

INSTITUTE OF FINANCE MANAGEMENT



CHUO CHA USIMAMIZI WA FEDHA

## PUBLIC NOTICE

### ACADEMIC TRANSCRIPTS AND CERTIFICATES

All expected graduands are hereby notified that transcripts and certificates will be prepared using three names in full (i.e. First name, Middle name and Surname).

With this announcement therefore all expected graduands who were registered with two names or two names and initial should make three names in order to process their Transcripts and certificates. In accomplishing these three names either of the following documents should be submitted to the Student Records and Statistics Department **Block D Room 008A, Mwanza Teaching Center (MTC) and Dodoma Teaching Center (DTC).**

- 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:**

- 1. The document should be submitted before 30<sup>th</sup> September 2020. After this date, Transcripts and Certificates will be processed only for those with complete three names.**
- 2. Certificates are processed once per year, so failure to comply with the three names requirements your certificate will be processed after the next graduation.**

ISSUED BY THE OFFICE OF THE REGISTRAR

05<sup>th</sup> June 2020.

FOR MORE INFORMATION CONTACT THE STUDENT RECORDS AND STATISTICS DEPARTMENT. **Mobile** 0734205028 or **TEL:** +255 22 2112931-4