



MURANG'A UNIVERSITY OF TECHNOLOGY CERTIFICATE COLLECTION FORM

(To be completed in DUPLICATE: Office of DVC (ASA) to retain ORIGINAL and Graduand to retain COPY)

SECTION I

Personal and degree details

Please fill in graduands official names.

NAME _____

(Surname)

(Other names)

ID/PP/DL No. _____ YEAR OF GRADUATION _____

(Graduand's ID)

(e.g. 2011)

SCHOOL _____

(E.g. Business and Economics)

PROGRAMME _____

(E.g. Bachelor of Commerce)

SECTION B

Documents Check list

Please ensure attachment of the documents listed below which must be duly signed as appropriate by concerned officers. All graduands MUST pay the graduation and convocation fees even if they graduated in absentia.

- Student Clearance Form
- Graduation Registration Form
- Fees Statement from Finance

SECTION C

Collection of Certificate

The graduand will be required to produce some form of identification before Certificate collection. Proxy collecting the Certificate MUST have all of the below listed items:-

- Original National ID/ Passport/ Driving License of graduand and photocopy
- Original National ID/ Passport/ Driving Licence of Proxy and photocopy
- Letter of authority by graduand

NAME OF COLLECTOR _____

(Full names of Graduand / Proxy)

ID/PP/DL No. _____ PHONE No. _____

(As applicable) (Include Country Code)

CERTIFICATE SERIAL No. _____ SIGNATURE _____

(As on Certificate) (Graduand/ Proxy)

SIGNATURE _____ DATE _____

(Issuing Officer for DVC (ASA)) (Collection Date)

