THE UNIVERSITY OF DODOMA

ACADEMIC CERTIFICATE/TRANSCRIPT REQUEST FORM

Attach Colored passport size photograph

STUDENT PARTICULARS

Surname | First Name | Middle Name

Registration Number | Current Address | E-Mail Address/Phone | Year of Admission

Year of Study | Name of the Programme Studied

Certificate and Transcripts ☐ Certificate Only ☐ Transcripts Only ☐ Number of Copies ☐

PROCEDURES AND RULES FOR ISSUANCE OF CERTIFICATES AND TRANSCRIPTS

1. The Senate shall issue certificates for degrees or other awards to such candidates as shall be declared to have satisfied the appropriate Board of Examiners and shall have been recommended and approved by the Senate for the conferment or grant of such degree or another awards.
2. Upon recommendations by the Senate, the University Council may prescribe from time to time such fee to be charged for certifying a copy of degree certificate and academic transcript.
3. The relevant office responsible for Senate and examinations shall issue to applicants Certificate or Transcript upon fulfillment of the following conditions.

i. Application fee of Tsh. 15,000/= for Transcripts for first time applicants and Tsh 5,000/= for each extra copy.
ii. Submit a formal request form available on the University website www.udom.ac.tz.
iii. A completed clearance form,
iv. One current passport size photograph,
v. Student Financial Statement verified by the College Accountant to support payment of all prescribed University dues.
vi. Certified copy of O- Level Academic Certificates,
vii. Certified Copy of A- Level Academic Certificates,
viii. Certified Copy of Birth Certificate
ix. Certified Copy of National Identity Card, OR
x. Copy of Employment Identity Card, OR
xi. Travelling Passport, OR
xii. Valid Driving License, OR
xiii. Valid Voters' Registration Card.

Notwithstanding regulation 21.3 applicants, wishing to receive Certificates and transcripts outside the country or upcountry shall be advised to apply online through email address dvc-arc@udom.ac.tz. whereas the University will deliver the same using credible mail services.

Pursuant to regulation 21.4, issuance of Transcripts/Certificates to persons on behalf is not allowed instead applicants shall be advised to give powers of attorney authorizing witness in the event of dispatch.

N.B: Certificates for graduands whose names appear in initials shall not be processed until they produce valid and certified copy of Birth Certificates for varication and definition of names. The exercise of verification of names will be conducted at Chimwaga Hall from 27th November, 2019.

STUDENT ACKNOWLEDGMENT

I……Without being forced do hereby admit that, I have collected the above stated Certificate (i.e. provisional result) and all the information provided above are mine and valid.

Student Signature:…….. Date:……..

NOTE:

I. It is criminal offence to sign this form on behalf os someone.
II. Transcript will be processed within a day after the request has been received by the University.
III. Transcript will be issued upon clearance of all University cost and charges.
IV. No Certificates will be issued before Transcripts

FOR OFFICIAL USE ONLY

Checked by…….....Date…….....Signature…….....

Approved for issue…….....Date…….....Signature…….....