# *UNIVERSITY OF MAURITIUS*

## CENTRE FOR INFORMATION TECHNOLOGY AND SYSTEMS

### APPLICATION FOR A PRINTED COPY OF CERTIFICATE:

Please find below the procedure for requesting a printed copy of the course completion certificate:

1. If you wish to obtain a printed and signed certificate, please send an email to ccna@uom.ac.mu stating that you wish to get a signed and printed certificate. Please provide your full name and postal address.
2. The CITS will check if you have completed all the course requirements and will send you the details for effecting the payment of Rs. 500.
3. You then proceed to the UoM Finance Section from **9.15 a.m to 2.15 p.m (weekdays)** to effect a payment of **Rs 500**. Please provide the reference when effecting the payment (for example, for Intro to cybersecurity, please quote reference number N3 2020 1797).
4. Kindly note that, the above fee, once paid, is not refundable.
5. After effecting the payment, please submit a copy of your payment receipt to CITS (room G20, FoE Phase II building) or forward a scanned copy to ccna@uom.ac.mu.
6. The certificate will be prepared and sent to you by post.
7. The normal processing time is 2 weeks.
8. Collection of certificate made by a representative must bear the authorization of the applicant by presenting a letter of authorization and the photocopy of the applicant's National ID Card. The representative will be requested to show his / her national ID card for verification.

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