



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

IUM GRADUATION 28 SEPTEMBER 2018 – ATTENDANCE REQUEST FORM (Submission Deadline: 3 August 2018)

Student No _____ Id Number/Passport _____

Surname _____ First Names _____

Contact Numbers: (Cell) _____ (compulsory) (Work) _____

(Home) _____

Email Address _____

I wish to attend graduation YES / NO

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

DETAILS OF QUALIFICATION OBTAINED (The one qualification with which you wish to graduate.)

Full Qualification Name: _____

Year Completed _____

I have checked the University list and

My name is accurately listed YES / NO

My graduation qualification(s) is/are accurately listed YES / NO

If No complete a Qualification Correction Form at a campus, attach evidence of the correction

Collection Campus: (for your confirmation letter if you are not immediately cleared, or your qualification if not attending Windhoek (Dorado Park) / Ongwediva / Walvis Bay / Nkurenkuru

For Official Use Only

Acad Cleared and Listed Yes / No	Name	Sign.	Date
Amended Qualification(s) on new List Yes / No	Name	Sign.	Date
Student Notified Yes / No	Name	Sign.	Date



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

Compulsory Fees Payable: Note the attire listed must only be purchased from IUM

LEVEL	HOOD	TASSEL	GOWN	GRADUATION ADMINISTRATION FEE	TOTAL COMPULSORY FEE PAYABLE
Higher Diploma	N\$ 250-00	N\$ 45-00		N\$ 200-00	N\$ 495-00
Degree	N\$ 270-00	N\$ 45-00		N\$ 200-00	N\$ 515-00
Postgraduate Diploma/ Masters	N\$ 350-00	N\$ 45-00	N\$ 1400-00	N\$ 200-00	N\$ 1995-00
PhD		+ Bonnet N\$ 1650-00	N\$ 3000-00	N\$ 200-00	N\$4850-00

The following items can also be purchased from the University:

ITEM	PRICE
Black Cap/Mortar Board	N\$ 170-00
Gown Diploma/Degree / Masters	N\$ 400.00

Payment must be made when you collect your Graduation Attendance Letter

Please read the following and sign:

- 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 confirm the following statement by signing)

I CONFIRM THAT I HAVE READ AND UNDERSTOOD THE GRADUATION 2018 - INFORMATION AND CONDITIONS SHEET PUBLISHED AND THE ABOVE INFORMATION.

SIGNATURE _____ **DATE** _____