

**Application for Confirmation of Qualification and Medium of Instruction letter.**

College of Humanities  
College of Health Sciences

College of Law and Management Studies  
College of Agriculture, Engineering & Sciences

Tel: (031) 260-8598

[CentralStudentRecords@ukzn.ac.za](mailto:CentralStudentRecords@ukzn.ac.za)

Office no 235, Second Floor  
M W MAKGOBA ADMIN. BUILDING

WESTVILLE CAMPUS

Note: This form must be emailed together with proof of payment to the Central Student Records Offices at Westville Campus (NO WALK-IN). Turnaround time is 5 working days. **If you studied at the Former Edgewood College before 1999, please check with us to see if you are in our system before completing this form and making payments.**

Document		Fee Payable 2026	Name of Qualification
Confirmation of Qualification & Medium of Instruction letter (Issued after conferment of qualification)	Electronic/Email	R120-00	
Confirmation of Qualification & Medium of Instruction letter (Issued after conferment of qualification)	Hard copy	R130-00	

Student Number : \_\_\_\_\_  
 Fuel Name(s) : \_\_\_\_\_  
 Surname : \_\_\_\_\_  
 I.D/Passport Number: \_\_\_\_\_  
 Contact Tel. No : \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Collection Type: Hard copy,

Collect: strictly by appointment, scheduled by the Central Student Records Office.	Courier collection	Post
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**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, which are not older than three months.**

Postal Address : \_\_\_\_\_ Postal Code: \_\_\_\_\_

If you opt for a courier collection, upon receipt of the email that your letter is ready for collection, please arrange for your courier company to collect it at your own expense and provide them with your written consent. Once the arrangements are made, please email us the waybill number: .....

**NB!! Letters not collected within two (2) months of the application will be destroyed, and applicants will have to reapply.**

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