

**(NBAA)**  
**THE NATIONAL BOARD OF ACCOUNTANTS AND AUDITORS TANZANIA**  
**TRANSCRIPT/PROFESSIONAL RECORDS 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: .....

Date: ..... 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, 25,000/= (ATEC) and 30,000/= (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 NBAA collection account CRDB Account No. 0J1005553500.
- (d) Attach the receipt with this application.

**OTHER REQUIREMENTS**

- (a) Graduate 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: 0737 – 218 031**

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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: .....

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