



**MUSLIM UNIVERSITY OF MOROGORO**

P.O. BOX 1031 Morogoro, Tanzania

Tel: +255 23 2600256; Fax: +255 23 2600286

E-mail address: [mum@mum.ac.tz](mailto:mum@mum.ac.tz)

Website: [www.mum.ac.tz](http://www.mum.ac.tz)

**ACADEMIC CERTIFICATE/TRANSCRIPT REQUEST FORM**

**STUDENT PARTICULARS**

Surname	First Name	Middle Name	Date of Birth		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Registration Number	Current Address	E-Mail Address/Phone	Year of Admission		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Year of Completion	Name of the Programme Studied	Sponsor			
<input type="text"/>	<input type="text"/>	<input type="text"/>			
Certificate and Transcript	<input type="checkbox"/>	Certificate Only	<input type="checkbox"/>	Transcript Only	<input type="checkbox"/>

**PROCEDURES FOR ISSUANCE OF TRANSCRIPTS/CERTIFICATES**

1. The relevant office responsible for Senate and Examinations shall issue to applicants Certificate or Transcripts upon fulfillment of the following conditions.
  - i. Application fee of Tsh. 20,000/= for Transcripts for first time applicant.
  - ii. Certified Copy of National Identity Card, OR
  - iii. Copy of Employment Identity Card, OR
  - iv. Travelling Passport, OR
  - v. Valid Driving License, OR
  - vi. Valid Voters' Registration Card.

**FOR OFFICIAL USE ONLY**

Bursar comments regarding fee status and other University's dues: .....  
.....  
.....Date: .....Signature: .....

Transcript/Certificate prepared by.....Date: .....Signature: .....

Transcript/Certificate Issued by.....Date: .....Signature.....

**STUDENT ACKNOWLEDGEMENT**

I.....without being forced do hereby admit that, I have collected the above stated Certificates and all the information provided above are mine and valid.

Student Signature: ..... Date: .....

**NOTE:**

- i. Issuance of Transcripts/Certificates to persons on behalf is not allowed instead applicants shall be advised to give powers of attorney authorizing witness in the event of dispatch.
- ii. It is criminal offence to sign this form on behalf of someone else.
- iii. Transcripts will be processed within a day after the request has been received by the University.
- iv. Transcripts will be issued upon clearance of all University cost and charges.