



Policy Name:	Certificates And Official Transcript Issue		
Department	Registrar's Office	Approval Authority	Rector
Date of Implementation	1/08/2018	Date of Last Revision	27/07/2020- V03

1. Introduction and Scope

This policy outlines the protocols to be followed for awarding certificates and official transcripts during the convocation ceremony to the successful students and thereafter to the students who could not attend the ceremony.

2. Definitions

- a. Head Office: Male' Campus

3. Protocols

1) Issuing Certificates and Official Transcript in the convocation ceremony

- a) The Registrar's Office will make arrangements to issue the certificates and official transcripts during the convocation ceremony after due scrutiny of the required documentation.
- b) Certificate and transcript of students will be withheld by the Registrar's office if the fee status is not clear.
- c) Students who clear the due payments after the deadline mentioned on the convocation timeline, can receive their certificates from the Head Office, three working days after the convocation ceremony.
- d) In case of any discrepancies in the certificate or transcript, the student should submit the original certificate or transcript to the head office, highlighting the error in a cover letter, within a month from the convocation date.
- e) Students can collect their revised certificates/ transcripts from the Head Office after 7 working days from the date of submission of the request.

2) Collecting Certificates and Official Transcripts through third party

- a) Students can authorize a third party to collect the certificate and official transcript after the convocation ceremony.
- b) Students who apply for early certification can also collect certificates and transcripts through third party.
- c) The certificate and transcript will be issued to the third party only if the following procedures are followed;



- i) Students need send the third party with an authorisation letter to the Registrar's Office which should bear the following information:-
 - (1) Name of the Person
 - (2) National Identification Card number
 - (3) Contact details
 - (4) Relationship with the third party
- ii) Students should attach a copy of NID of the third party with the authorisation letter
- iii) The authorized person should produce his/her National Identification Card copy at the Registrar's Office to collect the certificate and transcript.
- iv) At the time of collection the third party should be able to submit the NID for the verification
- d) After the issuance of the documents to the third party, it is the responsibility of the student and the third part to be accountable for any unforeseen circumstances.
- e) If the certificate and official transcript are not collected within six month (even electronically) from the convocation date then students are subjected to follow the clause, 'Replacement of certificate and official transcript' (refer point 4 below),.

3) Collecting Certificates and Official Transcripts electronically

- a) Students may apply to receive the Certificates and Official Transcripts electronically through e-mail
- b) The certificate and transcript will be issued through email only if the following procedures are followed;
 - i) Students need send the request through email to the Registrar's Office which should bear the following information:-
 - (1) Name of the Student
 - (2) National Identification Card number
 - (3) Contact details
 - (4) Course Name
 - (5) Batch Number
 - (6) MIC student ID number
 - (7) Email to which the certificate has to be send
- c) This will be applicable for those who had not received the Certificates and Official Transcripts Physically

4) Replacement of certificate and official transcript

- a) Certificates and transcripts which are not collected within six month from the convocation date, or are damaged, misplaced or lost, will be



reprinted after payment for each document. (*Refer to Fee Structure to know the charges for replacement of certificate and official transcript*)

- b) Students need to submit the ‘Application for Replacement Certificate’ duly filled to get a copy of the respective certificate and or official transcript .

4. Policies and documents to refer:

Fee Structure

5. Annex:

Application for Replacement Certificate – Sample (Annex 1)

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