



SHORT COURSE CERTIFICATE REQUEST FORM

Name _____ Reg. No. _____

No. of Courses Completed

Student's Signature

Date

For Office Use

Finance Clearance: Comments _____ Signature _____ Date _____

Note:

- Certificate and Provisional Transcript will only be issued after payment of all dues at Finance Office.
- Certificate and Provisional Transcript will be issued within seven days and at least two weeks after official results have been posted.
- Form to be submitted at Records Department.