

THE OPEN UNIVERSITY OF TANZANIA

DIRECTORATE OF EXAMINATIONS SYNDICATE

P. O. Box 23409
Dar Es Salaam, Tanzania
<http://www.out.ac.tz>
Email: Des@out.ac.tz



Direct Line: 255-22-2668835
General Line +255 22 2668992
Ext.132/3
Fax: 255-22-2668759

TO: ALL GRADUANDS

FROM: DIRECTORATE OF EXAMINATIONS SYNDICATE

RE: ISSUANCE OF THE OPEN UNIVERSITY OF TANZANIA ACADEMIC CERTIFICATES FOR GRADUANDS

Dear Graduands,

This is to inform you the procedures for the Open University of Tanzania academic certificate issuance. The applicants for certificates are required to observe the following regulations;

- (i) Application should be made either in person or by postal mail. Application by phones, email, or alternatives means are not permissible.
- (ii) The application must be made by completion of the prescribed application form for issuance of certificates which is available in the DES's office at HQ and in all regional and coordination centres or can also be directly downloaded from the university website
- (iii) A duly filled application form must be accompanied by the following documents: -
 - (a) Applicant's identity card e.g. National ID, Health Insurance ID, Employment ID, Bank ID, New driving license, travelling passport etc.
 - (b) A copy of 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. The authorization must bear the name and signature of the giver of such power of attorney. In additional the applicant shall also comply with item (iii) above.
- (v) Also in case of application by postal mail, the applicant should meet the cost of delivery

(vi) Our international students are advised to contact the Directorate of Link and International Affairs (DLIA) for further assistance by writing to dliia@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