

**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 postal mail. 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) Presentment of a document of the applicant's identification bearing a certified photograph of the applicant. For purposes of these regulations a certified photograph shall mean a photograph affixed to the identification document after its attestation and authentication, for example from a certified copy of the passport or a national identification card.
  - (c) 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.
  - (d) Furnishing particulars of the applicant in the prescribed application form which strictly correspond with those appearing in the student records kept by the University.
  - (e) Paying requisite application fees as revised from time to time and indicated in the prescribed application form.
6. Applications by postal mail 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.  
Application fee Tshs.:.....

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  
Passport/National identification card (for Tanzanians only)  
No. \_\_\_\_\_ Issuing Authority \_\_\_\_\_  
Date of issue \_\_\_\_\_ Place of Issue \_\_\_\_\_  
Validity \_\_\_\_\_ (date of expiry)  
Certifying /Authority \_\_\_\_\_
7. Mode of delivery requested \_\_\_\_\_

\_\_\_\_\_  
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 hereabove 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 hereabove. 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 .....

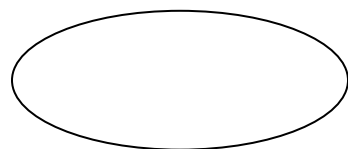
This ..... day of..... 20.....

Signature of Declarant:.....

Witnessed by:.....

Qualifications:.....

Notarial Stamp



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.....