technician Certificate in Accountancy (BTCA) - Full time	One year
5	Basic Technician Certificate in Taxation (BTCT) - Full time	One year

## B: APPLICATION FOR PROGRAMMES AT IFM MWANZA CAMPUS

### 1.0 IFM MASTER DEGREE PROGRAMME (NTA 9)

S/NO	COURSE	DURATION
1	Master of Science in Finance and Investment - Evening	18 months

### 2.0 ORDINARY DIPLOMA PROGRAMMES (NTA 5)

S/N	COURSE	DURATION
1	Ordinary Diploma in Banking and Finance (ODBF) - Full time	Two years
2	Ordinary Diploma in Insurance and Risk Management (ODIRM) -Full time	Two Years
3	Ordinary Diploma in Accounting (ODAC) - Full time	Two years

### 3.0 BASIC TECHNICIAN CERTIFICATES (NTA 4)

S/N	COURSE	DURATION
1	Basic Technician Certificate in Banking and Finance (BTCBF) - Full time	One year
2	Basic Technician Certificate in Insurance and Social Protection (BTCISP) - Full time	One year
3	Basic Technician Certificate in Accountancy (BTCA) - Full time	One year

## **C: APPLICATION FOR PROGRAMMES AT IFM DODOMA CAMPUS**

### **1.0 IFM MASTER DEGREE PROGRAMME (NTA 9)**

<b>S/NO</b>	<b>COURSE</b>	<b>DURATION</b>
1	Master of Science in Finance and Investment - Evening	18 months

### **2.0 ORDINARY DIPLOMA PROGRAMMES (NTA 5)**

<b>S/N</b>	<b>COURSE</b>	<b>DURATION</b>
1	Ordinary Diploma in Banking and Finance (ODBF) - Full time	Two years
2	Ordinary Diploma in Accounting (ODAC) - Full time	Two years

### **3.0 BASIC TECHNICIAN CERTIFICATES (NTA 4)**

<b>S/N</b>	<b>COURSE</b>	<b>DURATION</b>
1	Basic Technician Certificate in Banking and Finance (BTCBF) - Full time	One year
2	Basic Technician Certificate in Accountancy (BTCA) - Full time	One year

## **D: APPLICATION FOR PROGRAMMES AT IFM SIMIYU CAMPUS**

### **1.0 ORDINARY DIPLOMA PROGRAMMES (NTA 5)**

<b>S/N</b>	<b>COURSE</b>	<b>DURATION</b>
1	Ordinary Diploma in Banking and Finance (ODBF) - Full time	Two years
2	Ordinary Diploma in Accounting (ODAC) - Full time	Two years

### **2.0 BASIC CERTIFICATES (NTA 4)**

<b>S/N</b>	<b>COURSE</b>	<b>DURATION</b>
1	Basic Technician Certificate in Banking and Finance (BTCBF) - Full time	One year
2	Basic Technician Certificate in Accountancy (BTCA) - Full time	One year

## E: ENTRY REQUIREMENTS

### 1. MINIMUM ENTRY REQUIREMENTS FOR IFM MASTER DEGREE PROGRAMMES (NTA 9)

a) **Either** a First Degree or Advanced Diploma with at least a second class,

**OR**

b) A First Degree or Advanced Diploma with a pass class and a good Postgraduate Diploma in the related field from a recognized higher learning institution.

### 2. MINIMUM ENTRY REQUIREMENTS FOR COLLABORATIVE MASTER DEGREE PROGRAMME

**Either** a First Degree or Advanced Diploma in any field of study undertaken for a minimum of 3 years.

### 3. MINIMUM ENTRY REQUIREMENTS FOR POSTGRADUATE DIPLOMA PROGRAMMES

A First Degree /or Advanced Diploma from a recognized higher learning institution.

### 4. MINIMUM ENTRY REQUIREMENTS FOR ORDINARY DIPLOMA PROGRAMMES (NTA 5)

a) Holder of Form Six certificates with at least a principal and a subsidiary pass (religious subjects are excluded).

**OR**

b) A Form Four certificate with at least four passes (religious subjects are excluded) and an NTA level 4 certificate i.e., Basic Technician Certificate from a recognized higher learning institution. For ODCS and ODIT, one of the passes at O – level must be in Mathematics, Physics or Chemistry.

### 5. MINIMUM ENTRY REQUIREMENTS FOR BASIC CERTIFICATE PROGRAMMES (NTA 4)

A Form Four certificate with at least four passes (religious subjects are excluded). For BTCC & I.T., one of the four passes must be in Mathematics, Physics or Chemistry.

**Please note:** Admissions into Basic Technician Certificate (NTA 4) programmes allow progression into Ordinary Diploma (NTA 6) without readmission.

## F: MODE OF APPLICATION

Candidates, who wish to apply for admission in any of the programmes listed, can do so using the online system through <http://www.admission.ifm.ac.tz/application> This link is also accessible via the IFM website: <http://www.ifm.ac.tz>.

### APPLICATION FEES

The application fee amount is TZS. 10,000/= only

## **DEADLINE FOR APPLICATION**

The deadline for application is **8<sup>th</sup> September 2021**.

## **CORRESPONDENCE ADDRESSES**

For further information, please forward your query to the following addresses:

### **Admissions Office**

#### **IFM DAR ES SALAAM CAMPUS**

Institute of Finance Management,  
5 Shaaban Robert Street,  
P.O. Box 3918,

11101 **DAR ES SALAAM.**

Phone: +255-22-2112931/3/4, +255-734-205030

Fax: +255-22-2112935

E-mail: [rector@ifm.ac.tz](mailto:rector@ifm.ac.tz) Or [admissions@ifm.ac.tz](mailto:admissions@ifm.ac.tz)

**OR**

#### **IFM MWANZA CAMPUS**

Rocky City Mall, 3<sup>rd</sup> Floor Wing B,  
Makongoro Road/ Furahisha Street, Plot 494 KV Kirumba  
P. O. Box 2372, **MWANZA.**

Phone: +255-28-2501215/6

E-mail: [mc@ifm.ac.tz](mailto:mc@ifm.ac.tz).

**OR**

#### **IFM DODOMA CAMPUS**

P.O.BOX 1774, **DODOMA.**

Phone: +255-26-2323582

Mob: +255754997773

E-mail: [dc@ifm.ac.tz](mailto:dc@ifm.ac.tz).

**OR**

#### **IFM SIMIYU CAMPUS**

P.O.BOX 135, **SIMIYU.**

Mob: +255734205027

E-mail: [sc@ifm.ac.tz](mailto:sc@ifm.ac.tz).

**Warning:** It is an offence to submit false information when applying for admission. Applicants who will be discovered to have submitted a forged certificate or any other false information will not be considered for admission, and appropriate legal action will be taken against them.