

OFFICE OF THE DEPUTY PRINCIPAL

25th January 2023

To: Finalist Students

Dear Students,

Re: Request for online Clearance and Documents Submission

Based on General Academic regulations regarding graduation requirements, **article 230**, stipulates the graduation eligibility requirements;

I would like to inform you that to graduate, you have to comply with the following requirements no later than **28th February 2023**:

- ✓ Being Cleared online by different Units via **https://mis.rp.ac.rw/**
- ✓ Having well-filled personal files, containing all required documents at admission time: One certified copy of the National Assessment Certificate or equivalent certificate, a copy of the national identity card or passport for international students, and an Admission letter or acceptance letter.
- ✓ Discharge of all obligations owed to the College, including payment of fees, return of library books, and filled clearance form.

NB:

1. Personal files containing all required documents at admission time are submitted to the Admission and Registration Officer.
2. Students who do not have Rwanda Polytechnic Registration Number will submit all the above documents and a photocopy of the signed clearance form in hard copy.
3. The student who will not comply with the above requirements will not graduate.

Thank you for your consideration.

Dr. Alice IKUZWE

Deputy Principal Academics and Training

CC:

- Corporate Service Division Manager
- Directors (All)
- Head of Departments (All)