



MEMORANDUM

To : All 2024 Graduands

From : Registrar

Date : 7th April 2025

SUBJECT : **COLLECTION OF CERTIFICATES**

Reference is made to the above-captioned subject.

Following the recently held graduation, you are hereby informed that collection of certificates will commence on **Monday, 28th April 2025**. Certificates can be collected from the Examinations Unit at the Academic Office and this should be done during the regular office hours.

To ensure a smooth and efficient process, kindly present a valid identification card and ensure you meet all financial obligations and the clearance procedures. The collection of certificates is strictly personal and cannot be delegated. This measure is in place to safeguard your documents and ensure proper verification

Should you have any questions or require assistance, please contact the Assistant Registrar, Examinations on **0977494444**.

You are informed accordingly,

Polity Chilombe

Cc: Vice-Chancellor
Cc: Deputy Vice-Chancellor
Cc: Dean of Students
Cc: Chief: Financial Officer; Librarian; Internal Auditor
Cc: Principals, Satellite Colleges
Cc: Deans and Directors
Cc: IT Manager
Cc: Deputy Registrar- Academic
Cc: Guild President

