

(NBAA)
THE NATIONAL BOARD OF ACCOUNTANTS AND AUDITORS TANZANIA
TRANSCRIPT REQUEST FORM

Candidates's Last Name: First Name:..... Middle Name:

Candidate's Reg. No.: Reliable Phone No.:

Current address:

E-mail address:

Date of last examination attended:

Year of award Type of Award:

Failure to provide complete information may delay processing of your transcript request

TICK ONLY ONE BETWEEN THE FOLLOWING

Are the transcripts to be posted or collected?
 Posted Physically collected

If to be posted, provide name and address of the transcript recipient on a mailing label.

NB: The Board does not bear any responsibility for any loss that may occur during postage.

Total number of official transcripts required to complete this request:

Total amount paid Tshs.....

Date of payment:

Receipt No:

CHARGES AND MODES OF PAYMENT

- (a) For Tanzanians, 40,000/= (ATEC) and 45,000/= (Professional) per level for first copy and 15,000/= for subsequent copies ordered at the same time.
- (b) For foreigners, USD 27 per level for first copy and USD 17 for subsequent copies ordered at the same time.
- (c) Payments should be made through MEMS (payment portal).
- (d) Attach the receipt with this application.

OTHER REQUIREMENTS

- (a) Applicant should attach **two** coloured passport size photos.
- (b) Transcript requests will not be processed before submission of duly filled application form and passport photos.
- (c) Allow a maximum of **10 working days** to process a transcript.

NOTE: THIS REQUEST WILL NOT BE PROCESSED UNLESS SIGNED BY THE STUDENT OR ACCOMPANIED BY STUDENT'S LETTER OF AUTHORISATION.

I hereby authorize the release of my transcript in compliance with the legislation on the confidentiality of information. I also understand that transcripts are withheld when fees and other debts are outstanding. It is a criminal offence to sign this form on behalf of someone else without a written authorization.

Date: Signature:

More details call: 0736 – 21 80 31

NB: If your transcript(s)/records are to be posted outside the country the costs are to be covered by the applicant

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LEVEL(S) TRANSCRIPT/RECORDS ARE REQUESTED (Tick where appropriate)

ATEC I:

ATEC II:

Module: A.....B.....C.....D.....E.....F.....

FOUNDATION:

INTERMEDIATE:

FINAL:

For Official Use Only:

Transcripts prepared by:

Transcripts sent/issued by:

Date sent/issued: