

### APPLICATION FOR REPRINTING OF GRADUATION CERTIFICATE

*Re-printing of original degree certificates may only be considered and approved by the Registrar if:*

1. *The application/request is made not later than 3 months after the relevant graduation ceremony.*
2. *The original degree certificate is returned with this application form to the Registrar's Office.*
3. *Reasons necessitating the reprint are clearly stated and fully explained.*
4. *The application has been recommended and endorsed by the Dean and Head of School.*

#### Student Details

Student Number: .....

Name/s & Surname: .....

Qualification: ..... Month/Year of Grad: .....

School & College: .....

#### Information/details being corrected

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#### Detailed Motivation by Manager: College Academic Services

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Manager: CAS: ..... Signature: .....

Date: .....

#### Comments and Recommendations by Dean and Head of School

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Dean and HoS: ..... Signature: .....

Date: .....

#### For Official Use: Approved/ Rejected

.....  
Registrar

Date.....