

THE OPEN UNIVERSITY OF TANZANIA

DIRECTORATE OF EXAMINATIONS SYNDICATE

P. O. Box 23409
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INTERNAL MEMO

TO : ALL GRADUANDS

FROM : DIRECTORATE OF EXAMINATIONS SYNDICATE

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

Dear Graduands,

This is to inform you the procedures for the Open University of Tanzania academic Transcript issuance. The applicants for Transcript 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 Transcript 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 a receipt for transcript & certificate payment which is 50,000/=Tsh.
- (iv) The applicant must submit a passport size picture with blue background to the Directorate of Undergraduate Studies (DUGS) for undergraduate students and Directorate of Postgraduate Studies (DPGS) for postgraduate students.
- (v) 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 up on collection . The authorization must bear the name and signature of the giver of such power of attorney.
- (vi) Also in case of application by postal mail, the applicant should meet the cost of delivery

(vii) 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