CSR 06

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 requester)

Document	Fee Payable	Please tick
Dean's Merit Certificate	R130-00	
Dean's Commendation Certificate	R130-00	

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**

MODULE DESCRIPTION	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 the 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 1**0 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-print the certificate.

Steps to complete the 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 **R130-00** *(applicable for 2026 only)* per certificate (See banking details below.)

The University of KwaZulu-Natal Banking Details:

		LOCAL STUDENTS	**INTERNATIONAL**
Bank	**:**	**Standard Bank**	**Standard bank**
Account Name	**:**	**UKZN MAIN**	**UKZN MAIN**
Type of Account	**:**	**Business Current Account**	**Business Current Account**
Account Number	**:**	**05 308 0998**	**05 308 2826**
Branch Code	**:**	**045426**	**045426**
Reference	**:**	**V388 11817 and Student Name**	**V388 11817 and Student**
			Swift Code: SBZAZAJJ

SIGNATURE OF STUDENT **DATE**