



COLLECTION OF DEGREE CERTIFICATE

A. Documents Required (Physical Collection)

Graduating students are required to **complete the clearance process** and present the following documents at the Academic Affairs Division:

- i. Convocation fee receipt;
- ii. Clearance letter from the Faculty; and
- iii. A copy of student ID card or letter of attestation from any member of staff.

B. Collection by Proxy/Authorization

You may authorize a Staff member of the University or someone (to be guaranteed by a staff member) to collect the Degree Certificate on your behalf at the **Academic Affairs Division**. If you choose to do so, you are required to:

- i. Comply with Section A above;
- ii. Complete the **Appendix I** form attached;
- iii. Scan the documents (**including your valid ID**) to registrar@run.edu.ng;
- iv. you should give the form to the person collecting on your behalf and have that person present both their identification, a photocopy of their ID, and the form authorizing the collection of your Degree Certificate;
- v. **Please note that the University will not be liable for any loss or damage, after the certificate has been issued.**

Authorized representatives must show a valid photo ID with a photocopy of the same to collect documents on your behalf.

Kindly note that the University is not under any obligation to grant this request if the reason for this application is not satisfactory.

SIGNED

Deputy Registrar, Academic Affairs Division



APPENDIX I

Attach
Passport

The Registrar
Redeemer's University
P.M.B. 230
Ede, Osun State

Dear Sir,

AUTHORITY LETTER TO COLLECT DOCUMENT

I, _____, with Redeemer's University
Matriculation no. _____, Department of _____
_____ wish to collect the following document, in possession of your office:

- Provisional Statement of Results
- Degree Certificate (issued by Redeemer's University)
(Note: Degree Certificate can only be handed over if the applicant had completed all the clearance procedures in Redeemer's University)

However, I cannot be physically present to collect the document. I hereby authorize the person, whose details are provided below, to collect the document on my behalf. I, therefore, request you to please allow for handing over the above-mentioned document to the person I authorize.

I hereby confirm that the details provided below are correct, and I take full responsibility for any loss or damage.

Yours' sincerely,

Full address _____

Phone no. _____ Email _____

Signature _____ Date _____

A. Details of Authorized Person:

Full Name: _____

Relationship with Applicant: _____ Address: _____

Identification: _____ (Must be provided and valid at the time of collection)

Phone no. _____ Email _____

Signature _____ Date _____

For Office Use:

i. Academic Affairs Division

Approved

Not Approved

Comment (if applicable): _____

Name: _____ Designation: _____

Signature and Date: _____

ii. Registrar

Approved

Not Approved

Comment (if applicable): _____

Name: _____

Signature and Date: _____