



MOUNTAIN TOP UNIVERSITY
OFFICE OF THE REGISTRAR
Exams and Records Unit

REQUIREMENTS FOR COLLECTION OF CERTIFICATES

- i. Original Notification of Result
- ii. MTU Identity Card
- iii. Evidence of Payment of Convocation Fee

NOTE

- i. Certificates **cannot** be collected by proxy
- ii. Graduates are enjoined to come well dressed
- iii. For loss of MTU ID card or Original Notification of Result or both, a police report, and an affidavit from the court of law will be required. It should also be stated in the affidavit that the lost item (s) is or are needed for the release of the original degree certificate.

TIME

12-4pm (Monday -Friday)