

# UNIVERSITY OF DAR ES SALAAM

## REGULATIONS FOR ISSUANCE OF CERTIFICATES

1. The issuance of various certificates to University Graduates shall be conducted in accordance with these Regulations.
2. The certificates mentioned in the Regulations shall include the following:
  - (1) Degree certificate
  - (2) Academic transcript
  - (3) Diploma certificate
  - (4) Ordinary certificate
  - (5) Statement of results
3. The regulations for signature and seal used for the above certificates shall be as follows:

S/N	NAME OF CERTIFICATE	SIGNATURE	SEAL	NO. OF COPIES
1.	Degree Certificate	VC & DVC (ARC)	UDSM Seal	1
2.	Academic Transcript	None	UDSM Seal	Unlimited
3.	Diploma Certificate	None	UDSM Seal	1
4.	Ordinary Certificate	None	UDSM Seal	1
5.	Statement of Results	Relevant Deans	Faculty Stamp	Unlimited

Certificates that do not conform to the regulations for signature and seal shall be invalid.

4. Applications for certificates shall be made in person or by **DHL**. Applications by phone, email or by proxy shall not be acceptable.
5. Application made in person shall be by:-
  - (a) Filling out the prescribed application form
  - (b) Lodging the application in the name the applicant was registered with at the University. For that purpose if the applicant has changed his or her name, evidence to that effect must be produced.
  - (c) Furnishing particulars of the applicant in the prescribed application form which strictly correspond with those appearing in the student records kept by the University.
  - (d) Paying requisite application fees as revised from time to time and indicated in the prescribed application form.
6. Applications by **DHL** shall be made by:-
  - (a) Filling out the prescribed application form.
  - (b) Enclosing with the application form a stamped, self addressed registered mail envelope (240 x 332 mm)
  - (c) Presentment of a document of identification bearing a certified photograph of the applicant as explained in Regulation 5 (b) above.
7. Degree Certificates, Diploma Certificates and Ordinary Certificates shall be issued only when the University has verified the information furnished against the student's records (including photograph kept by the University).
8. All applications for certificates shall be addressed or delivered to the office of the Director, Undergraduate studies as indicated in the prescribed application form.

**SCHEDULE**

**APPLICATION FOR ISSUANCE OF CERTIFICATES**

**PART A**

[To be filled in by the Applicant]

- 1. Name of Applicant \_\_\_\_\_
- 2. Father's Name \_\_\_\_\_
- 3. University Registration Number \_\_\_\_\_
- 4. Certificate to be issued \_\_\_\_\_
- 5. Particulars of Graduation Ceremony  
Date of Graduation \_\_\_\_\_ Graduation Batch \_\_\_\_\_  
Degree conferred \_\_\_\_\_ Class \_\_\_\_\_
- 6. Type and Particulars of Identification Document:  
Employee ID / National Identification Card / Travelling Passport / Driving Licence / Current Student ID  
No. \_\_\_\_\_ Issuing Authority \_\_\_\_\_  
Date of issue \_\_\_\_\_ Place of Issue \_\_\_\_\_  
Validity \_\_\_\_\_ (date of expiry)  
Certifying /Authority \_\_\_\_\_
- 7. Mode of delivery requested \_\_\_\_\_
- 8. Student phone number \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

**PART B**

[To be declared by the Applicant]

I.....the Applicant declare that I am solely responsible for the safe delivery of the certificate to be issued as here above applied for and shall not hold the University of Dar es Salaam responsible in an manner whatsoever in the case of its loss, damage or destruction theft or otherwise in the course of its delivery by the mode indicated here above. I further declare that the University of Dar es Salaam shall not stand obligated to re-issue any replacement certificate save as permitted b and I n accordance with applicable University Regulations.

Declared by me:.....

At .....

This ..... day of..... 20.....

Signature of Declarant:.....

**PART C**  
[For Official Use]

1. Verification of Applicant's particulars
  - (a) Matches with University records \_\_\_\_\_
  - (b) At variance with University records \_\_\_\_\_  
  
State the variance \_\_\_\_\_  
\_\_\_\_\_
2. Verification of identification Document
  - (a) Photograph's likeness to applicant matches with student photograph on record Yes/No
  - (b) If NO what discrepancies noted \_\_\_\_\_  
\_\_\_\_\_
3. Fees
  - (a) Application fees PAID/UNPAID
  - (b) Means of delivery confirmed with as prescribed YES/NO
4. Recommendation  
Certificate be issued/denied  
  
\_\_\_\_\_  
Verifying Officer  
  
Issuance approved/Not approved  
  
\_\_\_\_\_  
Head, Examinations Section  
  
Certificate No.....Issued to Applicant by requested mode  
on this..... Day of..... 20.....  
Issuing Officer.....

**PART D**

**ATTACHMENT**

1. COPY OF TRANSCRIPT
2. COPY OF O'LEVEL CERTIFICATE
3. COPY OF ADVANCE CERTIFICATE / UNDERGRADUATE CERTIFICATE  
(FOR POSTGRADUATE DIPLOMA APPLICANTS)
4. COPY OF UNDERGRADUATE CERTIFICATE (FOR MASTERS APPLICANTS)
5. COPY OF MASTER CERTIFICATE (FOR PhD APPLICANTS)
6. COPY OF ID i.e
  - (i) EMPLOYEE ID **OR**
  - (ii) NATIONAL ID **OR**
  - (iii) COPY OF STUDENT ID **OR**
  - (iv) COPY OF TRAVELLING PASSPORT **OR**
  - (v) DRIVING LICENCE **OR**
  - (vi) VOTE ID