

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

**Note: This form must be returned with proof of payment to the GENERAL ENQUIRY OFFICES of the Student Academic Administration Department as per the email addresses below. Academic records/Credit certificates will not be issued to registered students during the Examination periods. All applications must be done strictly via email. Note: If you studied at the Former Edgewood College before 1999, please check with our office if you are in the system before completing this form and making payments.**

Document	Fee Payable	Please tick	Name of Qualification (compulsory)	CAMPUS
Academic Records	R120-00			
Credit Certificate	R120-00			
Statement of Degree Completion [available only before Graduation Ceremony]	R120-00			

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

**OPTIONS:**

Email	
Hard copy (Collection strictly by appointment at the campus identified above)	
Post (Posting on prior arrangement)	
Courier (Student to arrange and pay the costs)	

**NB: Third Party Collection: Must produce a consent letter duly signed by the student and certified copies of ID/Passport of both the student and the collector.**

**The 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

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 [ShamaseS1@ukzn.ac.za](mailto:ShamaseS1@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