

# 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.
4. Application by postal mail shall be made by:-
  - i) Filling out the prescribed application form
  - ii) Submission of duly prepared power of Attorney if the certificate is to be collected by someone else on behalf of the applicant.
  - iii) Submission of a document of identification bearing a certified photograph of the applicant as explained in the Regulation 3 (ii) above.
5. Degree, Diploma certificates and Academic Transcripts shall be issued only when the University has verified the information furnished against the student's record (including photograph) kept by the University.
6. All applications of certificate and transcripts shall be addressed or delivered to the office of the Director, Undergraduate Education as indicated in the prescribed application form.

**SCHEDULE - APPLICATION FOR ISSUANCE OF CERTIFICATES**

**PART A - (To be filled in by the Applicant)**

1. Name of applicant:.....
2. Surname:.....
3. Middle Name:.....
4. University registration Number.....
5. Certificate to be Issued:.....
6. Particulars of Graduation Ceremony:  
Date of Graduation..... Graduation Batch.....  
Degree Conferred..... Class (where applicable).....
7. Type and Particulars of Identification document:  
Passport/National Identification card No.....  
Issuing Authority..... Date of Issue.....  
Place of Issue..... Validity (Date of Expiry).....  
Certifying/Authority.....
8. Mode of delivery requested (physical collection is highly recommended).....  
Signature.....

**CHARGES AND MODE OF PAYMENT:**

- i) For Tanzanians – TZS50,000.00
- ii) For Foreigners – USD50
- iii) Apply for **Payment Control Number** from the Directorate of Finance at MUHAS.

**PART B - (To be filled in by the Applicant)**

I.....the applicant declare that I am responsible for the said delivery of the certificate to be issued as here above applied for and shall not hold the Muhimbili University of Health and Allied Sciences responsible in any manner whatsoever in the case of its loss, damage or destruction, theft or otherwise in the course of its delivery by the mode indicated here above. I further declare that the Muhimbili University of Health and Allied Sciences shall not stand obligated to re-issue any replacement certificate save a permitted by and in accordance with applicable University regulations.

Declared by me (name).....

At..... This..... day of ..... 2014

Signature of Declarant.....

Witnessed by.....

Qualification..... Notarial Stamp



**PART C – (For official Use)**

1. Verification of Applicant's particulars
  - a) Matches with University Records.....
  - b) At variance with University Records.....
2. Verification of Identification Documents
  - a) Photograph's likeness to applicant matches with student photograph on record  
YES/NO
  - b) If NO what discrepancies noted .....
3. Fees
  - a) Application fees PAID/UNPAID
  - b) Mode of collection confirmed with as prescribed YES/NO
4. Recommendation  
Certificate to be Issued/Denied

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Verifying Officer

Issuance Approved/Not Approved

Certificate No.....issued to applicant by requested  
mode

on this.....day of .....20.....

Issuing Officer.....

**ATTACHMENT**

1. Copy of Transcript
2. Copy of travelling passport/Identity Card

