

THE OPEN UNIVERSITY OF TANZANIA
DIRECTORATE OF POSTGRADUATE STUDIES

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STUDENT IDENTITY CARD BOOKING FORM

(ONE COPY TO BE RETURNED TO IDENTITY MAKING UNIT, AT OUT HEADQUARTERS, ODL TOWER,
FLOOR 7)

(ALSO BY MAIL TO: jamila.mfaume@out.ac.tz or othman.daz@out.ac.tz)

Insert Picture

(STUDENTS PARTICULARS – TO BE FILLED IN BY THE STUDENT)

1. First name: _____ Middle name: _____
Surname: _____ Sex: _____
2. Programme: _____ Mode. e.g. Thesis/blended/evening: _____
3. Date of birth (DD/MM/YYYY) _____ Marital status: _____
4. Department: _____ Faculty: _____
5. Registration no. _____ Year of admission: e.g. 2017/2018 _____
6. Year of study e.g. first, second _____
7. Nearby regional centre: _____ Nationality: _____
8. Current postal address: _____
9. Permanent address (if different from the above) _____
10. Telephone number(s): _____
11. E-mail address: _____
13. Date of the admission letter: _____
16. Receipt No. for payment of registration fees: _____
17. Student's signature: _____
18. Date submitted: _____ Place where submitted: _____

(FOR OFFICIAL USE – OUT DRC/DESIGNATED OFFICER)

19. Student has admission letter: YES/NO _____
20. The student has paid compulsory non-tuition fees (e.g. reg, identity, OUTSO etc). YES/NO _____
21. The student has paid at least 25% of fees. YES/NO _____
22. Name & signature of receiving IDS' officer: _____
23. Comments _____

NOTE:

1. Please submit this form with one passport size colored photographs (with name and registration number written on the back side) for your student Identity Card and Personal File.
2. It is the responsibility of the student to be conversant with all higher degree guidelines and regulations and to follow them as stipulated in the OUT Prospectus.
3. It is student's responsibility to ensure that progress reports are submitted every six months to the Director of Postgraduate studies (find the form at the appendix of prospectus available on www.out.ac.tz)