



**CERTIFICATE COLLECTION FORM**

NAME OF STUDENT.....  
REG.NO.....  
DATE.....

PLEASE CERTIFY WHETHER THE STUDENT NAMED ABOVE OWES/DOES NOT OWE THE UNIVERSITY COLLEGE AND IS THEREFORE CLEARED/NOT CLEARED TO COLLECT HIS/HER DEGREE CERTIFICATE.

**1. STUDENTFINANCE**

Fees cleared/not cleared (attach current fees statement)

SIGNATURE .....DATE.....

**2. FINANCE OFFICER: CLEARED                      NOT Cleared**

If not cleared, please provide reason.....

SIGNATURES.....DATE.....

**3. REGISTRAR (AA)**

APPROVED for collection                      NOT Approved

If not approved, please provide reason.....

SIGNATURES.....DATE.....

**4. ISSUING OFFICER**

NAME.....SIGNATURE.....DATE.....

**5. ACKNOWLEDGEMENT (to be filled by graduate)**

This is to certify that I (Name) ..... ID/Passport/Huduma No..... have collected my certificate Serial Number.....

Classification.....

(1st class Hons, Upper/Lower, Distinction, Credit, Pass)

Which was awarded in

.....

(Date of graduation)

Signature.....Date.....