



SUPPLEMENTARY CERTIFICATE PRINTING OPPORTUNITY 2021 **INFORMATION GUIDELINES**

1. Purpose

Students who for various reasons missed out on the 2021 graduation and their certificates were not printed now have an opportunity to apply for the printing of their certificates. This is also for students who have outstanding certificates from earlier years.

2. Application Dates

Students wishing to apply for their certificates have a **2 weeks window** to do so, **from Monday, 04 October 2021 until Friday, 15 October 2021**. After this date, No more Applications for printing of Certificates will be accepted or processed. Students missing this second opportunity will have to wait until the Graduation Verification Process for 2022 is open next year

3. The process

Students applying for the printing of their certificates must submit their personal and qualification details to the graduation helpdesk/admissions officer at any nearest IUM Campus. Complete the Application Form For Printing of a Qualification - 2021, available on the University Website for download. If a student got some Exemptions, the exemption letter must be attached.

Students who began their studies in IUM in **2014 and later** need not to attach their transcripts as their marks are already available on the system for verification.

Students who did subjects in **2013 and Earlier** (before the implementation of the current system) need to submit their official academic records of 2013 and earlier as such marks are not available on the current system for verification.



4. Verification for Education Students:

ALL Students who have successfully completed the Diploma in Education (Pre and Junior Primary), Bachelor of Education Honours (Pre and Junior Primary, Senior Primary and Secondary Education) are required to submit a **certified copy of the Grade 12 certificate**. This requirement is strictly mandatory before graduation.

4.1. Students who were admitted in based on their Grade 12 results.

- a) Complete the Application Form For Printing of a Qualification - 2021, available on the University Website for download
- b) Submit a **certified copy of the Grade 12 certificate**.

4.2. Students who were admitted in through Mature Age Entry.

- a) Complete the Application Form For Printing of a Qualification - 2021, available on the University Website for download.
- b) Submit the Mature Age Entry admission letter or Mature Age Entry Test Results.

4.3. Students who were admitted in through other qualification(s)/Recognition of Prior Learning (RPL)

- a) Complete the Application Form For the Printing of a Qualification - 2021, available on the University website for download
- b) Submit the RPL admission letter
- c) Submit a **certified copy of the other Qualification used as a basis for admission**.

5. Fees

There are no direct fees to be paid for this process.

6. Availability of the Certificates

The exact date when the certificates will be available cannot be ascertained as it depends on a number of factors such the number of applications received. However, Applicants will be notified by means of SMS when their certificates are available for collection.

7. Additional Information

CONTACT NUMBER: Windhoek Graduation Helpdesk

TEL: 081 204 8915