



MEMORANDUM

To : All 2024 Graduates

From : Registrar

Date : 24th April 2025

SUBJECT : **POSTPONEMENT OF CERTIFICATE ISSUANCE**

Reference is made to our previous memorandum dated **7th April 2025** concerning the issuance of certificates.

We regret to inform you that, due to unforeseen circumstances, the issuance of certificates has been rescheduled. The collection of certificates will commence on **Monday, 5th May 2025**. Certificates can be collected from the Examinations Unit at the Academic Office during the regular working hours.

As previously guided, you will be required to present a valid National Identification Card and complete all financial obligations and clearance procedures at the point of collection. Please note that clearance includes surrendering your student Identity Card (ID) at the library, without which the library will not issue clearance.

Certificate collection remains strictly personal and non-delegable to ensure document security and 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: Acting 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

