

CENTRAL STUDENT RECORDS

College of Humanities
College of Health Sciences
Tel: (031) 260-7067
E-mail: Mofokengn@ukzn.ac.za
Office no 226
Second Floor

College of Law and Management Studies
College of Agriculture, Engineering & Sc
Tel: (031) 260-7648
E-mail: Naickerka@ukzn.ac.za
Office No: 225
Second Floor

**M W MAKGOBA ADMIN. BUILDING
WESTVILLE CAMPUS**

APPLICATION FOR REPLACEMENT OF DEAN'S MERIT/COMMENDATION CERTIFICATES
(To be submitted by the School Administrator as the requestor)

Document	Fee Payable	Please tick
Dean's Merit Certificate	R105-00	
Dean's Commendation Certificate	R105-00	

STUDENT INFORMATION

STUDENT NO:

SURNAME: TITLE:

FIRST NAMES:

ID/PASSPORT NO:

TEL.NO: CELL NO:

E-mail ADDRESS:

QUALIFICATION(S) (e.g. BA):

CERTIFICATE(S):	DEAN'S COMM		MERIT	
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MODULE DISCRIPTION	MODULE CODE	YEAR	Sem 1	Sem 2

FOR OFFICE USE: SCHOOL

College & School:	
Initial & Surname of School Administrator:	
Administrator's office physical address	
Administrator's Signature Date:	

IMPORTANT INFORMATION:

1. Completed application forms together with proof of payments to be submitted to Central Student Records offices by the School Administrator or by the student if signed and stamped by the School Administrator.
2. Applications will be processed within **10 working days**.
3. Printed certificate will be sent to the School Administrators via internal mail for the Deans to sign.
4. Students will collect their certificates from the School administrators.
5. There will be no refund for payment made to re-printed certificate.

Steps to complete application form [on or off campus]:

- (a) Fill in the form
- (b) Deposit money into the bank account (details below), or take the form to Student Debtors, pay at Cashiers and kindly return the forms to the School Administrator for signature and School stamp.

NOTE:

- a) The fee of **R105-00** (*applicable for 2022 only*) per certificate (See banking details below.)

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

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

SIGNATURE OF STUDENT

DATE

FOR OFFICE USE ONLY:

CASHIERS : _____ SIGN : _____

AMOUNT : _____ RECEIPT NO. _____ DATE: _____