

# THE OPEN UNIVERSITY OF TANZANIA

## **DIRECTORATE OF EXAMINATIONS SYNDICATE**

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### INTERNAL MEMO

**TO: ALL GRADUANDS**

**FROM: DIRECTORATE OF EXAMINATIONS SYNDICATE**

### **RE: ACADEMIC CERTIFICATES CORRECTION & A COPY OF CERTIFICATE FOR THOSE WHO HAVE LOST THEIR CERTIFICATES;**

Dear Graduands,

This is to inform you the procedures for the Open University of Tanzania academic Certificate correction and a copy of certificate for those who have lost their certificates. The applicants are required to observe the following regulations;

- (i) Application should be made in person or through a third party. Application by phones, email, or alternatives means are not permissible.
- (ii) The application must be made by fulfillment of the following,
  - (a) A covering letter; explaining the problem
  - (b) A copy of form four certificate
  - (c) A copy of transcript
  - (d) A receipt for certificate correction which is Tshs. 50,000/= .
- (iii) For those who have lost their certificates are required to submit the following;
  - (a) A covering letter; explaining the problem
  - (b) A police loss report
  - (c) Announcement from the news paper

(d) A receipt for certificate correction which is 30,000/= Tsh. If it is both certificate and transcript then an additional of 20,000/= Tsh. Receipt Will be needed for transcript.

(iv) In case an application is made through a third party, a special power of attorney duly prepared by a registered advocated of the High Court of Tanzania must be presented upon collection. The authorization must bear the name and signature of the giver of such power of attorney.

(v) Our international students are advised to contact the Directorate of Link and International Affairs (DLIA) for further assistance by writing to [dlia@out.ac.tz](mailto:dlia@out.ac.tz)

All application should be forwarded to the Directorate of Examinations Syndicate, OpenUniversity of Tanzania, P. O. BOX 23409, Dar es salaam

Thank you for your anticipated courtesy and cooperation.

Dr. Said Ally  
**DIRECTOR OF EXAMINATIONS SYNDICATE-DAR ES SALAAM**