



Tshwane University of Technology

We empower people

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### APPLICATION FOR:

- Duplicate qualification Statement  R211
- Collection of Certificate  R 357
- Re-Posting of certificates  R 132
- Duplicate Short Course Certificate  R 130

#### 1. To be completed by the applicant:

Student Number  Please indicate the collection method:

ID Number (Current)   Will Collect

ID Number (Old)   Please post

Title

Full Names

Surname

Maiden Name

Email

Cellphone Number

Postal Address

Postal Code:

Please indicate the qualifications you are enquiring about:

N Cert  N H Cert  N Dip  B Tech  Other

Course name

Year of Study  to

Signature \_\_\_\_\_ Date

## 2. Information to Applicant

2.1. Only an applicable Qualification Statement will be issued (Rule 9.3 of Part 1 of the Prospectus).

2.2. The applicant must submit an affidavit (a sworn statement that the certificate has been lost/stolen/destroyed or for immigration purposes made at a South African Police Services station) together with this application.

2.3. In the case of an original certificate being damaged, the applicant must submit the original damaged certificate together with this application

### 2.4. Fees Payable

2.4.1. Duplicate qualification statement – R211

2.4.2. Re-posting of certificates – R 130

2.4.3. Collection of certificate – R357 ( Please refer to the Information and Procedure Graduation Ceremonies 2015: You need to inform us if you will not be attending your graduation before the set dates, and please note that a fee of R357 will be payable if you don't inform us or if you are absent without informing us.)

2.4.4. Duplicate Short Course Certificate – R130

2.5. Pay the applicable amount (see paragraph 2.4) into the University's account as follow:

Account name: Tshwane University of Technology

Bank; ABSA

Account number: 040 000 003

Branch code: 323245

Reference number: F224/0455

2.6. The certificate(s) will be replaced within ten (10) working days after receiving the application with accompanying documentation and proof of payment.