

THE OPEN UNIVERSITY OF TANZANIA

DIRECTORATE OF EXAMINATIONS SYNDICATE

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ISSUANCE OF ACADEMIC CERTIFICATES

40th Graduation Ceremony

This is to notify all who have graduated in the **40th Graduation Ceremony** of The Open University of Tanzania that the **Academic Certificates** are ready for collection. The Graduates are hereby informed that they can pick up at DES counter or receive them by post. The following procedures outline the process by which a certificate will be issued:

1. Certificates are issued instantly on the day the request is submitted at DES counter.
2. Only applications made **in person** or by **postal mail** are acceptable. Applications by phones, email, or alternatives means are strictly not permissible unless are verified as authentic.
3. 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 in all **Regional Centers**.
4. 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
5. In case an application is made through a third party, a special **Power of Attorney** duly prepared by a registered Advocate 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.
6. For graduates who wish their certificates to be delivered physically through our Regional Offices must apply well in advance through Director of Regional Center (DRC) taking into account the EMS Courier Services and other Postal conditions.
7. For graduates who are living overseas should channel their requests through the Office responsible for International Affairs (DLIA) by writing to dlia@out.ac.tz.
8. All applications should be forwarded to the following address:

*Directorate of Examinations Syndicate,
The Open University of Tanzania,
P. O. Box 23409, Dar Es Salaam, Tanzania*
9. Any questions or concerns with issuance of Academic Certificates should be referred to DES office by writing to des@out.ac.tz.

Issued by:

Dr. Said Ally
Director of Examinations Syndicate,
The Open University of Tanzania
7th January 2022