

# INTERNATIONAL MEDICAL AND TECHNOLOGICAL UNIVERSITY



**You are Invited to the**



**Friday, 8<sup>th</sup> December, 2017**

## **Congratulations!**

Congratulations to all our graduates participating in the **10<sup>th</sup> IMTU Graduation Ceremony** on 8<sup>th</sup> December, 2017.

It will be a day to remember! Surrounded by cheering family members and friends, and make that once-in-a-lifetime walk across the Commencement stage, where the Chancellor, Vice Chancellor, Deputy Vice Chancellors, the Deans, Faculty of Medicine & Nursing, and members of the University staff, students, family and friends will be gathered to honor the graduates of 2017. They will all be dressed in their finest academic robes and will be there to confer degrees and honor the graduating class. Graduates will register for Commencement and order their caps and gowns, tickets, parking and other items in person /or online by 5<sup>th</sup> December, 2017 via our Registration/Order Form.

## **Important Dates:**

- Grad Fair and Convocation Day: 07/12/2017; Thursday 2:00 p.m.
- Graduation Day: 08/12/2017; Friday 8:30 a.m

## **Venue:**

**International Medical & Technological University (IMTU),**  
P.O. Box 77594, New Bagamoyo Road, Mbezi Beach Area,  
Dar-es-Salaam, Tanzania.

## **Contact:**

Mobile: [+255682910885](tel:+255682910885), [+255713456775](tel:+255713456775)

Email: [info@imtu.edu](mailto:info@imtu.edu)



## Convocation and Graduation Checklist

It's easy to participate in Commencement. Just follow these steps.

### 1. Make sure you are eligible.

- Make sure you apply to participate in graduation ceremony.
- While you will have registered your intent to graduate, there are a small number of factors which could prevent you from graduating.
  - Outstanding academic arrears. Please contact **Controller of Examinations Office** for any verification. (Contact No: +255715799149; email ID: [coeimtu@gmail.com](mailto:coeimtu@gmail.com))
  - Outstanding financial debt. Please contact **Finance Department** for any clarification. (Contact No: +255758054067; email ID: [sreekumarimtu@gmail.com](mailto:sreekumarimtu@gmail.com))
  - Registrations beyond 5<sup>th</sup> December will not be entertained.

### 2. Come to Grad Fair and attend Convocation Day on 7<sup>th</sup> December 2017!

- See announcements and collect your orders/purchase books, photos, gifts, souvenirs, flowers, diploma frames, T-shirts, etc.
- Participate in graduation ceremony rehearsal.
- Have grad portrait taken, plus photos with Dubs!
- To have nostalgic feelings in your alma mater and meet with friends, teachers to have class reunion.
- To register in *IMTU Alumni Association (IAA)* and take part in academic and developmental career prospects during convocation function beginning 2:00 PM.
- Enjoy an evening of fun and entertainment by taking part in cultural program.

### 3. Prepare to register and order

- Check with family to determine lunch coupons for guests (**2 lunch coupons will be provided free for each graduand; extra coupons can be purchased at Tsh 10,000/= per guest**).
- Review Cap and Gown information and place orders. (**Non-Refundable Hiring Fee of Tsh 40,000/=**). The gowns **must be returned within seven days after the ceremony**. A **Penalty of Tsh 10,000/=** will be charged for each additional day the gown is held after the seven days.

### 4. Complete registration forms.

- Complete Graduation Registration form.
- Register yourself in IMTU Alumni Association (IAA); (Available at [www.imtu.edu](http://www.imtu.edu))
- Pick up your meal coupons.

### 5. Oops! I forgot something! I need extra...

- Our graduation organizing committee and student volunteers could be contacted for any help and assistance.
- No worries! Just come to the rehearsal on 7<sup>th</sup> December and we'll help you out!

### 6. Come to IMTU at 8:30 a.m. on 8<sup>th</sup> December 2017 and celebrate!

- Ensure you review the instructions you were given when you picked up your order during registration.

# IMTU - 10<sup>th</sup> GRADUATION REGISTRATION FORM

Please fill in the application form in person or mail to [sreekumarimtu@gmail.com](mailto:sreekumarimtu@gmail.com)

1. Name: \_\_\_\_\_  
(First Name) (Middle Name) (Last Name)

- Please print your name exactly in the above mentioned order as it would appear in the certificate.

2. Attendance:

- Please indicate whether or not you will attend the convocation and graduation ceremony.
  - I will attend \_\_\_\_\_
  - I will not attend \_\_\_\_\_ (In case you are not attending the diploma/degree will be conferred in absentia).

3. University Registration No.: \_\_\_\_\_

4. Sex: \_\_\_\_\_

5. Nationality: \_\_\_\_\_

6. Name of the Course Completed: \_\_\_\_\_

7. Date of Admission: \_\_\_\_\_  
(Month) (Year)

- Please mention the month and year.

8. Date of Completion: \_\_\_\_\_  
(Month) (Year)

- Please mention the month and year.

9. Date of Transfer from other University (If Applicable): \_\_\_\_\_

- Please mention the name of the University transferred from, semester joined at IMTU and date.

10. Full Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Phone No: \_\_\_\_\_

12. Email ID: \_\_\_\_\_

13. Guest Lunch Coupons:

- Yes / No. If yes, how many? \_\_\_\_\_



## FOR OFFICIAL PURPOSE ONLY

14. Academic / Financial Debt:

- Yes / No. \_\_\_\_\_
- Our records show that you are due to pay Tsh \_\_\_\_\_

15. Cap and Gown Type:

- Issued – Yes/No. \_\_\_\_\_
- Returned – Yes/No. \_\_\_\_\_

16. Meal Coupons Issued:

- Yes. \_\_\_\_\_ (How many) \_\_\_\_\_
- No. \_\_\_\_\_