



THE INSTITUTE OF FINANCE MANAGEMENT
STUDENTS' CLEARANCE AND TRANSCRIPT APPLICATION FORM

ATTACH ONE CLEAR PASSPORT SIZED PHOTOGRAPH (on transcript copy)

Last Name		Full Reg. No.	
First & Other Names		Year of Admission	
Programme		Year of Graduation	
Hostel Details	Block:	Date of Birth	
	Room no:	Place of birth	
Marital status		Sex:	Sponsor:

CLEARER	AMOUNT	SIGNATURE	DATE
PROGRAMME CO-ORDINATOR:			
LIBRARIAN:			
WARDEN:			
IFMSO OFFICE:			
FINANCE:			

PLEASE READ CAREFULLY THE SECTIONS BELOW AND SIGN AT THE APPROPRIATE ITEM:

1. GRADUATION GOWN HIRING FEE :(For graduation ceremony attendees only)

I hereby declare that, I am allowing the Institute to deduct a sum of Tshs. 50,000/= (fifty thousand only) from the caution money that I am entitled to be refunded and the same be used as my graduation gown hiring fee.

Student's Signature

2. CAUTION MONEY REFUND CLAIM (For graduation ceremony absentees only):

As I have been cleared from all Institutes' liabilities as certified above, and I will not/did not attend the graduation ceremony, henceforth I hereby apply for caution money refund.

Student's Signature..... **Phone**.....**E-mail**.....

Account Name.....

Account Number.....**Bank Name**.....

3. GRADUAND DECLARATION (FOR TRANSCRIPT APPLICATION)

Being aware and full of knowledge I, hereby declare that the information pertaining to transcript processing, filled in the IFM Students' Information System (SIS) is correct. I therefore commit myself that in case of any error as it may appear in my academic transcript I will be responsible for covering the cost that will be associated with the correction of the same.

Student's Signature.....**Date**.....

Student's Contact Details: Phone _____ **E-mail** _____

PLEASE TURN OVER FOR TRANSCRIPT AND CERTIFICATE PROCESSING GUIDELINES

a. **How to apply for an academic transcript**

- For payment generate control number via www.ifm.ac.tz (IFM PAYMENT PORTAL)
- Pay an amount of Tsh 10,000/= to the Institute. The initial fee stated is for two copies only. Additional copies if needed an extra Tsh 2000/= should be paid for each copy.
- **Attach the original receipt to the transcript application form.** (retain a copy of the receipt)
- Attach **1 very clear passport sized photograph** on the completed **copy** of this form.
- **For Graduates from 2016 onwards please make sure you have three names in the Student Information System (SIS) and if not submit with this form a certified copy of either of the following; national ID, driving license, passport, Tax Identification Number (TIN) or registered Deed Poll.**
- Submit the application to the student records and statistics office **Block D, Room 008A** for transcript processing.

b. **Requirements for transcript collection**

Transcripts will be ready for collection (after 14 working days). Please collect **from 2.00 pm to 4.00 pm Monday to Friday at Block D Room 005.**

To be issued an academic transcript, one must produce the following:

1. IFM student identity card.
2. Other satisfactory proofs of identity e.g. work Id, voters' registration card, passport, new driver's license.

N.B. Check your transcript thoroughly before leaving. Transcripts that have been signed as issued will be charged extra fees when returned for corrections.

c. **Requirements for academic certificate collection**

1. IFM student's identity card,
2. Copy of academic transcript for the programme which a certificate is sought.

IN THE CASE OF LOSS OF IFM IDENTITY CARD, THE STUDENT MUST PRODUCE A POLICE LOSS REPORT AS WELL AS OTHER RELEVANT AND ADEQUATE IDENTIFICATION E.G. NEW DRIVER'S LICENCE, VOTER'S IDENTIFICATION CARD, OR PASSPORT.

- All graduates of the Institute are strongly urged to collect their certificates and transcripts.
- Further clarification about classification and certification can be found in the IFM prospectus.

For more information CONTACT: Student Records and Statistics Department, BLOCK D room no. 008A,

Tel: +255 22 211 2931-4 (Ext 243, 241), email: rector@ifm.ac.tz

N.B; AFTER COMPLETION PLEASE RETAIN (KEEP) THIS ORIGINAL FORM FOR GRADUATION GOWN COLLECTION OR CAUTION MONEY REFUND.

FOR TRANSCRIPT APPLICATION PLEASE USE A COPY OF THIS COMPLETED FORM. ATTACH THE PASSPORT SIZE PHOTOGRAPH ON THE TRANSCRIPT APPLICATION FORM. MAKE SURE YOU SIGN THE GRADUAND DECLARATION.