

CERTIFICATE COLLECTION **ONLINE GUIDE**



APRIL 2026

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



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 you are 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 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 Accompl Appl

Refund Application

Statement

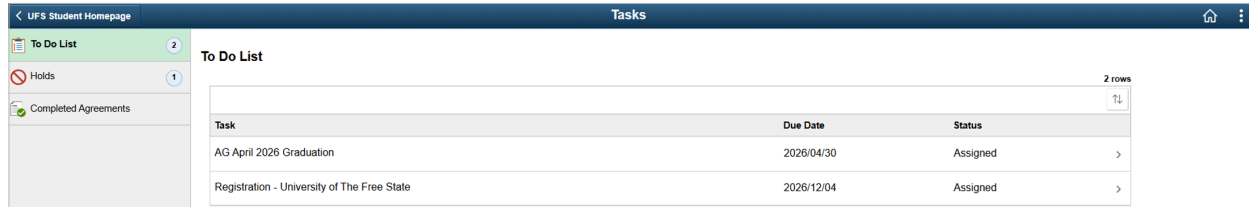
View GRM Progress Report

Research Candidate Centre

Help

STEP 4

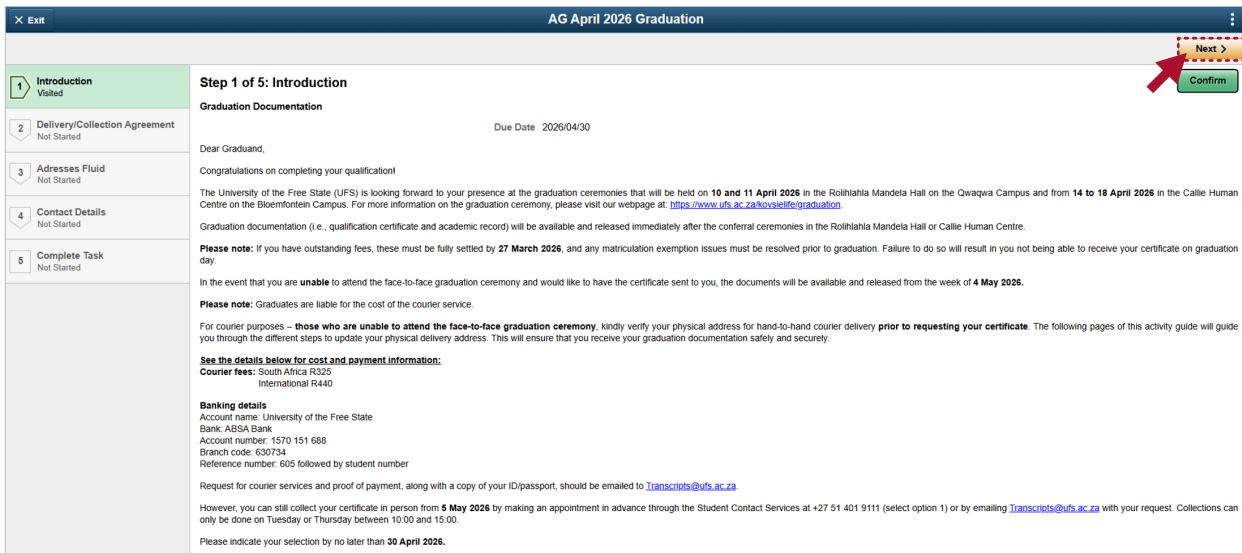
Click on the task titled **'AG April 2026 Graduation'**.



| Task | Due Date | Status |
|---|------------|----------|
| AG April 2026 Graduation | 2026/04/30 | Assigned |
| Registration - University of The Free State | 2026/12/04 | Assigned |

Read the introduction and click on the **'Next'** button.

STEP 5



Step 1 of 5: Introduction

Graduation Documentation

Due Date: 2026/04/30

Dear Graduated,

Congratulations on completing your qualification!

The University of the Free State (UFS) is looking forward to your presence at the graduation ceremonies that will be held on **10 and 11 April 2026** in the Rolihlahla Mandela Hall on the Qwaqwa Campus and from **14 to 18 April 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/kovselife/graduation>

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 Callie Human Centre.

Please note: If you have outstanding fees, these must be fully settled by **27 March 2026**, and any matriculation exemption issues must be resolved prior to graduation. Failure to do so will result in you not being able to receive your certificate on graduation day.

In the event that you are **unable** to attend the face-to-face graduation ceremony and would like to have the certificate sent to you, the documents will be available and released from the week of **4 May 2026**.

Please note: Graduates are liable for the cost of the courier service.

