

OFFICE OF THE REGISTRAR - ACADEMIC & STUDENT AFFAIRS

CERTIFICATE COLLECTION FORM

(To be completed in Full and in Duplicate)

SECTION A Student's details		
Name	Adm. No	
Name	7 Mills 1 (6)	
ID NoTel. No	email:	
Year of Graduation		
Faculty		
SECTION B		
DEGREE/DIP/CERT.	CLASSIFICATION (where applicable)	
		7
(Certificate/Diploma/Bachelors/Masters/PhD)	Eg. (1st Class/ 2nd Upper/Distinction)	_
SECTION C Documents Check (By issuing Officer) The following documents must be attached:		
1. Gown Hiring Form		
2. Fee Statement Duly signed by Finance Officer	and Student Finance	
3. National ID		
SECTION D		
Collection of Certificate		
IConfirm that error.	t I have checked the certificate and confirmed there is	s no
Note Please note that once collected and signed for, a certi	ificate with an error will not be accepted back.	
Certificate Serial Number(As on Certificate)	Signature (Student)	
Signature of issuing Officer	Date(Collection Date)	

FOR: REGISTRAR, ACADEMIC AND STUDENT AFFAIRS

NOTE: Certificate to be collected subject to fulfillment of all other graduation requirements.