

MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES



REGULATIONS FOR ISSUANCE OF CERTIFICATE

The certificate mentioned in the Regulations shall include the following:-

- i) Degree certificate
- ii) Academic transcript
- iii) Diploma certificate
- iv) Statement of results

The issuance of various certificates of the University graduates shall be conducted in accordance with the following regulation:

1. Table

S/N	Name of Certificate	Signatory	MUHAS	Number of Copies
1.	Degree	VC & DVC-ARC	MUHAS Seal	1
2.	Academic Transcript	DVC-ARC	MUHAS Seal	1
3.	Diploma	VC & DVC - ARC	MUHAS Seal	1
4.	Statement of Results	Relevant Dean/Director	School Stamp	Unlimited

Certificates that do not conform to the Regulations for signature and seal shall be invalid.

2. Applications for certificate shall be made in person or by postal mail. Applications by phone or by proxy are not acceptable.
3. Applications made in person shall require:-
 - i) Filling out the prescribed application form
 - ii) Submission of a document of the applicants' identification bearing a certified photograph of the applicant. For purpose of these Regulations a certified photograph shall mean a photograph affixed to the identification document after its attestation and authentication, for example a certified copy of the passport or a National Identification Card.
 - iii) Lodging the application in the name the applicant was registered with at the University. For that purpose if the applicant has changed his or her name, legal evidence to that effect must be produced.
 - iv) Furnishing particulars of the applicant in the prescribed application form which strictly correspond with those appearing in the student records kept by the University.
 - v) Paying requisite application fees revised from time to time and indicated in the prescribed application form.

