

THE OPEN UNIVERSITY OF TANZANIA

DIRECTORATE OF EXAMINATIONS SYNDICATE

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ISSUANCE OF ACADEMIC CERTIFICATES

Dear Graduands of the 35th Graduation Ceremony;

This is to notify you that the **Academic Certificates** for the 35th Graduation of the **Open University of Tanzania** can now be collected. You are required to observe the following regulations for issuance of Academic Certificates:

- (i) Only applications made **in person** or by **postal mail** are acceptable. Application by phones, email, or alternatives means are strictly not permissible.
- (ii) Application must be made by completion of the prescribed application form for issuance of certificates available at **University website** (www.out.ac.tz), **DES office** and at all **Regional Centers**.
- (iii) A duly filled application form must be accompanied by the following documents:
 - (a) **Applicant's Identity Card** e.g. *National ID, Voter's ID, Employment ID, Bank ID, Driving License, Travelling Passport, Health Insurance ID, etc.*
 - (b) *Evidence of various university fee payments.*
 - (c) *Transcript*
 - (d) *Clearance Form*
- (iv) In case an application is made through a third party, a special **Power of Attorney** duly prepared by a registered advocator of the High Court of Tanzania must be presented which must bear the *name* and *signature* of the giver of such power of attorney as additional requirement of item (iii) above.
- (v) International students are advised to contact the International Student's office (ISO) for further assistance by writing to iso@out.ac.tz

All application should be forwarded to the Directorate of Examinations Syndicate, Open University of Tanzania, P. O. BOX 23409, Dar Es Salaam

Thank you

Said Ally (Ag. DES)
15TH Feb 2019