COLLECTION OF QUALIFICATIONS

Kindly be informed that qualifications will be available for collection as of Wednesday, 19 October 2022, from 14H00 - 16H00; thereafter from Thursday, 20 October 2022 to Friday, 04 November 2022, qualifications can be collected from 09H00 - 16H00.

For collection, the following procedures must be followed:

1. **Personal collection of qualification**
   Please visit IUM Dorado Campus, Chancery Building Foyer on dates & times as stipulated above with your student card/ID.

2. **When sending someone to collect the qualification on your behalf.**
   In an event whereby anyone would want to send someone to collect his/her qualifications on their behalf, the following procedures must be followed:

   The graduate MUST send an email to the **Student and Customer Liaisons Office** at scl@ium.edu.na stating the following:

   a) Full Name (s) & Surname
   b) Student Number
   c) Qualification
   d) Contact Number
   e) Name & Surname of the Collector
   f) Contact number of the Collector
   g) Attach a Certified copy of ID of the collector

3. **Request for qualifications to be sent to your nearest campus**
   In an event that anyone would wish for his/her qualification to be sent for collection at the nearest IUM campus, kindly visit that campus and fill out a **QUALIFICATION REQUEST FORM** which will then be forwarded to the head office for dispatching of the requested qualification. **STRICTLY NO QUALIFICATION SHALL BE REQUESTED VIA EMAIL**

For enquires please contact Graduation Help Desk: +264 81 7005852

From: Student and Customer Liaisons Office