



TRANSCRIPT REQUEST FORM

APPLICANT'S INFORMATION

Surname: Name: Other names:

Registration No: Graduation Year:

Award (Degree /Diploma/Certificate):

Phone number: E-mail address:

Physical Address (P.O. Box).....

CHARGES AND MODE OF PAYMENT

- (a) For Tanzanians, **15,000/=** for first copy and **5,000/=** for subsequent copies ordered at the same time.
- (b) For non-Tanzanians, **USD 20** for first copy and **USD 10** for subsequent copies ordered at the same time.
- (c) Use a **CONTROL NUMBER** to pay for transcript fees. To obtain the control number login to your ARIS account and go to **MY PAYMENT>>select>> CREATE NEW PAYMENT>> tick on>> Transcript fee>> and insert TZS 15,000/= Save and Request a CONTROL NUMBER. Convocation fee amounting TZS 5,000 must be paid by graduates of Certificates, Diploma, and former UCLAS degree students. Therefore, for these applicants, add the convocation fees to the transcript fees by Ticking Convocation fee>>Manually Insert Amount 5,000 then Save & Request a Control Number.**
- (d) For telegraphic transfer (Dollar A/C):- Bank: **NBC-Samora Brach**; A/C Name: **University of Dar es Salaam**; A/C Number: **012105005554**; Swift Code **NLCBTZTX**
- (e) Finally submit your payment information to the BURSAR's office for a receipt.

REQUIRED DOCUMENTATION

- (a) Graduates of and before 2005 should submit a black & white passport size photo, whereas graduates of 2006 and onwards should submit one colored passport size photo,
- (b) Copies of birth, O-level, and A-level certificates or equivalents qualifications,
- (c) Duly signed debt free clearance form,
- (d) It takes **THREE DAYS** to process a transcript,
- (e) Applications done on behalf, must be authorized by the graduate, and
- (f) Only signed transcript application forms will be processed.

MEANS OF TRANSCRIPT COLLECTION (TICK)

- a) Physical collection
- b) By post

Total number of transcripts required:

Total amount paid: TZS:

Receipt Number:

For posting requests, applicants **MUST** provide correctly addressed prepaid express mail envelopes for 100g package. **Note that the University does not bear any responsibility for any loss that may occur during postage.**

POSTING ADDRESS

To.....

.....

.....

.....

.....

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

For official use only:

Prepared by:

Issued by:

Signature:

Date issued/posted:

For summarized information in Swahili language, go to the next page



MAOMBI YA "TRANSCRIPT"

BAADA YA KUJAZA FOMU, TAFADHALI AMBATANISHA NAKALA ZA VYETI

VIFUATAVYO:

- a) Nakala ya cheti cha **kidato cha nne** (O - level certificate).
- b) Nakala ya cheti cha **kidato cha sita** (A - level certificate).
- c) Nakala ya **cheti cha kuzaliwa** (birth certificate).
- d) Nakala **halisi ya fomu ya kuthibitisha kutodaiwa** (original clearance form).
- e) Nakala halisi ya risiti ya malipo (original payment receipt **TZS 15,000/=**).
- f) Nakala ya Kitambulisho cha Taifa.

NAMNA YA KUAMBATANISHA NYARAKA

- a) Risiti ya malipo iwe juu ya fomu ya maombi.
- b) Fomu ya maombi ikiwa imebanwa na picha yako (passport size photo) upande wa kulia
- c) Ifuatiwe na fomu halisi ya kuthibitisha kutodaiwa (original clearance form)
- d) Ifuatiwe na nakala ya vyeti vya kidato cha nne na sita pamoja na cheti cha kuzaliwa.
- e) Malizia kwa kuambatanisha nakala ya kitambulisho cha taifa.

ZINGATIA

- a) Kwa wale waliomaliza shahada zao kuanzia mwaka **2006** mpaka sasa tafadhali weka picha ya rangi (**Colored Passport Size**) lakini wale waliomaliza shahada zao mwaka **1983-2005**, tafadhali ambatanisha picha isiyo ya rangi (**Black & white passport Size**).
- b) Kwa wale waliosoma astashahada ya sheria (**Certificate in Law**) ambatanisha picha isiyo ya rangi (**black and white passport size**).
- c) Pia, stashahada na astashahada na wanafunzi wa iliyokuwa **UCLAS** college walipie kiasi cha **TZS 5,000/=** kama "convocation fee".