



**KAMUZU UNIVERSITY**  
OF HEALTH SCIENCES

**APPLICATION FOR REGISTRY ACADEMIC SERVICES**

**A. To be completed by Applicant (Please bring your National Identification card)**

i) Academic Transcript for: Certificate ☐ Diploma ☐ BSc ☐ MSc ☐ PhD ☐

ii) Academic credentials verification (e.g. ECFMG, WES, SAQA, etc.) ☐

iii) English Proficiency Letter ☐ v) Certificate Authentication ☐

iv) Certificate of completion ☐ vi) Identification letter ☐

Name: ..... Sex: ..... Registration No.: .....

Programme of study ..... Current year of study/Year completed Studies: .....

**Mode of collection:** (Tick the appropriate preferred mode of collection in the boxes below)

By hand ☐ via courier ☐ through email ☐

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

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Phone #: ..... Signature: ..... Date:.....

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**B. To be completed by Records Office**

I ..... certify that the applicant was our student from .....

to ..... and graduated with a ..... in .....

Signature: ..... Date: .....

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**C. To be completed by Finance and Investments**

Any outstanding debts: .....

**Details of Payment**

Paid a sum of MK..... on..... Receipt No.: .....

Signature: ..... Date: .....

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**D. To be completed by Registrar**

I approve/not approve the production of .....

Signature: ..... Date: .....

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**E. To be completed by Applicant (Not applicable for those opting to send direct)**

Collected by: ..... Signature: ..... Date: .....

**Note the charges for one copy of:**

Academic Transcript: MK10, 000; English Proficiency Letter MK10, 000; Certificate of Completion MK5, 000;  
Identification letter MK5, 000; Certificate Authentication MK10, 000. Academic credential verification MK20, 000.

**\*\*Payment must be made through National Bank of Malawi, Chichiri Branch, KUHeS Fees Bank Account, ACC# 1008195923**  
**\*\*Submit the completed form and evidence of payment to students cashier in person or via [studentsfinancesbt@kuhes.ac.mw](mailto:studentsfinancesbt@kuhes.ac.mw)**