

**THE UNIVERSITY OF ZAMBIA**  
**Office of the Registrar**

**ANNOUNCEMENT**

**13<sup>th</sup> July, 2021**

This serves to inform the public, and the University of Zambia (UNZA) community that due to the increasing numbers of new cases of COVID-19 and the consequent deaths associated to the virus, the following measures among others, have been undertaken to try to lower or curb this pandemic:

1. Detailed transcripts will be issued as follows:

**MONDAY TO FRIDAY**

Submission of the deposit slips to the office of the Accountant, Academic Affairs in Room (two) 2 who will issue a written receipt upon making payment of **K200.00** into the following accounts:

- (i) Zambia National Commercial Bank (ZANACO)  
UNZA Registrar's Department  
0306506302182  
UNZA AGENCY
- (ii) First National Bank of Zambia (FNB)  
UNZA Registrar's Department  
62607694371  
Head Office, Acacia Business Park
- (iii) Standard Chartered Bank Zambia  
UNZA Registrar's Department  
0100110273800  
Main Branch

(iv) **TUESDAYS AND THURSDAY**

Processing of detailed transcripts

(v) **WEDNESDAYS AND FRIDAYS**


Collection of detailed transcripts from room ten (10)

**2. Collection of Certificates**

- 2.1. All certificates for the **May, 2021 graduates** will be issued by individual schools and units.
- 2.2. All graduates will be required to submit acceptable clearance forms when collecting their certificates.
3. All queries concerning issuance academic issues should be channeled via the following email addresses:

*customerrelations@unza.zm and or*

*dracadem@unza.zm*



Rodgers G. Phiri (Mr.)  
**ACTING REGISTRAR**