For courier purposes – **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

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 **8 May 2026** by making an appointment in advance through the Student Contact Services at +27 51 401 9111 (select option 1) or by 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 no later than **30 April 2026**.

OPTION
A

ACCEPTING THE DELIVERY

**STEP
6**

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

AG April 2026 Graduation

Introduction Complete

2 Delivery/Collection Agreement Complete

Adresses Fluid In Progress

Contact Details In Progress

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 --

- 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;
- acknowledge that I understand that this service is only offered to graduates who will obtain qualifications during the **April 2026** graduation sessions;
- 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");
- 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);
- 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;
- 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 have my graduation documentation couriered is correct, including but not limited to the physical address for courier delivery;
- 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;
- acknowledge and understand that if I have chosen to have my graduation documentation couriered, the graduation documentation courier request will be processed from **4 May 2026**;
- 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 2026/03/17
Agreement Status Accepted

Printable Page

Accept Delivery Decline Delivery

OPTION A **OPTION B**

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

**STEP
7**

AG April 2026 Graduation

Introduction Complete

Delivery/Collection Agreement Complete

3 Adresses Fluid In Progress

Contact Details In Progress

Complete Task Not Started

Step 3 of 5: Adresses Fluid

Home Address

+

Address From

Current >

Delivery Address

+

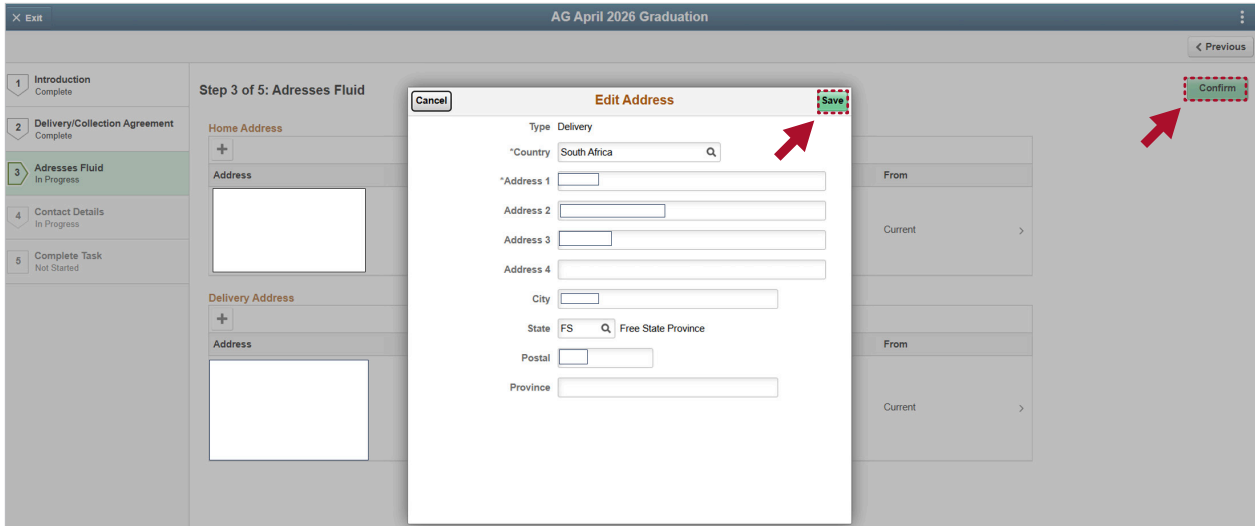
Address From

Current >

Confirm

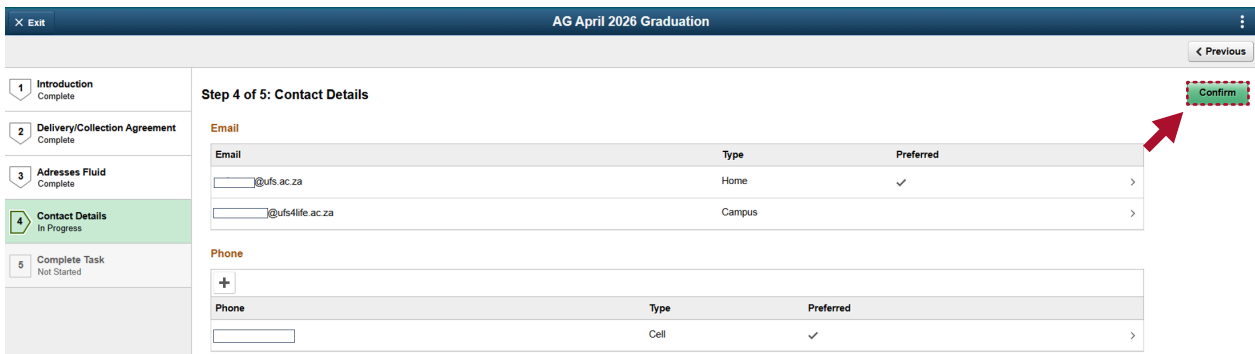
STEP 8

Manually add or edit the delivery address and click on the **'Confirm'** button to navigate to the next page.



