



UNIVERSITY OF DAR ES SALAAM

P.O. BOX 35091, DAR ES SALAAM, TANZANIA

TRANSCRIPT REQUEST FORM

Student's Last Name: First Name: Middle Name:

Student's Reg. No: Reliable Phone No:

Current Address (P.O. Box ya sasa)

E-Mail Address:

Year of Graduation:

The name of Degree/ Diploma/ Certificate Award:

Failure To Provide Complete Information May Delay Or Prevent Processing Of Your Transcript Request

CHECK ONLY ONE BETWEEN THE FOLLOWING

Are The Transcripts To Be Posted Are Collected?

Posted Physically collected

If to be posted, provide name and address of each transcript recipient on a mailing label. One copy will be sent to each unless otherwise indicated.

NB. The University 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

Receipt No.

CHARGES AND MODES OF PAYMENT

- (a) For Tanzanians, 15,000/= for first copy and 5,000/= for subsequent copies ordered and the same time
- (b) For foreigners, USD 20 for first copy and USD 10 for subsequent copies ordered at the same time
- (c) Deposit all fees into the University of Dar es Salaam **NBC Bank Account Number 040103001709** (UDSM Branch) OR **CRDB Account Number 01J088967000** (UDSM Branch) and submit the **Original Pay-in-slip** together with the application forms. For those using telegraphic transfer the Swift Code is NLCBTZTX for NBC Bank and CORUTZTZ FOR CRDB Bank.
- (d) Attach the receipt with this application form.

OTHER REQUIREMENTS

- (a) Graduates of 2006 and after should bring one coloured passport size photo while those who graduated in 2005 and before should bring a black & white passport size photo.
- (b) Graduates **MUST** bring the **copies** birth certificate, O-level and A-level secondary education certificates or equivalents for verification
- (c) Where transcripts have been requested to be sent, graduates should bring self addressed air-mail postage paid or prepaid express mail service envelopes for 100g package
- (d) Transcript requests will not be processed before submission of duly signed debt free clearance form
- (e) Allow a maximum of **three** days to process a transcript.

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

I hereby authorize the release of my transcript in compliance with the 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:

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For Official Use Only:

Transcript prepared by:

Transcript sent/issued by:

Date sent/issued:

TAFADHALI UKIMALIZA UJAZA HII FOMU AMBATANISHA NAKALA ZA VITU VIFUATAVYO;

1. Nakala ya cheti cha **Kidato cha Nne** ("0" Level Certificate)
2. Nakala ya cheti **Kidato cha Sita** ("A" Level Certificate)
3. Nakala ya **Cheti cha Kuzaliwa** (Birth Certificate)
4. Nakala **Halisi ya Fomu ya Kuthibitisha Kutodaiwa** (Original Clearance Form)
5. Nakala Halisi ya Risiti ya Malipo (Original Payment Receipt – TShs. **15,000/=**)

NAMNA VA KUAMBATANISHA

- (i) Risiti ya malipo iwe juu ya fomu ya maombi,
- (ii) Fomu ya Maombi ikiwa irnebanwa na picha yako (Passport Size Photo) upande wa kulia,
- (iii) Ifuatiwe na Fomu Halisi ya Kuthibitisha Kutodaiwa (Original Clearance form),
- (iv) Malizia kwa kuambatanisha Nakala ya vyeti vya kidato cha nne, kidato cha sita na cheti cha kuzaliwa

ZINGATIA:

- Kwa wale waliomaliza shahada mwaka 2006 mpaka sasa weka picha ya rangi (Coloured Passport Size) lakini wale waliomaliza shahada mwaka 1983-2005, tafadhali weka picha isiyokuwa ya rangi (Black & white passport size, photo)
- Kwa wale waliosoma Astashahada ya Sheria (Certificate in Law (CTL) weka picha isiyokuwa ya rangi (Black and White passport size, photo)