

## Central Student Records

Enquiries:  
031 260 8598

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

### Request for Archived Academic Records and Credit Certificates

Note: Students who studied at the former University of Natal and University of Durban-Westville before 1990 need only complete this form and return it with proof of payment. If you studied at the Former Edgewood College of Education before 1999, please check with our office if you are in the system before completing this form and making payments. **NB: TURNAROUND TIME 10-15 WORKING DAYS**

Please tick (v)	Fee Payable
Archived Academic Records	R130-00
Archived Credit Certificate	R130-00

Student Number : \_\_\_\_\_  
 Full name(s) : \_\_\_\_\_  
 Surname : \_\_\_\_\_  
 ID/Passport. Number: \_\_\_\_\_  
 Contact Tel. No : \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
 Campus: \_\_\_\_\_ Degree/s Diploma Completed: \_\_\_\_\_

#### OPTIONS:

Hard copy (in-person collection) at the campus mentioned above)	
Post: Please provide your address:	
Courier collection (Student/Alumnae to arrange with the courier company at their own expense, 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 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.**

#### 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 no. or Full Name & Surname

##### INTERNATIONAL STUDENTS

Bank : Standard Bank  
 Account Name : UKZN MAIN  
 Type of Account: Business Current Account  
 Account Number : 05 308 2826  
 Branch Code : 045426  
 Reference : V388 11817 and Student no. or Full Name & Surname  
 Swift Code : SBZAZAJJ

SIGNATURE OF APPLICANT.....

DATE.....



Founding Campuses: ■ Edgewood ■ Howard College ■ Medical School ■ Pietermaritzburg ■ Westville