



IUM

GLOBAL HUB FOR MANAGEMENT SCIENCE
AND INFORMATION TECHNOLOGY

OFFICE OF THE REGISTRAR

TEL: +264 -61 - 4336000

FAX: +264-61 - 4336152

E-MAIL: graduation@ium.edu.na

WINDHOEK - NAMIBIA

IUM GRADUATION 2020

GRADUATION ATTENDANCE REQUEST FORM

(Submission Deadline: 07 August 2020)

Student No _____ Id Number/Passport _____

Surname _____ First Names _____

Contact Numbers: (Cell) _____ (compulsory) (Work) _____

Email Address _____

I wish to attend the Graduation Ceremony YES / NO

DETAILS OF QUALIFICATION OBTAINED

(The one qualification with which you wish to graduate.)

Full Qualification Name: _____

Year Completed _____

I have checked the University Final Graduation list YES / NO

My name/Student number/DOB is accurately listed YES / NO

My graduation qualification(s) is/are accurately listed YES / NO

If No complete a Qualification Detail(s) Amendment Form, attach evidence of the amendment required and submit the the Graduation helpdesk at any Campus

Note: Kindly Collect your Graduation Letter from the Graduation Helpdesk at any Campus

For Official Use Only

Acad Cleared and Listed Yes / No	Name	Sign.	Date
Amended Qualification(s) on new List Yes / No	Name	Sign.	Date
Student Notified Yes / No	Name	Sign.	Date



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ACADEMIC ATTIRE WILL BE AVAILABLE FOR PURCHASE AS FOLLOWS:

Compulsory Fees Payable: Note the attire listed must only be purchased from IUM

LEVEL	HOOD	TASSEL	GOWN	GRADUATION ADMINISTRAT ION FEE	TOTAL COMPULSORY FEE PAYABLE
Diploma in Pre/Junior Education	N\$200.00	N\$50.00		N\$100.00	N\$350.00
Bachelor Degree	N\$200.00	N\$50.00		N\$100.00	N\$350.00
Honours Degree	N\$200.00	N\$50.00		N\$100.00	N\$350.00
Postgraduate Diploma	N\$200.00	N\$50.00		N\$100.00	N\$350.00
Masters	N\$250.00	N\$50.00	N\$1,600.00	N\$100.00	N\$2,000.00
PhD		+Bonnet N\$1,700.00	N\$3,100.00	N\$200.00	N\$5,000.00

Payment must be made when you collect your Graduation Letter

Please read the following and sign:

- Payment must be made before the due date for submission, into the IUM bank account.
- The reference on your deposit slip **MUST** read Graduation and your student number e.g. Graduation110020258
- If someone is paying the deposit for you make sure they have your student number and fill in the reference on the deposit slip correctly
- Proof of Payment should be faxed to **264 61433 6152** or submitted to an IUM Graduation Helpdesk together with the Graduation Attendance Request form and required documents. Student number and the word graduation must be clearly marked on the copy of the slip.
- **BANK DETAILS:** The International University of Management, Bank Windhoek, Kudu Branch/Branch No 482172 Call Account No. 3000338051, Swift Code BWLINANX.
- **Attendance is compulsory;** failure to be present at the graduation ceremony will result in forfeiture of the paid graduation fees.

STATEMENT OF CONFIRMATION

(Your application will not be accepted if you do not confirm the following statement by signing)

**I CONFIRM THAT I HAVE READ AND UNDERSTOOD THE GRADUATION 2020 -
INFORMATION AND CONDITIONS SHEET PUBLISHED AND THE ABOVE INFORMATION.**

SIGNATURE _____ **DATE** _____