Confirm contact details.

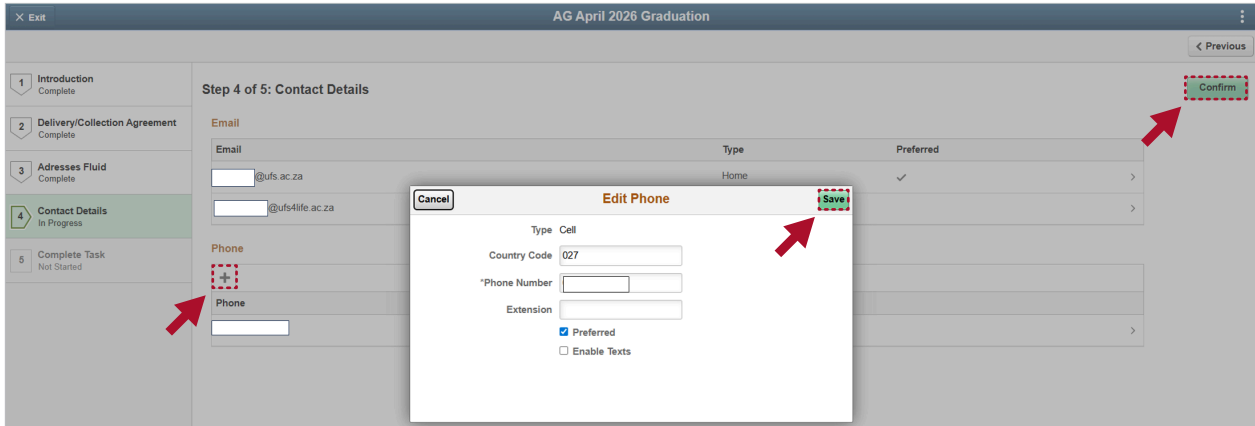
STEP 9



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.

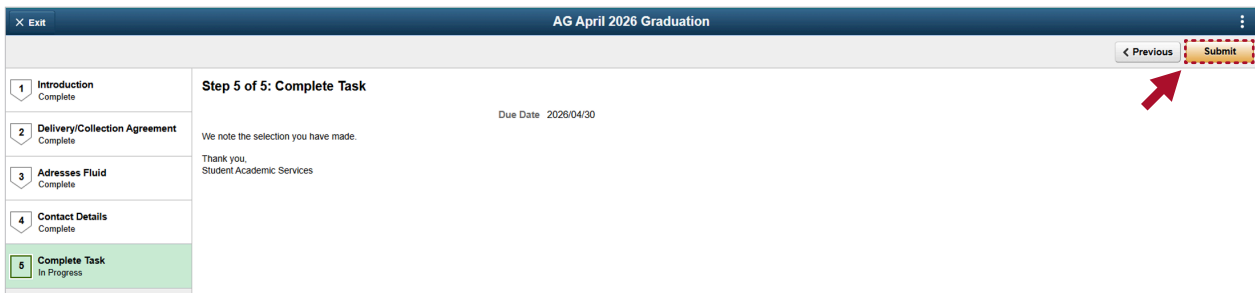


Complete the task

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 A



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.**

AG April 2026 Graduation

Introduction Complete

2 Delivery/Collection Agreement Complete

Addresses Fluid Complete

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 –

- 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;
- acknowledge that I understand that this service is only offered to graduates who will obtain qualifications during the **April 2026** graduation sessions;
- 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");
- 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);
- 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;
- 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 have my graduation documentation couriered is correct, including but not limited to the physical address for courier delivery;
- 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;
- acknowledge and understand that if I have chosen to have my graduation documentation couriered, the graduation documentation courier request will be processed from **4 May 2026**;
- 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 2026/03/17
Agreement Status Declined

Printable Page

Accept Delivery Decline Delivery

OPTION B

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

STEP 13

AG April 2026 Graduation

Introduction Complete

2 Delivery/Collection Agreement Complete

Addresses Fluid Complete

Contact Details Complete

5 Complete Task In Progress

Step 5 of 5: Complete Task

Due Date 2026/04/30

We note the selection you have made.

Thank you,
Student Academic Services

Previous 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