



THE UNITED REPUBLIC OF TANZANIA
CHUO CHA USIMAMIZI WA FEDHA
THE INSTITUTE OF FINANCE MANAGEMENT
(ESTABLISHED UNDER THE ACT No.3 OF 1972)



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 Campus, Dodoma Campus and Simiyu Campus.**

- CERTIFIED COPY OF PASSPORT OR
- CERTIFIED COPY OF DRIVING LICENSE OR
- CERTIFIED COPY OF NATIONAL IDENTITY CARD OR
- CERTIFIED COPY OF TIN NUMBER OR
- ANY IFM CERTIFICATE OR TRANSCRIPT WITH THREE NAMES IN FULL. OR
- REGISTERED DEED POLL.

N.B:

- 1. The document should be submitted before 30th September 2021. 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

21st June 2021.

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

All correspondence should be addressed to the Rector

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