

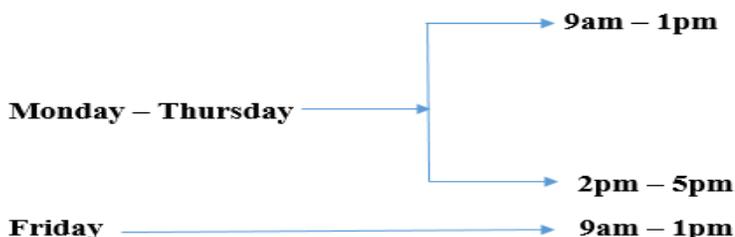
## PROCEDURE FOR CERTIFICATE COLLECTION

Dear Babcock University Graduates,

For the collection for your certificate kindly follow the procedure below

1. Ensure that your Clearance form is duly signed before certificate collection.
2. Choose a date for possible pick-up.

### Schedule for Certificate Collection.



3. Send the following details to [data.archive@babcock.edu.ng](mailto:data.archive@babcock.edu.ng):
  - i. Full name
  - ii. Matriculation number
  - iii. Course/Department
  - iv. Date and year of graduation (DD/MM/YYYY)
  - v. Date for certificate collection.
4. Your request will be confirmed and a timely feedback shall be communicated through your email address.
5. Certificates will not be issued on this platform. They are to be collected in person from Data & Archive, Registry Babcock University.
6. Certificates are not issued via courier service or surface mail.

### **NOTE:**

- (a) Babcock University does not issue certificate by proxy and reserves the right to reject any request to release certificate by proxy.
- (b) Collection of certificate on behalf of a graduate residing outside of Nigeria, who is not able to personally pick up the certificate from the university, must be supported with the following documents:
  - i. A letter of authorization from the graduate, addressed to the Registrar, Babcock University, should be emailed to the registrar ([registrar@babcock.edu.ng](mailto:registrar@babcock.edu.ng)).
  - ii. Signed letter of attestation from a barrister addressed to the Registrar, Babcock University.
  - iii. Babcock University student identification card of the graduate and a photocopy of same.
  - iv. Identification Card of the person collecting the certificate and a photocopy of same.
- (c) Certificate of a graduate residing outside of Nigeria can only be issued, subject to the consideration and approval of the University, to:
  - i. Parent of the graduate.

- ii. Spouse of the graduate.
- (d) Graduates domicile within Nigeria are expected to collect their certificate in person.