

RONGO UNIVERSITY

TRANSCRIPT REQUEST FORM

(To be filled in duplicates)

Instructions:

1. The processing of this form shall not exceed 7 working days.
2. Fill part A and B of this form and present to the Dean of your school.
3. Candidates to collect the provisional transcript from Dean(SB & HR) office on production of photo identification and ID card
4. Where a PROXY is collecting the transcript, a letter of authorization from the claimant and original ID will be required

A: The candidate

Name of the candidate.....ADM. NO

Admitted to the School ofDepart. Of.....

Request transcript(s) for
Degree, e.g. BSc (Agriculture)

Academic year 1 2 3 4 5 6

B: Declaration by the Student Finance

This is to certify that the above named candidate HAS / HAS NOT paid all required fees up to and including the current academic year

Fees DueYear.....Semester.....

Fee.....

Outstanding.....Year.....Semester.....

Signature of Student Finance..... Date/...../20.....

Stamp:

C: Declaration by the Asst. Registrar (ASA)

This is to certify that the above named candidate HAS / HAS NOT fulfilled the academic requirements to be issued with a transcript.

Reason for failure to fulfill

Signature of Asst. Registrar..... Date/...../20.....

D: Approval –for Printing (Examination/ICT Office)

Approved for Printing by (*Name of officer*)

Signature Date/...../20.....

E: Confirmation of Results,

Asst. Registrar (ASA)

Signature.....Date.....

F: Approval of Transcript,

Deputy Principal (ASA)

Comment if any.....

Signature.....Date.....

G: Issuing of Transcript,

Examinations Office

Transcript issued to (*Name of candidate/PROXY*)

Registration Number ID Number.....

Transcript received by the candidate/PROXY (sign)

Date/...../20.....

END

