

ISSUANCE OF DIPLOMA

Schedule of Availability of Service: 8:00 am – 5:00 pm; Monday to Friday

Clients/Customers: Alumni

Requirements: Clearance

Processing Time: 2 minutes

STEP	CUSTOMER/APPLICANT	SERVICE PROVIDER	DURATION OF THE ACTIVITY	FEE	PERSON RESPONSIBLE	FORMS
1	Requests for Diploma	Secures student clearance, checks and issues gold seal for the diploma	2 minutes	None	Staff	Diploma
2	Receives Diploma and signs in the logbook					
END OF TRANSACTION						