

RONGO UNIVERSITY
PROVISIONAL 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 of Depart. 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 Due Year..... Semester.....

Fee.....

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

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

C: Declaration by the Dean

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

D: Approval - (Assistant Registrar-ASA)

Approved for issue by (*Name of officer*)
.....

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

E: Issuing Officer

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

Registration Number ID Number.....

Provisional Transcript received by the candidate/PROXY (sign) Date/...../20.....

END
