

ISSUING OF ACADEMIC RECORDS: UNREGISTERED STUDENTS

Your request for issuing an academic record has reference.

The issuing of an Official (stamped) Academic Record is subject to a fully paid account and the provision that you are in good standing with the University.

CHARGES FOR AN ACADEMIC RECORD AND/OR SYLLABUS:

- An Academic Record (transcript) – **R90.00**
- An Academic Record (transcript) with a Conduct Sheet plus syllabus (description of modules passed for the purpose of registration at another Higher Education Institution) - **R500.00**

**Above amounts are subject to change.*

PAYMENTS can be made to the following account:

Account name: University of the Free State
Bank: ABSA Bank
Account number: 1570 151 688
Branch Code: 630734
Reference number: 605 followed by student number

PROOF TO BE SUBMITTED

1. Written request by student himself/herself
2. Certified copy of ID
3. Proof of Payment
4. Your mailing details (fax / e-mail address / mailing address)
5. Should you wish that the record be sent to another person / institution, approval in writing to this effect must also be provided by you together with the mailing / contact details of the other party.
6. Should you request the University to e-mail a copy to another person / institution, the original copies will be mailed to your mailing address as provided.
7. Should you wish to arrange with another person to collect the documents on your behalf at our offices, an approval letter in this regard with a copy of the ID of the collector must be provided. The collector will have to produce his original ID on collection.

REQUEST can be done through the following methods:

1. **Mailed** to the Director, Student Academic Services, PO Box 339, Bloemfontein, 9300
2. **E-mailed** to :
 - a. Bloemfontein Campus: **studentrecords@ufs.ac.za**
 - b. Faculty of Economic and Management Sciences, Business School: **recordsbus@ufs.ac.za**
 - c. Faculty of Health Sciences: **records-med@ufs.ac.za**
 - d. Qwaqwa Campus: **Lebonage@ufs.ac.za**
 - e. South Campus (Open Learning Education): **deklerky@ufs.ac.za**

CONDITIONS:

A time delay in processing the request may occur due to the fact that payments must first be verified by the University and due to the administration process involved – minimum duration, three days after positive verification.

Speed deliveries by courier must be arranged and paid by the student.