



IUM

GLOBAL HUB FOR MANAGEMENT SCIENCE
AND INFORMATION TECHNOLOGY

TEL: +264 -61 - 433600

FAX: +264-61 - 4336152

E-MAIL: ium@ium.edu.na

WINDHOEK - NAMIBIA

ATTENDANCE REQUEST - IUM GRADUATION 29 SEPTEMBER 2017

(Submission Deadline: 10 August 2017)

Student No _____

Surname _____ Id Number/Passport _____

First Names _____

Postal and Residential Address _____

Contact Numbers: (Work) _____ (Home) _____

(Cell) _____ (compulsory)

Email Address _____

Collection Campus: (for confirmation letters)

Windhoek (Dorado Park) / Ongwediva / Swakopmund / Walvis Bay / Nkurenkuru

DETAILS OF QUALIFICATION OBTAINED

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

Full Qualification Name: _____

Year Completed _____

Guest Tickets Required (max. 2): YES / NO

I have checked the University list:

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

My name is accurately listed or it has been corrected at an IUM Campus

My qualification(s) is accurately listed

I attach information for the following qualifications not listed but required by graduation.

Qualification not listed	Year Completed
Certificate	
Higher Certificate	
Higher Diploma	
Bachelor Honours	
Masters	

Note: Graduation Attire, Tickets and Qualifications will be collected in the week before graduation.



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ACADEMIC ATTIRE WILL BE AVAILABLE FOR PURCHASE AND HIRE AS FOLLOWS:

The following are compulsory payments to/purchases from the University:

LEVEL	HOOD	MORTAR BOARD/CAP	Tassel	GRADUATION PROCESSING FEE	TOTAL COMPULSORY FEE PAYABLE
Higher Diploma	N\$ 230.00	N\$ 170.00	N\$ 40.00	N\$ 200.00	N\$ 640.00
Degree	N\$ 230.00	N\$ 170.00	N\$ 40.00	N\$ 200.00	N\$ 640.00
Masters	N\$ 230.00	N\$ 170.00	N\$ 40.00	N\$ 200.00	N\$ 640.00

The following items can be hired from the university:

ITEM	DEPOSIT	PRICE FOR HIRE	PRICE FOR PURCHASE	TOTAL PAYABLE
Gown Diploma	N\$ 245.00	N\$ 245.00	XXX	N\$ 490.00
Gown Degree	N\$ 245.00	N\$ 245.00	XXX	N\$ 490.00
Gown Masters	N\$ 700.00	N\$700.00	XXX	N\$ 1400.00

Please read the following and sign:

- For items hired and returned undamaged, the deposit will be refunded within 30 days after the return of hired items.
- **A compulsory fee of N\$640.00 must be submitted with this application including a non-refundable processing fee of N\$200.00 and fees for a mortar board/cap, tassel and hood.**
- Payment must be made before the due date for registration into the IUM bank account.
- The reference on your deposit slip **MUST** read Graduation and your student number eg 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
- Deposit slips should be faxed to **264 61433 6152** or submitted to an IUM Reception together with the Registration 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 event will result in forfeiture of the money paid as deposit on hired items.

STATEMENT OF CONFIRMATION

(Your application will not be accepted if you do not complete this section)

I CONFIRM THAT I HAVE READ AND UNDERSTOOD THE RULES, GUIDELINES AND THE ABOVE INFORMATION.

SIGNATURE _____ **DATE** _____