

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

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Registrar

Date.....