

THE INSTITUTE OF FINANCE MANAGEMENT



**ONE CLEAR  
PASSPORT SIZED  
PHOTO**

(BLACK & WHITE OR  
LIGHT BACKGROUND)

ACADEMIC TRANSCRIPT APPLICATION FORM (FORM T1)

(PLEASE WRITE YOUR NAMES AS THEY APPEAR IN OTHER CERTIFICATES)

PROGRAMME .....

LAST NAME	FIRST & OTHER NAMES	SEX	DEPARTMENT	SPONSOR	FULL REG. NO
FULL DATE OF BIRTH	PLACE OF BIRTH		NATIONALITY	ADMISSION YEAR	GRADUATION YEAR

FIRST APPLICATION? YES...../NO.....

(FOR COPIES ATTACH A COPY OF THE TRANSCRIPT TO BE REPRODUCED)

INDICATE NUMBER OF COPIES PAID FOR .....

**GRADUAND DECLARATION:**

Being aware and full of knowledge I ....., hereby declare that the information pertaining to transcript processing , filled in the IFM Students' Information System (SIS) is correct. I therefore commit myself that in case of any error as it may appear in my academic transcript I will be responsible for covering the cost that will be associated with the correction of the same.

Student's Signature.....

Date:.....

Student's Contact Details:

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

*Guidelines for transcript/academic certificate application and collection are overleaf*

**a. How to apply for an academic transcript**

- Pay an amount of **Tsh 10,000/=** at the CRDB account number **01J1042984102** PPF Tower Branch. The initial fee stated is for two copies only. Additional copies if needed cost an extra **2000/=** each.
- Get an IFM receipt by taking the Bank pay in slip to the IFM Cashier at Room 320, third floor Block A. (Keep a copy of the bank pay in slip).
- Fill the Transcript application form downloadable from [www.ifm.ac.tz](http://www.ifm.ac.tz) or at the department counter for two weeks before and after graduation.
- Attach one clear **black and white or light background** passport sized photograph.
- Attach **one** copy of other academic certification for name verification. (This is the name that will be used on the transcript).
- Attach one copy of a completely filled clearance form.
- Submit the application to the student records and statistics counter for transcript processing.

**b. Requirements for transcript collection**

Transcripts that are ready for collection (after 14 days) can be **collected from 2.00 pm to 4.00 pm Monday to Friday**.

To be issued an academic transcript, one must produce the following:

1. IFM student identity card.
2. Other satisfactory proof of identity e.g. work id, voters' registration card, passport, new driver's license.

*N.B.* Check your transcript thoroughly before leaving the counter. Transcripts that have been signed as issued cannot be returned for corrections.

**c. Requirements for academic certificate collection**

1. IFM student's identity card,
2. Copy of academic transcript for the programme which a certificate is sought.

***IN THE CASE OF LOSS OF IFM IDENTITY CARD, THE STUDENT MUST PRODUCE A POLICE LOSS REPORT AS WELL AS OTHER RELEVANT AND ADEQUATE IDENTIFICATION E.G. NEW DRIVER'S LICENCE, VOTER'S IDENTIFICATION CARD, OR PASSPORT.***

- Former graduates of The Institute are strongly urged to collect their certificates and transcripts timely in order to avoid incurring storage charges which will be imposed from January 2013.
- Further details about classification and certification can be found in the IFM prospectus sections 17.23, and 17.24.

***For more information CONTACT:***

***Student Records and Statistics Department***

***TEL: +255 22 211 2931-4 (EXT 243, 241)***