



REGISTRAR, ACADEMIC AFFAIRS

TRANSCRIPT REQUEST FORM
(To be filled in duplicates)

Instructions:

- 1. Fill part A and B of this form and present to the Dean of your school.
2. Where a PROXY is collecting the transcript, a letter of authorization from the claimant and original ID will be required

A: The candidate

Name of the candidateREG. NO
School.....Department.
Programme:
Transcript Request: Provisional [] Academic []
Academic year [] 1 [] 2 [] 3 [] 4

B: Declaration by the Student Finance

This is to certify that the above named candidate
[]HAS / []HAS NOT paid all required fees up to and including the current academic year
Fees DueYear.....Semester.....
Outstanding.....Year.....Semester.....
Name:Signature: Date:.....

C: Recommendation by the Dean

This is to certify that the above named candidate []HAS / []HAS NOT fulfilled the academic requirements to be issued with a transcript.
Reason for failure to fulfil
Name:Signature: Date:.....

D: Declaration by the Examination Officer

This is to certify that the transcript for the above named student []HAS / []HAS NOT been generated.
Name:Signature: Date:.....

E: Approval - (Registrar-AA)

Approved /Not Approved. Reason for not approving issuance.....
Name:Signature: Date:.....

F: Issuing Officer

Provisional/Academic Transcript issued to (Name of candidate/PROXY)
Registration NumberID Number.....
Provisional/Academic Transcript received by the candidate/PROXY (sign) Date