

**APPLICATION FOR REGISTRY ACADEMIC SERVICES**

**Section A:** **To be completed by Applicant**

I would like to apply for: (put an x in the appropriate box below for service(s) required)

1. Academic Transcript for: Certificate Diploma BSc MSc PhD

2. English Proficiency Letter 3. Certification/Completion Letter 4. Identification letter

Name: Registration No.:

Program Studied:

Year studies commenced: Year Studies completed:

**Mode of collection** (put an x in the appropriate box below for preferred mode of collection)

by hand via courier through email

Please provide postal/e-mail address where the document(s) is/are to be sent. Please note that the applicant will be responsible for payment of courier services fee:

Phone Number: Signature: Date:

**Section B:** **To be completed by Records Office**

I confirm that the applicant was a student from \_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_ and graduated with a \_\_\_\_\_\_\_\_\_\_\_\_ in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Details of Payment:** Paid a sum of MK\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Receipt No.: \_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section C: To be completed by Registrar**

I approve/not approve the production of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section D: To be completed by Applicant on collection/Official on sending**

Collected/Sent by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Service charges for one copy**

Academic Transcript = MK10,000 English Proficiency Letter = MK3,000 Certification/Completion Letter = MK3,000

Identification letter = MK3,000

**\*\*Payment must be deposited into KUHeS Rentals, Account number 1003263618, National Bank of Malawi, Chichiri Branch\*\***