

THE OPEN UNIVERSITY OF TANZANIA

DIRECTORATE OF TEACHING, LEARNING AND EXAMINATION SERVICES

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PROCEDURES FOR ISSUANCE OF ACADEMIC CERTIFICATES 41st Graduation Ceremony

This is to notify all Prospective Graduands of the 41st Graduation Ceremony of The Open University of Tanzania that the Academic Certificates are issued by the Directorate of Teaching, Learning and Examination Services (DTLES) upon observing the following procedures guiding the process by which a certificate will be issued:

1. Before Graduation Ceremony, Certificates are issued once the Candidate is approved by the University Senate and upon student request made through *on demand* basis.
2. After Graduation Ceremony, Certificates are issued instantly on the day the request is received at DTLES Certificate Counter.
3. Only applications made in person or by postal mail are acceptable. Application by phone, email or alternative means is strictly not permissible unless its authenticity is checked and verified.
4. Application must be made by completion of the prescribed application form for issuance of certificate available on the University website (www.out.ac.tz), DTLES office and in all Regional Centers.
5. A duly filled application form must be accompanied by the following documents:
 - a. Applicant's Identity Card such as NIDA ID, Voters ID, Driving License, Travelling Passport, Health Insurance ID, Bank ID, etc.
 - b. Evidence of various University Fee payments including payment of TZS 20,000/= for Transcript and TZS 30,000/= for Certificate. All payments must be completed through GePG Control Number System. Strictly No CASH payments will be accepted.

- c. Transcript
 - d. Clearance Form
6. In case an application is made through a Third-Party, a special Power of Attorney duly prepared by a registered Advocate of the High Court of Tanzania must be presented which must bear the *Name* and *Signature* of the Giver of such Power of Attorney as additional requirement for item (5) above.
 7. For physical delivery of certificates in our Regional Offices, the Graduates should apply well in advance through Director of Regional Centers (DRC) taking into account the EMS Courier Service and other Postal conditions.
 8. For Graduates living Overseas should channel their requests through the Office responsible for International affairs (DICU) by writing to dlia@out.a.ct.
 9. All applications should be forwarded to the following address:
Directorate of Teaching, Learning and Examination Services
The Open University of Tanzania
P.O. Box 23409,
Dar Es Salaam, Tanzania
 10. For any further guidance, please write to DTLES through des@out.a.ctz

Issued by
Director of Teaching, Learning and Examination Services
The Open University of Tanzania
07th October, 2022
