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## **INSTRUCTIONS**

- 1. FILL IN QUADRUPLICATE. STUDENTS ARE ADVICED TO COMPLETE THE FORM EITHER AT THE END OF THE COURSE OR TERMINATION OF THE COURSE.
- 2. ALL SECTIONS OF THE FORM MUST BE COMPLETED.

## PERSONAL DETAILS

ID. No:	Reg No:		Academic Year:	
Email Address:			Mobile No:	
Signature:	Dat	e:		
DEPARTMENT		OFFICER'S NAME	SIGNATURE	REMARKS
DEAN OF SCHOOL				
CHAIRPERSON OF DEPARTM	MENT			
LIBRARY				
ACCOMODATION				
ICT				
SPORTS AND CO-CURRICUL ACTIVITIES	.AR			
DEAN OF STUDENTS				
FINANCE				
DVC - ACADEMIC & STUI	DENT A	FFAIRS	1	

SIGNATURE / OFFICIAL STAMP

NB: One copy to be retained by the student and be presented when receiving gowns, academic certificate and transcript.