

ARCHBISHOP MIHAYO UNIVERSITY COLLEGE OF TABORA

(A Constituent College of St Augustine University of Tanzania)



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A REQUEST FORM FOR PRINTING/REPRINTING TRANSCRIPT/ CERTIFICATE(S)

1. Personal Particulars

Surname:.....First names:.....

Registration Number:.....Mobile phone number.....

Graduation Year:.....Email address.....

Programme: (BAED, BEDSN, BASO, MEd etc.).....

2. Reasons for Printing/Reprinting Transcript/Certificate(s)

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3. Information that you want to appear on the transcript/Certificate(s)

.....

Name:.....Signature.....Dates.....

4. Recommendation from Examination Officer

.....

Name:.....Signature.....Dates.....

5. Approval from Deputy Principal for Academic Affairs (DPAA)

Approved/ Not Approved.....

Name:.....Signature:.....Dates.....

6. Comments from IT Officer

Printed/Not Printed.....

Name:.....Signature.....Dates.....

- i) The transcript with wrong information MUST be attached to this form.
- ii) A student who did not verify his/her particulars will pay a fee (30,000) for reprinting the transcript and 50,000 for certificate.
- iii) A student who has lost his/her transcript/certificate(s) will pay a fee (50,000) for reprinting.
- iv) Write only the information which was previously NOT correct.