



**Request for: Academic Record; Credit Certificates; Letter of Degree Completion**

Note: This form must be returned together with proof of payment to the GENERAL ENQUIRY OFFICES of the Student Academic Administration Department as per email addresses below. Turnaround time is 5 working days. Academic records/Credit certificates will not be issued to the current registered students during the Examination periods. **If you studied at the Former Edgewood College before 1999, please check with us if you are in the system before completing this form, and before making payments.**

Document	Fee Payable	Please tick	Name of Qualification
Academic Record	R105-00		
Credit Certificate	R105-00		
Letter of Degree completion [available only before Grad. Ceremony)	R105-00		

Student Number : \_\_\_\_\_  
 First Name(s) : \_\_\_\_\_  
 Surname: \_\_\_\_\_  
 National I.D. Number: \_\_\_\_\_  
 Postal Address : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Contact Tel. No : \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_

**COLLECTION INFORMATION**

Email	
Student or Third party ( If third party, consent letter and certified copies of ID's of student and person collecting are required)	
Posted	
Courier (Student to arrange and pay the costs)	

**University of KwaZulu-Natal Banking Details:**

**LOCAL STUDENTS**

Bank : Standard Bank  
 Account Name : UKZN MAIN  
 Type of Account : Business Current Account  
 Account Number : 05 308 0998  
 Branch Code : 045426  
 Reference : V388 11817 and Student Name

**INTERNATIONAL STUDENTS**

Standard bank  
 UKZN MAIN  
 Business Current Account  
 05 308 2826  
 045426  
 V388 11817 and Student Name  
 Swift Code: SBZAJJ

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

**FOR OFFICE USE ONLY**

CASHIERS: \_\_\_\_\_ SIGN : \_\_\_\_\_ AMOUNT : \_\_\_\_\_

RECEIPT NO. \_\_\_\_\_ DATE: \_\_\_\_\_

Student Academic Administration

Central Student Records

Postal Address: Private Bag X54001, Durban, 4000

Telephone: +27 (0) 31 260 2238 / 7757/ 2011/ 3417/ 7877/ 2993 or 033-260 5022/ 5212

Email:

Howard College & Medical School: [StudentRecordsHoward@ukzn.ac.za](mailto:StudentRecordsHoward@ukzn.ac.za)  
 Westville: [StudentRecordsWestville@ukzn.ac.za](mailto:StudentRecordsWestville@ukzn.ac.za)  
 Edgewood: [StudentRecordsEdgewood@ukzn.ac.za](mailto:StudentRecordsEdgewood@ukzn.ac.za)  
 Pietermaritzburg: [Naidooa3@ukzn.ac.za](mailto:Naidooa3@ukzn.ac.za) or [Pearsonp@ukzn.ac.za](mailto:Pearsonp@ukzn.ac.za)

Website: [www.ukzn.ac.za](http://www.ukzn.ac.za)



100 YEARS OF ACADEMIC EXCELLENCE

Founding Campuses: ■ Edgewood ■ Howard College ■ Medical School ■ Pietermaritzburg ■ Westville