

QUALIFICATION CERTIFICATION COLLECTION GUIDE

2025



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

VISION **130**
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&

STEP 2

Log in using your student details:
Student number and password.

ORACLE® PeopleSoft

User ID

Password

Select a Language

English
















Sign In

☐ Enable Screen Reader Mode

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  5 To Do's 5 Holds	Accept/Decline Study Offer 	External Education Data 	Student Center 	Gradebook 
Residence and Housing Portal 	Research Candidate Centre 	Statement 52 rows 2025/02/26 View Statement 2025/02/01 View Statement 2025/01/28 View Statement	Provisional Registration Apply 	
Profile 	Module Enrollment 	Service Request Management 	Refund Application 	View GRM Progress Report 
Academic Data Summary 	NSFAS/Burs Priv Accompl 			

STEP 4

Click on the task titled **'2025 Graduation Activity Guide'**.

UFS Student Homepage																				
Tasks																				
<ul style="list-style-type: none"> To Do List 5 Holds 5 Completed Agreements 	To Do List <div>5 rows</div> <table> <thead> <tr> <th>Task</th><th>Due Date</th><th>Status</th></tr> </thead> <tbody> <tr> <td>Registration 2025 - University of The Free State</td><td></td><td>In Progress</td></tr> <tr> <td>NSFAS Transport Applications 2021</td><td>Overdue</td><td>In Progress</td></tr> <tr> <td>NSFAS Transport Applications 2022</td><td>Overdue</td><td>Assigned</td></tr> <tr> <td>NSFAS Refund Applications 2023</td><td>Overdue</td><td>In Progress</td></tr> <tr> <td>2025 Graduation Activity Guide</td><td>2025/04/27</td><td>Assigned</td></tr> </tbody> </table>		Task	Due Date	Status	Registration 2025 - University of The Free State		In Progress	NSFAS Transport Applications 2021	Overdue	In Progress	NSFAS Transport Applications 2022	Overdue	Assigned	NSFAS Refund Applications 2023	Overdue	In Progress	2025 Graduation Activity Guide	2025/04/27	Assigned
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Read the introduction and click on the **'Next'** button.

STEP 5

2025 Graduation Activity Guide	
<ul style="list-style-type: none"> 1 Introduction Visited 2 Delivery/Collection Agreement Not Started 3 Addresses Fluid Not Started 4 Contact Details Not Started 5 Complete Task Not Started 	<p>Step 1 of 5: Introduction</p> <p>Graduation Documentation</p> <p>Due Date: 2025/04/27</p> <p>Dear Graduand,</p> <p>Congratulations on completing your qualification!</p> <p>The University of the Free State (UFS) is looking forward to your presence at the graduation ceremonies that will be held on 4 and 5 April 2025 in the Rolihlahla Mandela Hall on the Qwaqwa Campus and from 8 to 12 April 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/kvsielife/graduation</p> <p>Graduation documentation (i.e., qualification certificate and academic record) will be available and released immediately after the conferral ceremonies in the Rolihlahla Mandela Hall or the Callie Human Centre.</p> <p>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.</p> <p>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 23 April 2025.</p> <p>Please note: Graduates are liable for the cost of the courier service.</p> <p>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.</p> <p>See the details below for cost and payment information:</p> <p>Courier fees: South Africa R325 International R440</p> <p>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</p> <p>Request for courier services and proof of payment, along with a copy of your ID/passport, should be emailed to Transcripts@ufs.ac.za.</p> <p>However, you can still collect your certificate in person from 24 April 2025 by making an appointment in advance through the Student Contact Services on +27 51 401 9111 (select option 1) or email Transcripts@ufs.ac.za with your request. Collections can only be done on Tuesday or Thursday between 10:00 and 15:00.</p> <p>Please indicate your selection by no later than 17 April 2025.</p> <p>If you require any further assistance, please contact the Student Contact Services at: E: Transcripts@ufs.ac.za T: +27 51 401 9111 (please select option 1)</p>

OPTION A

ACCEPTING THE DELIVERY

STEP 6

After reading the delivery agreement, **make a selection.**

2025 Graduation Activity Guide

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 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 **April 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 **23 April 2025**; 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 2025/03/06
Agreement Status Accepted

Printable Page

OPTION A **OPTION B**

Accept Delivery Decline Delivery

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

STEP 7

2025 Graduation Activity Guide

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Step 3 of 5: Adresses Fluid

Home Address

+ Address From

Current >

Delivery Address

No address defined

Add Delivery Address

Confirm

**STEP
8**

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

2025 Graduation Activity Guide

Step 3 of 5: Addresses Fluid

Home Address

Address

Delivery Address

No address defined

Add Delivery Address

Add Address

Cancel

Type: Delivery

*From: 2025/03/06

*Country: South Africa

*Address 1

Address 2

Address 3

Address 4

City

State

Postal

Province

Save

Confirm

Confirm contact details.

**STEP
9**

2025 Graduation Activity Guide

Step 4 of 5: Contact Details

Email

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

Phone

Phone	Type	Preferred
	Cell	✓

Confirm

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.

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. Once the task is completed, it will enter a **'Completed'** status on the system.

STEP 11

OPTION B

DECLINING THE DELIVERY

STEP 12

Please choose this option only if you are going to attend the graduations or **collect the certificate** yourself on campus.

2025 Graduation Activity Guide

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Accept Delivery Decline Delivery

OPTION B

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 **April 2025** graduation sessions;
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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: 2025/03/06
Agreement Status: Declined

Printable Page

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

STEP 13

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Previous Submit

Step 5 of 5: Complete Task

Due Date: 2025/04/27

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 Service Centre for assistance:

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