

INSTITUTE OF FINANCEMANAGEMENT



CHUO CHA USIMAMIZI WA FEDHA

PUBLIC NOTICE

REMINDER FOR ACADEMIC TRANSCRIPT AND CERTIFICATES

All graduates from 2016 to 2018 are hereby reminded that transcript and certificates are prepared using three names in full (i.e. First name, Middle name and Surname).

With this announcement therefore all those who were registered with two names or two names and initial and have not yet submitted any document to clear their names should submit either of the following documents for their certificates and transcripts to be prepared. The documents can be submitted to the student Records and Statistics Department **Block D Room 008A** for IFM main campus **or Mwanza Teaching Center (MTC)**.

- Certified copy of Passport
- Certified copy of driving License
- Certified copy of National Identity Card
- Certified copy of Tin number
- Registered DEED POLL

N.B: Failure to submit the required document your certificate will not be prepared which will lead to unnecessary inconvenient. The document should be submitted before 31st September 2019.

ISSUED BY THE OFFICE OF THE REGISTRAR

23th August 2019.

FOR MORE INFORMATION CONTACT THE STUDENT RECORDS AND STATICS DEPARTMENT

TEL: +255 22 211 2931-4 or Mobile 0746860441

