



QUALIFICATION CERTIFICATION **COLLECTION GUIDE** || 2026

T: +27 51 401 9111 | E: studentadmin@ufs.ac.za | www.ufs.ac.za

*Inspiring excellence, transforming lives
through quality, impact, and care.*



UNIVERSITY OF THE FREE STATE
UNIVERSITEIT VAN DIE VRYSTAAT
YUNIVESITHI YA FREISTATA

STEP 1

Click on the link below to open the **PeopleSoft Campus Solutions** student portal.

<https://myapplication.ufs.ac.za/psp/csprd/?cmd=login&languageCd=ENG&>

ORACLE® PeopleSoft

User ID

Password

Select a Language

English

Sign In

☐ Enable Screen Reader Mode

STEP 2

Log in using your student details || student number and password.

STEP 3

Once logged in, you will see a tile titled **'Tasks'** on the home page.

Click on the tile to navigate to the task.

Tasks

5 To Do's 1 Holds

Student Center

Profile

Accept/Decline Study Offer

Upload Mid Year School Marks

Application Document Uploads

Maintain Study Choices

Provisional Registration Apply

Module Enrollment

Academic Data Summary

Gradebook

Service Request Management

Residence and Housing Portal

NSFAS/Burs Priv Accommm Appl

Refund Application

Statement

69 re

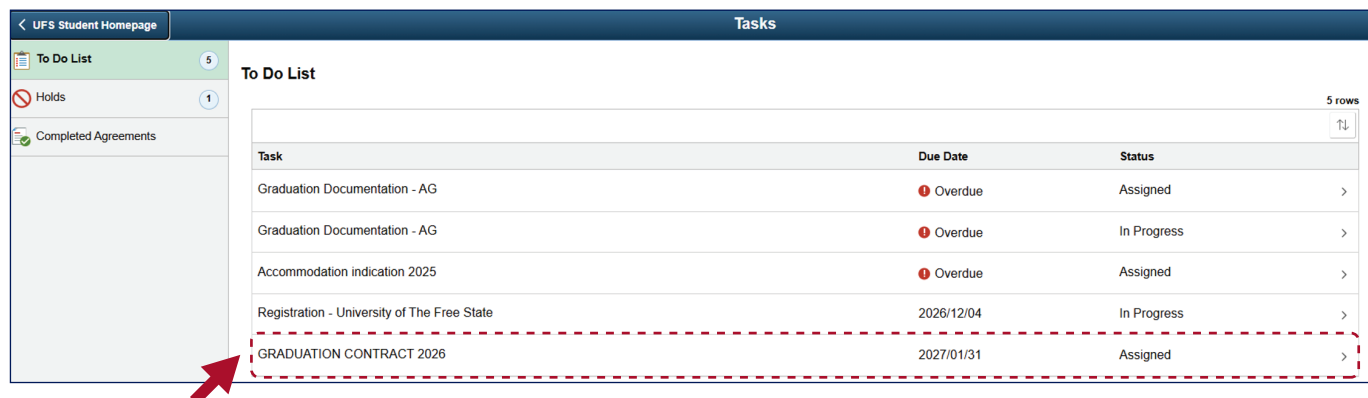
2026/09/23 View Statement

2026/07/28 View Statement

2026/06/29 View Statement

STEP 4

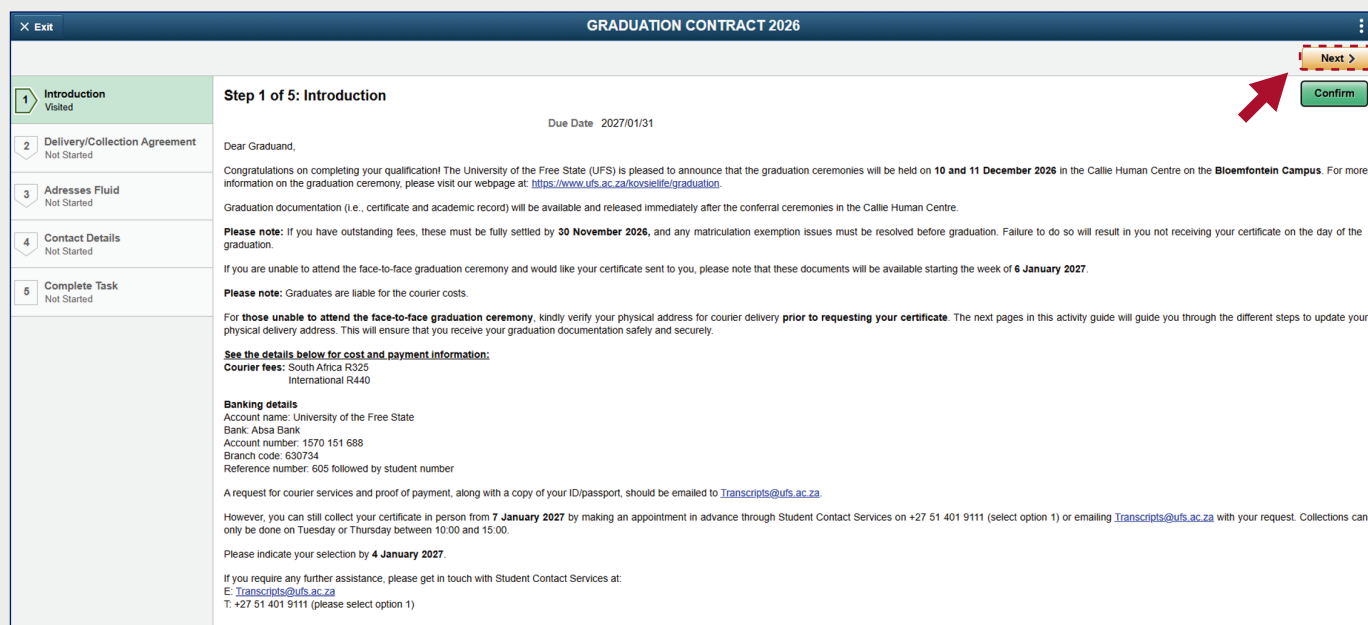
Click on the task titled 'Graduation Contract 2026'.



Task	Due Date	Status
Graduation Documentation - AG	Overdue	Assigned
Graduation Documentation - AG	Overdue	In Progress
Accommodation indication 2025	Overdue	Assigned
Registration - University of The Free State	2026/12/04	In Progress
GRADUATION CONTRACT 2026	2027/01/31	Assigned

Read the introduction, confirm that you have read the introduction, and click on the 'Next' button.

STEP 5



Step 1 of 5: Introduction

Due Date: 2027/01/31

Dear Graduatund,

Congratulations on completing your qualification! The University of the Free State (UFS) is pleased to announce that the graduation ceremonies will be held on **10 and 11 December 2026** in the Callie Human Centre on the **Bloemfontein Campus**. For more information on the graduation ceremony, please visit our webpage at: <https://www.ufs.ac.za/bovsielife/graduation>.

