

HARARE INSTITUTE OF TECHNOLOGY

P Bag BE277, Belvedere, HARARE, Zimbabwe Telephone 741422 – 37 Fax 263-4-741406

REGISTRATION AND STUDENT RECORDS

TRANSCRIPT APPLICATION AND CLEARANCE FORM

Section 1 is to be completed on completion of degree programme for the release of student transcript and handed in to the Registration and Student Records Department.

SECTION 1 (To be completed by the Student) NB. TWO COPIES TO BE COMPLETED

- 1.1 SURNAME:FORENAMES:
- 1.2 NATIONAL ID NUMBER:
- 1.3 STUDENT REGISTRATION NUMBER:
- 1.4 DEPARTMENT:MODE OF STUDY.....
- 1.5 SCHOOL/FACULTY:

Reason for applying for transcript (*Tick appropriate box*):

Industrial Attachment *Transfer* *Completion of studies* *Other*

If 'other' please give details

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SECTION 2 (To be completed by Departmental Heads or as indicated)

2.1 **DEPARTMENT**

I confirm that the above named student has handed in all departmental books, equipment, keys, etc.

SIGNED: DATE.....

Chairman of Department

2.2 **LIBRARY DEPARTMENT**

I confirm that there are no Library books or periodicals etc, still on loan to the above named student and that there are no outstanding fees, charges or fines still unpaid.

SIGNED: DATE.....

Librarian

2.3 **ICT DEPARTMENT**

I confirm that the student has been cleared of any/all outstanding issues

SIGNED: DATE.....
Director; Computer Centre

2.4 **SCHOOL OFFICE**

I confirm that the student has been cleared of any/all outstanding issues.

SIGNED: DATE.....
SAR, School Office

2.5 **FINANCE DEPARTMENT**

I confirm the student has been cleared of the following:-

- (i) Breakages, damages, losses or repairs/maintenance arising from the above named student's occupation of the Institute residential accommodation;
- (ii) All outstanding fees.

Student was on cadetship Yes No

SIGNED: DATE.....
Finance Director

2.6 **STUDENT AFFAIRS**

I confirm that the student has been cleared of any/all outstanding issues.

SIGNED:..... DATE.....
Dean of Students

2.7 **STUDENT RECORDS**

I confirm that the Institute Identity Card has been returned

SIGNED: DATE.....
AR; Registration and Student Records

TRANSCRIPT ISSUED BY.....SERIAL NO.....

SIGNATURE..... DATE.....

SECTION 3 - Student Declaration: (Please ensure that all details on your transcript are correct before signing)

I (Student)declare that a transcript has been issued to me and that all details thereon are correct.

Signed..... Date.....