



# THE UNIVERSITY OF DODOMA

## OFFICE OF THE DEPUTY VICE CHANCELLOR

### ACADEMIC, RESEARCH AND CONSULTANCY

P.O. BOX 259  
DODOMA, TANZANIA  
TEL: +255 26 2310002 | FAX: +255 26 2310005

EMAIL: [dvcarc@udom.ac.tz](mailto:dvcarc@udom.ac.tz)  
WEBSITE: [www.udom.ac.tz](http://www.udom.ac.tz)

## IMPORTANT NOTICE

### ISSUANCE OF ACADEMIC CERTIFICATES AND TRANSCRIPTS FOR GRADUANDS OF 2019

This is to inform you that Academic Certificates and Transcripts for 2019 graduands have been processed and will be ready for issuance from 27<sup>th</sup> November, 2019 at the Students Service Centre Located in the Chimwaga Hall.

#### Procedures and Rules for Issuance of Certificates and Transcripts

1. The Senate shall issue certificates for degrees or other awards to such candidates as shall be declared to have satisfied the appropriate Board of Examiners and shall have been recommended and approved by the Senate for the conferment or grant of such degree or another awards.
2. Upon recommendations by the Senate, the University Council may prescribe from time to time such fee to be charged for certifying a copy of degree certificate and academic transcript.
3. The relevant office responsible for Senate and examinations shall issue to applicants Certificate or Transcript upon fulfillment of the following conditions.
  - i. Application fee of **Tsh. 15,000/=** for Transcripts for first time applicants and **Tsh 5,000/=** for each extra copy.
  - ii. Submit a formal request form available on the University website [www.udom.ac.tz](http://www.udom.ac.tz).
  - iii. A completed clearance form,
  - iv. One current passport size photograph,

- v. Student Financial Statement verified by the College Accountant to support payment of all prescribed University dues.
- vi. Certified copy of O- Level Academic Certificates,
- vii. Certified Copy of A- Level Academic Certificates,
- viii. Certified Copy of Birth Certificate
- ix. Certified Copy of National Identity Card, OR
- x. Copy of Employment Identity Card, OR
- xi. Travelling Passport, OR
- xii. Valid Driving License, OR
- xiii. Valid Voters' Registration Card.

Notwithstanding regulation 21.3 applicants, wishing to receive Certificates and transcripts outside the country or upcountry shall be advised to apply online through email address [dvc-arc@udom.ac.tz](mailto:dvc-arc@udom.ac.tz). whereas the University will deliver the same using credible mail services.

Pursuant to regulation 21.4, 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.

**N.B** Certificates for graduands whose names appear in initials shall not be processed until they produce valid and certified copy of Birth Certificates for varication and definition of names. The exercise of verification of names will be conducted at Chimwaga Hall from 27<sup>th</sup> November, 2019.

**ISSUED BY**  
**THE OFFICE OF DEPUTY VICE CHANCELLOR**  
**ACADEMIC, RESEARCH AND CONSULTANCY**

**25<sup>TH</sup> NOVEMBER, 2019**