**EXIT POINT CERTIFICATE AND TRANSCRIPT CLAIM FORM**

**Section 1: Request for Exit Point Certification** *(to be filled in by Student)*

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| Student Name: | Student Surname:  | ID Number: |
| Institute: |
| Programme of Studies: |
| Programme Code: | MQF/EQF Level: |
| I am hereby requesting the following Exit certification and Transcript as specified in the programme specification: *(tick the appropriate option)*[ ]  UHD – Undergraduate Higher Diploma (MQF level 5) – 120 credits[ ]  HD - Higher Diploma (MQF Level 5) – 120 credits[ ]  PG CERT - Postgraduate Certificate (MQF Level 7) – 30 credits [ ]  PG DIP - Postgraduate Diploma (MQF Level 7) – 60 credits[ ]  Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| I hereby declare that:* I have withdrawn from my programme in order to claim the Exit Point Certification;
* I have read and understood the regulations explained in *DOC 077 ADMINISTRATIVE PROCEDURE FOR PROCESSING OF CLAIMS FOR CERTIFICATES AT INTERIM EXIT-POINTS;*
* I have returned all books from the Learning Library Resource Centre, and;
* I have returned the College student card.

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**Section 2: Institute Verification and Confirmation** *(to be filled in by Institute Director/ Deputy Director)*

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| Has the student withdrawn from the programme? | [ ]  Yes [ ]  No |
| Please provide the number of ECTS/ECVETS obtained by the Student. |  |
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**Section 3: Final Approval** *(to be filled in by the Office of the Registrar)*

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| [ ]  Approved[ ]  Not Approved |
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