



Request for: Academic Records; Credit Certificates; Letter of Degree Completion: 2026

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	Electronic	Please tick	Hard Copy	Please Tick	CAMPUS
Academic Records:	R120-00		R130-00		
Credit Certificate:	R120-00		R130-00		
Statement of Degree Completion [available only before the Graduation Ceremony]: Electronic	R120-00		R130-00		

Student Number : _____
 Full Name(s) : _____
 Surname : _____
 ID/Passport Number: _____
 Contact Tel. No : _____ E-mail Address: _____

OPTIONS:

Email: Electronic	
Hard copy (in-person collection) at the campus mentioned above by scheduled appointment) The GEO will send you an email with a scheduled date to collect the requested hard copy.	
Courier collection (Student/Alumnus to arrange with the courier company at their own expense upon receipt of the scheduled appointment to collect the requested document(s), and give a written consent to the courier company). Once arrangements are made, please provide us with the waybill number.....	

NB: Third Party Collection: Must produce a printed consent letter duly signed by the student and certified copies of ID/Passport of both the student and the collector, which are not older than three months.

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

Howard College & Medical School: StudentRecordsHoward@ukzn.ac.za
 031 260 2238/7757/7119
 Westville: StudentRecordsWestville@ukzn.ac.za
 031 260 3417/7877/8037
 Edgewood: StudentRecordsEdg@ukzn.ac.za
 031 260 2993/8037
 Pietermaritzburg: StudentRecordsPMB@ukzn.ac.za
 033 260 5022/5212/5214