Graduation documentation (i.e., certificate and academic record) will be available and released immediately after the conferral ceremonies in the Callie Human Centre.

Please note: If you have outstanding fees, these must be fully settled by **30 November 2026**, and any matriculation exemption issues must be resolved before graduation. Failure to do so will result in you not receiving your certificate on the day of the graduation.

If you are unable to attend the face-to-face graduation ceremony and would like your certificate sent to you, please note that these documents will be available starting the week of **6 January 2027**.

Please note: Graduates are liable for the courier costs.

For **those unable to attend the face-to-face graduation ceremony**, kindly verify your physical address for courier delivery **prior to requesting your certificate**. The next pages in this activity guide will guide you through the different steps to update your physical delivery address. This will ensure that you receive your graduation documentation safely and securely.

See the details below for cost and payment information:

Courier fees: South Africa R325
International R440

Banking details
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

A request for courier services and proof of payment, along with a copy of your ID/passport, should be emailed to Transcripts@ufs.ac.za

However, you can still collect your certificate in person from **7 January 2027** by making an appointment in advance through Student Contact Services on +27 51 401 9111 (select option 1) or emailing Transcripts@ufs.ac.za with your request. Collections can only be done on Tuesday or Thursday between 10:00 and 15:00.

Please indicate your selection by **4 January 2027**.

If you require any further assistance, please get in touch with Student Contact Services at:
E: Transcripts@ufs.ac.za
T: +27 51 401 9111 (please select option 1)

OPTION
A

ACCEPTING THE DELIVERY

After reading the delivery agreement, make a selection, and click on 'Next'.

GRADUATION CONTRACT 2026

Step 2 of 5: Delivery/Collection Agreement

Select either "Accept Delivery" or "Decline Delivery" after carefully reading the terms and conditions.

