

QUALIFICATION CERTIFICATION **COLLECTION GUIDE**



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

VISION130
Renew and Reimagine
for 2034

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



STEP 1

Click **HERE** to open the PeopleSoft Campus Solutions student portal.

https://pssa.ufs.ac.za/psp/csprd/EMPLOYEE/HRMS/c/SA_LEARNER_SERVICES.SSS_STUDENT_CENTER.GBL?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.

UFS Student Homepage			
Tasks  2 To Do's 4 Holds	Student Center 	Profile 	Accept/Decline Study Offer 
Application Document Uploads 	Upload Mid Year School Marks 	Maintain Study Choices 	Provisional Registration Apply 
Module Enrollment 	Academic Data Summary 	Gradebook 	Service Request Management 
Appeal Suspension of Studies 	Residence and Housing Portal 	NSFAS/Burs Priv Accom Appl 	Refund Application 

STEP 4

Click on the task titled **'December Grad_2025'**

Tasks											
UFS Student Homepage Tasks Home More											
To Do List Holds Completed Agreements	To Do List 2 rows <table> <tr> <th>Task</th><th>Due Date</th><th>Status</th></tr> <tr> <td>Registration 2025 - University of The Free State</td><td></td><td>In Progress</td></tr> <tr> <td>DECEMBER GRAD_2025</td><td>2026/01/30</td><td>Assigned</td></tr> </table>		Task	Due Date	Status	Registration 2025 - University of The Free State		In Progress	DECEMBER GRAD_2025	2026/01/30	Assigned
Task	Due Date	Status									
Registration 2025 - University of The Free State		In Progress									
DECEMBER GRAD_2025	2026/01/30	Assigned									

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

STEP 5

DECEMBER GRAD_2025	
Exit 1 Introduction 2 Delivery/Collection Agreement 3 Addresses Fluid 4 Contact Details 5 Complete Task	Step 1 of 5: Introduction Graduation Documentation Due Date 2026/01/30 Next Confirm Dear Graduate, Congratulations on completing your qualification! The University of the Free State (UFS) is pleased to announce that graduation ceremonies will be held on 11 and 12 December 2025 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/knowledge/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 or matriculation exemption issues, you will not be able to receive the certificate and will have to resolve these outstanding matters first. In the event that you are unable to attend the face-to-face graduation ceremony and would like the certificate to be sent to you, the documents will be available and released from the week of 7 January 2026. Please note: Graduates are liable for the cost of the courier service. For courier purposes – for those who are unable to attend the face-to-face graduation ceremony, kindly verify your physical address for hand-to-hand courier delivery prior to requesting your certificate. The following pages of 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 Requests 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 8 January 2026 by making an appointment in advance through the Student Contact Services on +27 51 401 9111 (select option 1) or email to 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 no later than 2 January 2026. If you require any further assistance, please contact Student Contact Services at: E: Transcripts@ufs.ac.za T: +27 51 401 9111 (please select option 1)

OPTION A

ACCEPTING THE DELIVERY

STEP 6

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

DECEMBER GRAD_2025

< Previous Next >

1 Introduction Complete

2 Delivery/Collection Agreement Complete

3 Addresses Fluid In Progress

4 Contact Details In Progress

5 Complete Task Not Started

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 here 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 2025** graduation sessions;
3. acknowledge that I understand the rules and regulations pertaining to my academic records and certificate as set out in the 'General Academic Rules and Regulations of the UFS 2025' (uploaded on the UFS website at <http://www.ufs.ac.za/about-the-ufsgovernance/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 – not limited to requirements for matriculation exemption (if applicable);
5. understand that I have the option to make use of the opportunity for my graduation documentation to be couriered if I am unable to attend the graduation ceremony, and will be responsible for the courier costs incurred to provide me with my graduation documentation (qualification certificates and academic record) via courier services;
6. acknowledge and understand that if I have chosen to have my graduation documentation couriered, I am responsible for ensuring that all my information required to courier my graduation documentation is correct, including but not limited to the physical address for courier delivery;
7. acknowledge and understand that if I have chosen 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 have chosen to have my graduation documentation couriered, the graduation documentation courier request will be processed from **7 January 2026**, and
9. understand that if I choose to have my graduation documentation delivered, and the courier is unable to deliver the graduation documentation to the delivery address I supplied due to it being invalid, incorrect, or not accessible to the courier services, this request will be cancelled, and I will have to arrange for a second delivery attempt of the graduation documentation at my own cost.

