

## APPLICATION FORM

### Academic Records, Academic Transcripts, Certificates, Official Letters, and Questionnaires

Fully completed form, certified copy of ID/passport, and/or supporting documents if applicable, together with proof of payment should be sent to [transcripts@ufs.ac.za](mailto:transcripts@ufs.ac.za)

#### A. Product Information

Please tick the applicable box:	Product price	Price per additional copy
Academic record (marks and subjects). Certificate of conduct will be included in the report  <b>Three working days</b>	R125 once-off payment (three copies)	R125 per set of three copies
Academic transcript (module description/ curriculum details) <b>plus one copy of            academic record</b>  <b>15 working days, excluding courier time</b>  <i><b>NB: Faculty of Health Sciences: please            contact dutiotL@ufs.ac.za directly;            different account detail and pricing apply</b></i>	R750 per degree	R125 per additional copy of entire transcript
Certificate reprint (please attach the following):  <ul style="list-style-type: none"> <li>• a sworn affidavit with reasons why you are              applying for a duplicate certificate</li> <li>• a certified copy of your ID/passport</li> <li>• a certified copy of your marriage certificate              (please confirm whether your surname              should be changed)</li> <li>• divorce decree – if applicable</li> <li>• proof of payment</li> </ul> <b>Ten working days</b>	R250 per degree	R250 per additional copy
<b>Official letters (plus one copy of academic            record)</b>  <b>A - Qualification-obtained letter</b> on a UFS letterhead and/or  <b>B - Official letter containing any other            information (e.g. language of            instruction).</b> Special requirements for this letter should be noted in paragraph B of the request form  <b>Five working days</b>	R125 per degree	R125 per additional copy
<b>Questionnaires (if module descriptions            are also required, please request            products 1 and 2):</b> (e.g. WES, Nursing Council of NZ Medical Council, LSAC, FCCP, Global School of Theology, HCPC, CAPR, etc.).  <b>15 working days, excluding courier time</b>	R100 per questionnaire per degree	
Courier fees:      South Africa  International  <b>Collection:</b> First Floor, George du Toit Building (Student Service Centre Office)	R325  R440  Free	

**B. Special Requirements Information**

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**C. PERSONAL INFORMATION**

<b>STUDENT NUMBER</b>			
<b>FULL NAMES</b>			
<b>SURNAME</b>			
<b>MAIDEN NAME</b> (if applicable)			
<b>IDENTITY NUMBER</b>			
<b>COURIER ADDRESS</b>			
<b>NAME OF QUALIFICATION</b>			
<b>TELEPHONE NUMBER</b>	(H)	(W)	(CELL)
<b>EMAIL ADDRESS</b>			
<b>SIGNATURE OF APPLICANT:</b>	<input style="width: 95%;" type="text"/>	<b>DATE:</b>	<input style="width: 95%;" type="text"/>

**Important information to note:**

- Delivery timelines are counted from the day the payment reflects on the UFS finance system.
- Documents can only be collected in person or delivered via courier.
- If you have not received any information after the date as per the item requested, please contact the Student Service Centre team on 051 401 9111 option 1.
- Please note that Student Academic Services cannot assist with short courses obtained at the university – **please contact your faculty directly**.
- Student Academic Service will not be able to assist with the release of any records if you have an outstanding account at the UFS. To confirm your account status at the UFS, please contact the Department of Finance at the UFS: [tuitionfees@ufs.ac.za](mailto:tuitionfees@ufs.ac.za) or 051 401 9111 option 3 before making a payment for the required products.
- For qualifications obtained at the Durban Education College, please contact the KZN Department of Education for assistance.
- Please note that a scanned copy of a document is not an original document and cannot be certified.
- Documents for collection will only be kept for three months, after which it will be destroyed and a new request must be submitted to [transcripts@ufs.ac.za](mailto:transcripts@ufs.ac.za) (full payment will apply).
- Published prices/fees can change without prior notice.

**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