Terms and conditions for the delivery of graduation documentation

I, the graduate student, hereby –

1. acknowledge that the provisions of the agreement entered into between myself and the University of the Free State (hereinafter referred to as the 'UFS') as contained in the terms and conditions as set out below, are binding and will remain in force;
2. acknowledge that I understand that this service is only offered to graduates who will obtain qualifications during the December 2026 graduation sessions;
3. acknowledge that I understand the rules and regulations regarding my academic records and certificate as set out in the General Academic Rules and Regulations of the UFS 2026 (uploaded on the UFS website at <http://www.ufs.ac.za/about-the-ufs/governance/policy-documents>) (hereinafter referred to as the 'General Rules');
4. acknowledge and understand that qualification certificates and academic records will not be released to any graduate student who is not in good financial standing with the UFS as per the General Rules, including requirements for matriculation exemption (if applicable);
5. understand that I have the option to have my graduation documentation couriered if I am unable to attend the graduation ceremony, and that I will be responsible for all courier costs incurred;
6. acknowledge and understand that if I choose to have my graduation documentation couriered, I am responsible for ensuring that all information required to courier my graduation documentation is correct, including but not limited to the physical delivery address;
7. acknowledge and understand that if I choose to have my graduation documentation couriered, the delivery address I provide for use by the courier services cannot be a postal address and must be a physical address only;
8. acknowledge and understand that if I choose to have my graduation documentation couriered, the request will be processed from **6 January 2027**, and scheduled for delivery on a **first-come, first-served basis**; and
9. understand that if the courier is unable to deliver the graduation documentation to the supplied delivery address because it is invalid, incorrect, or inaccessible, the request will be cancelled, and I will have to arrange a second delivery attempt at my own expense.

Please take note: Once you have completed this task, you will not be able to make another selection. Only select 'Submit' if you are satisfied with the choice you have made to either have your graduation documentation delivered or not.

Agreement Date: 2026/10/14
Agreement Status: Accepted

[Printable Page](#)

Click on 'Confirm' if the delivery address is correct, and then click on 'Next'.

GRADUATION CONTRACT 2026

Step 3 of 5: Addresses Fluid

Home Address

+

Address From

Current >

Delivery Address

+

Address From

Current >

[Confirm](#)

Or add the delivery address manually and click on the '**Confirm**' button to navigate to the next page.

The screenshot shows the 'GRADUATION CONTRACT 2026' application. On the left, a sidebar lists five steps: 1. Introduction (Complete), 2. Delivery/Collection Agreement (Complete), 3. Adresses Fluid (Complete), 4. Contact Details (In Progress), and 5. Complete Task (Not Started). The main area is titled 'Step 3 of 5: Adresses Fluid'. It contains two sections: 'Home Address' and 'Delivery Address', each with a plus icon and an empty address field. A modal window titled 'Add Address' is centered on the screen. It has a 'Cancel' button at the top left and a 'Save' button at the top right. The modal contains fields for 'Type' (set to 'Delivery'), 'From' (2026/10/15), 'Country' (South Africa), and four address lines (Address 1 to Address 4). It also has fields for 'City', 'State', 'Postal', and 'Province'. A red arrow points to the 'Save' button in the modal. Another red arrow points to a 'Confirm' button in the top right corner of the background interface, which is also highlighted with a dashed red box.

Confirm **contact** details.

The screenshot shows the 'GRADUATION CONTRACT 2026' application at 'Step 4 of 5: Contact Details'. The sidebar on the left shows step 4 as 'In Progress'. The main area has two sections: 'Email' and 'Phone'. The 'Email' section contains a table with two rows of contact information. The 'Phone' section contains a table with one row of contact information. A red arrow points to a 'Confirm' button in the top right corner of the interface, which is highlighted with a dashed red box.

Email	Type	Preferred
@gmail.com	Home	✓
@ufs4life.ac.za	Campus	

Phone	Type	Preferred
+21	Cell	

OPTION A

STEP 10

If any information has changed, edit the details by selecting the item. The system will open the window to allow the change. Once the information is verified, select the **'Confirm'** button and navigate to the next page, which is the **'Complete Task'** page.