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 2025/10/17
Agreement Status Accepted

Printable Page

OPTION A **OPTION B**

Accept Delivery Decline Delivery

Click **'Confirm'** if the delivery address is correct and click **'Next'**.

STEP 7

< Previous

1 Introduction Complete

2 Delivery/Collection Agreement Complete

3 Addresses Fluid In Progress

4 Contact Details In Progress

5 Complete Task Not Started

Step 3 of 5: Addresses Fluid

Home Address

+ Address From

Current >

Delivery Address

+ Address From

Current >

Confirm

STEP 8

Add the delivery address manually and click the **'Confirm'** button to navigate to the next page.

Confirm contact details.

STEP 9

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 AG 2024' application. The sidebar on the left indicates the progress: 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 content area is titled 'Step 4 of 5: Contact Details'. It contains fields for Email, Phone, Type, and Preferred. A modal window titled 'Edit Phone' is open, showing fields for Country Code, Phone Number, and Extension, with a 'Save' button highlighted by a red arrow. Another red arrow points to the 'Confirm' button in the top right corner of the main form.

Complete the task. When you have provided all the information, you can complete the task. Read through the information on this page and select the **'Submit'** button.

STEP 11

OPTION A

The screenshot shows the 'DECEMBER GRAD_2025' application. The sidebar on the left indicates the progress: 1. Introduction (Complete), 2. Delivery/Collection Agreement (Complete), 3. Addresses Fluid (Complete), 4. Contact Details (Complete), and 5. Complete Task (In Progress). The main content area is titled 'Step 5 of 5: Complete Task'. It contains a 'Submit' button highlighted by a red arrow and a 'Previous' button. The main form area displays a message: 'We note the selection you have made. Thank you, Student Academic Services'.

OPTION B

DECLINING THE DELIVERY

STEP 12

Please choose this option only if you will be attending the **graduations** or **collecting** the certificate yourself on campus.

DECEMBER GRAD_2025

Previous Next

1 Introduction Complete

2 Delivery/Collection Agreement Complete

3 Addresses Fluid Complete

4 Contact Details Complete

5 Complete Task In Progress

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 here 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 2025** graduation sessions;
3. acknowledge that I understand the rules and regulations pertaining to my academic records and certificate as set out in the General Academic Rules and Regulations of the UFS 2025 (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 – not limited to requirements for matriculation exemption (if applicable);
5. understand that I have the option to make use of the opportunity for my graduation documentation to be couriered if I am unable to attend the graduation ceremony, and will be responsible for the courier costs incurred to provide me with my graduation documentation (qualification certificates and academic record) via courier services;
6. acknowledge and understand that if I have chosen to have my graduation documentation couriered, I am responsible for ensuring that all my information required to courier my graduation documentation is correct, including but not limited to the physical address for courier delivery;
7. acknowledge and understand that if I have chosen 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 have chosen to have my graduation documentation couriered, the graduation documentation courier request will be processed from **7 January 2026**, and
9. understand that if I choose to have my graduation documentation delivered, and the courier is unable to deliver the graduation documentation to the delivery address I supplied due to it being invalid, incorrect, or not accessible to the courier services, this request will be cancelled, and I will have to arrange for a second delivery attempt of the graduation documentation at my own cost.

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: 2025/10/17
Agreement Status: Declined

Printable Page

OPTION B

Accept Delivery Decline Delivery

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

STEP 13

DECEMBER GRAD_2025

Previous Submit

1 Introduction Complete

2 Delivery/Collection Agreement Complete

3 Addresses Fluid Complete

4 Contact Details Complete

5 Complete Task In Progress

Step 5 of 5: Complete Task

Due Date: 2026/01/30

We note the selection you have made.

Thank you,
Student Academic Services

Submit

ADDITIONAL ASSISTANCE

If you encounter problems using this facility, please contact the Student Service Centre for assistance:

EMAIL: studentadmin@ufs.ac.za || **Tel:** +27 51 401 9111