

CENTRAL STUDENT RECORDS

College of Humanities
College of Health Sciences
Tel: (031) 260-7067
E-mail: CentralStudentRecords@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 or
CentralStudentRecords@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	R120-00	
Dean's Commendation Certificate	R120-00	

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 DISCRPTION	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:

The fee of **R120-00** (*applicable for 2025 only*) per certificate (See banking details below.)

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

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:** _____