



THE INSTITUTE OF FINANCE MANAGEMENT
STUDENTS' CLEARANCE & TRANSCRIPT APPLICATION FORM

ATTACH ONE CLEAR PASSPORT SIZED PHOTOGRAPH (on transcript copy)

USE A COPY OF THIS FORM FOR TRANSCRIPT APPLICATION

Last Name		Full Reg. No.	
First & Other Names		Year of Admission	
Programme		Year of Graduation	
Hostel Details	Block:	Date of Birth	
	Room no:	Place of birth	
Marital status		Sex:	Sponsor:

CLEARER	AMOUNT	SIGNATURE	DATE
PROGRAMME CO-ORDINATOR:			
LIBRARIAN:			
WARDEN:			
IFMSO OFFICE:			
FINANCE:			

PLEASE READ CAREFULLY THE SECTIONS BELOW AND SIGN AT THE APPROPRIATE ITEM:

1. GRADUATION GOWN HIRING FEE :(For graduation ceremony attendees only)

I hereby declare that, I am allowing the Institute to deduct a sum of Tshs. 50,000/= (fifty thousand only) from the caution money that I am entitled to be refunded and the same be used as my graduation gown hiring fee.

Student's Signature

2. CAUTION MONEY REFUND CLAIM (For graduation ceremony absentees only):

As I have been cleared from all Institutes' liabilities as certified above, and I will not/did not attend the graduation ceremony, henceforth I hereby apply for caution money refund.

Student's Signature..... **Phone**.....**E-mail**.....

Account Name.....

Account Number.....**Bank Name**.....

3. GRADUAND DECLARATION (FOR TRANSCRIPT APPLICATION)

Being aware and full of knowledge I, hereby declare that the information pertaining to transcript processing, filled in the IFM Students' Information System (SIS) is correct. I therefore commit myself that in case of any error as it may appear in my academic transcript I will be responsible for covering the cost that will be associated with the correction of the same.

Student's Signature.....**Date**.....

Student's Contact Details: Phone _____ **E-mail** _____

PLEASE TURN OVER FOR TRANSCRIPT AND CERTIFICATE PROCESSING GUIDELINES

a. **How to apply for an academic transcript**

- Follow the payment procedure in page 3 of this form.
- Pay an amount of **Tsh 10,000/=** to the Institute. The initial fee stated is for two copies only. Additional copies if needed an extra **Tsh 2000/=** should be paid for each copy.
- **Attach the original receipt to the transcript application form.** (retain a copy of the receipt)
- Attach **1 very clear passport sized photograph** on the completed **copy** of this form.
- **For Graduates from 2016 onwards please make sure you have three names in the Student Information System (SIS) and if not submit with this form a certified copy of either of the following; national ID, driving license, passport, Tax Identification Number (TIN) or registered Deed Poll.**
- Submit the application to the student records and statistics office **Block D, Room 008A** for transcript processing.

b. **Requirements for transcript collection**

Transcripts will be ready for collection (after 14 working days). Please collect **from 2.00 pm to 4.00 pm Monday to Friday at Block D Room 005.**

To be issued an academic transcript, one must produce the following:

1. IFM student identity card.
2. Other satisfactory proofs of identity e.g. work Id, voters' registration card, passport, new driver's license.

N.B. Check your transcript thoroughly before leaving. Transcripts that have been signed as issued will be charged extra fees when returned for corrections.

c. **Requirements for academic certificate collection**

1. IFM student's identity card,
2. Copy of academic transcript for the programme which a certificate is sought.

IN THE CASE OF LOSS OF IFM IDENTITY CARD, THE STUDENT MUST PRODUCE A POLICE LOSS REPORT AS WELL AS OTHER RELEVANT AND ADEQUATE IDENTIFICATION E.G. NEW DRIVER'S LICENCE, VOTER'S IDENTIFICATION CARD, OR PASSPORT.

- All graduates of the Institute are strongly urged to collect their certificates and transcripts.
- Further clarification about classification and certification can be found in the IFM prospectus.

For more information CONTACT: Student Records and Statistics Department, BLOCK D room no. 008A,

Tel: +255 22 211 2931-4 (Ext 243, 241), email: rector@ifm.ac.tz

N.B; AFTER COMPLETION PLEASE RETAIN (KEEP) THIS ORIGINAL FORM FOR GRADUATION GOWN COLLECTION OR CAUTION MONEY REFUND.

FOR TRANSCRIPT APPLICATION PLEASE USE A COPY OF THIS COMPLETED FORM. ATTACH THE PASSPORT SIZE PHOTOGRAPH ON THE TRANSCRIPT APPLICATION FORM. MAKE SURE YOU SIGN THE GRADUAND DECLARATION.

THE INSTITUTE OF FINANCE MANAGEMENT

PUBLIC NOTICE

The Institute of Finance Management (IFM) notifies the general public that effective from January 2018, all payments to the Institute are done electronically through the established Government e-Payment Gateway.

Accordingly, students and other stakeholders are urged to use the Institute's Student Information System (SIS) or Payment Portal respectively to access or inquire for a control number that can be used to make various payments to the Institute.

Other Payments (External Customers)

1. Go to payment portal (ifmsis.ac.tz/payment portal)
2. Fill the Payment Registration Form
3. Click Submit button
4. Wait for a few minutes
5. Click the link 'here' to inquire a control number
6. Record your control number and go to any of the following banks for payments (CRDB, TPB and NMB).

Important Note:

- Upon your arrival at any of the banks listed, provide the control number to a teller to process the payment.
- Payments can also be done through Mobile Money (Tigo-Pesa, M-pesa, and Airtel Money) through the following steps: -
 - Dial *150* 01#, or *150*00#, or *150*60# respectively
 - Select 'Pay Bills'
 - Enter Reference Number 888999
 - Enter the Control Number
 - Enter the due amount
 - Confirm [by entering your password/pass code]

Rector

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