The screenshot shows the 'GRADUATION CONTRACT 2026' application. On the left, a sidebar lists five steps: 1. Introduction (Complete), 2. Delivery/Collection Agreement (Complete), 3. Addresses Fluid (Complete), 4. Contact Details (In Progress), and 5. Complete Task (Not Started). The main area is titled 'Step 4 of 5: Contact Details'. It contains an 'Email' section with a text input field and a 'Phone' section with a '+27' prefix and a text input field. A table with columns 'Type' and 'Preferred' is visible, with 'Home' and '✓' listed. A modal window titled 'Add Phone' is open, showing fields for 'Country Code' (27), 'Phone Number', and 'Extension', with an 'Enable Texts' checkbox. A 'Save' button is in the top right of the modal. A 'Confirm' button is in the top right of the main form area. Red arrows point to the 'Confirm' button and the 'Save' button.

Complete the task. Once you have provided all the information, you can complete the task. Read through the information on this page and select the **'Submit'** button. Once the task is completed, it will enter a **'completed'** status on the system.

STEP 11

OPTION A

The screenshot shows the 'GRADUATION CONTRACT 2026' application. The sidebar now shows step 5, 'Complete Task', as 'In Progress'. The main area is titled 'Step 5 of 5: Complete Task'. It displays a 'Due Date' of 2027/01/31 and a message: 'We note the selection you have made. Thank you, Student Academic Services'. A 'Submit' button is in the top right corner, and a 'Previous' button is to its left. Red arrows point to the 'Submit' button and the 'Previous' button.

OPTION B

DECLINING THE DELIVERY

Please choose this option only if you will be attending the **graduation ceremony** or **collecting** the certificate in person on campus. If you decline delivery, the system will provide the following warning and navigate to the **'Complete Task'** page; click **'Submit'**.

GRADUATION CONTRACT 2026

Exit Previous Next

Step 2 of 5: Delivery/Collection Agreement

Select either "Accept Delivery" or "Decline Delivery" after carefully reading the terms and conditions.

Terms and conditions for the delivery of graduation documentation

I, the graduate student, hereby –

1. acknowledge that the provisions of the agreement entered into between myself and the University of the Free State (hereinafter referred to as the 'UFS') as contained in the terms and conditions as set out below, are binding and will remain in force;
2. acknowledge that this service is only offered to graduates who will obtain qualifications during the December 2026 graduation sessions;
3. acknowledge that I understand the rules and regulations regarding my academic records and certificate as set out in the General Academic Rules and Regulations of the UFS 2026 (uploaded on the UFS website at <http://www.ufs.ac.za/about-the-ufs/governance/policy-documents>) (hereinafter referred to as the 'General Rules');
4. acknowledge and understand that qualification certificates and academic records will not be released to any graduate student who is not in good financial standing with the UFS as per the General Rules, including requirements for matriculation exemption (if applicable);
5. understand that I have the option to have my graduation documentation couriered if I am unable to attend the graduation ceremony, and that I will be responsible for all courier costs incurred;
6. acknowledge and understand that if I choose to have my graduation documentation couriered, I am responsible for ensuring that all information required to courier my graduation documentation is correct, including but not limited to the physical delivery address;
7. acknowledge and understand that if I choose to have my graduation documentation couriered, the delivery address I provide for use by the courier services cannot be a postal address and must be a physical address only;
8. acknowledge and understand that if I choose to have my graduation documentation couriered, the request will be processed from **6 January 2027**, and scheduled for delivery on a **first-come, first-served basis**; and
9. understand that if the courier is unable to deliver the graduation documentation to the supplied delivery address because it is invalid, incorrect, or inaccessible, the request will be cancelled, and I will have to arrange a second delivery attempt at my own expense.

Please take note: Once you have completed this task, you will not be able to make another selection. Only select **'Submit'** if you are satisfied with the choice you have made to either have your graduation documentation delivered or not.

Agreement Date 2026/10/14
Agreement Status Declined

Printable Page

If you decline delivery, the system will provide the following warning and navigate to the **'Complete Task'** page; click **'Submit'**.

GRADUATION CONTRACT 2026

Exit Previous Submit

Step 5 of 5: Complete Task

Due Date 2027/01/31

We note the selection you have made.

Thank you,
Student Academic Services

ADDITIONAL ASSISTANCE

If you encounter problems using this facility, please contact the Student Contact Services for assistance: **EMAIL:** studentadmin@ufs.ac.za || **TEL:** +27 51 401 9111