



TRANSCRIPT REQUEST FORM

APPLICANT'S INFORMATION

Surname

First Name

Middle Name

Registration Number

Year of Admission

Year of Completion

Phone Number

Award (Diploma / Certificate)

Current Address

Email Address

CHARGES AND MODE OF PAYMENT

- 20,000/= as application fee for the first copy of transcript and 5,000/= for subsequent copies ordered at the same time.
- Use a college **BUSINESS CODE NUMBER (8906443)** to pay for transcript fees.
- Finally submit your payment information to the FINANCE's office for a receipt.

REQUIRED DOCUMENTATION

- Graduates should submit one colored passport size photo,
- Copies of birth, O-Level and A-level certificates or equivalents qualifications,
- Duly signed debt free clearance form,
- Original payment receipt.



NLAB
INNOVATION
ACADEMY

Kinondoni – Mafere Street
P.O. Box 105758
Dar Es Salaam, Tanzania
Phone: +255 (0) 677 071 486
+255 (0) 744 100 231
E-Mail: info@nia.ac.tz
Website: www.nia.ac.tz

STUDENT ACKNOWLEDGEMENT

I..... hereby authorize the release of my transcript in compliance with the legislation on the confidentiality of information. I also understand that transcripts are withheld when fees and other debts are outstanding. It is a criminal offense to sign this form on behalf of someone else without a written authorization.

Student Signature: Date:

For official use only:

Prepared by:

Issued by:

Signature:

Date:

NOTE:

- i. Issuance of Transcripts to person on behalf is not allowed instead applicants shall be advised to give powers of attorney authorizing witness in the event of dispatch.
- ii. It is criminal offence to sign this form on behalf of someone.
- iii. Transcripts will be processed within three (3) days after the request has been received by the College.
- iv. Transcripts will be issued upon clearance of all college cost and charges.