

**STUDENT RECORDS OFFICE
DUPLICATE CERTIFICATE REQUEST FORM**



UNIVERSITY OF CAPE TOWN
IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD

Email: reg-records@uct.ac.za **Website:** https://uct.ac.za/students/current-students-student-records/academic-records

Physical Address: Level 4, Masingene Building, Middle Campus, Cross Campus Road, UCT

You may only request a duplicate certificate if the original certificate has been lost or stolen. Duplicates are not a reprint – they state duplicate on the front of the certificate. Duplicate certificates are hard copy only.

You can only request a duplicate for each qualification once. In accordance with the Protection of Personal Information Act (POPIA), you may not request a duplicate for a third party.

You will need to pay R800 per qualification you are replacing. This fee can be paid via EFT to the bank details provided below.

This form must be returned via email to reg-records@uct.ac.za along with proof of payment. If you fail to do this, we cannot process your duplicate and will not be held liable. You will be notified via e-mail when the duplicate is ready.

THIS FORM MUST BE COMPLETED ELECTRONICALLY

PERSONAL INFORMATION	
Name (s)	
Surname (include name at graduation/maiden)	
Student number	
ID/ Date of Birth	
Email Address	
Contact Number	

STATEMENT
<p>I, _____ with the date of birth _____ hereby confirm that I am no longer in the possession of my original degree certificate/s issues by the University of Cape Town as the certificate/s were (please select one)</p> <p style="text-align: center;"> <input type="checkbox"/> LOST <input type="checkbox"/> STOLEN <input type="checkbox"/> IRRETRIEVABLY DESTROYED </p> <p>I hereby request a duplicate be produced for the following qualifications (please list the name of the qualification and the year obtained):</p> <p>_____</p> <p>_____</p> <p>_____</p> <p style="text-align: center;">by ticking this box, you confirm that the above statement is true and correct.</p>

COLLECTION or COURIER
<p>COLLECTION: I will be collecting my duplicate/s from the Student Records Office</p> <p>COURIER SERVICE: I require my duplicate to be couriered to me. Duplicates can only be delivered to a single address. The SRO will confirm your delivery details once your request has been processed</p> <p>Please select which one is applicable: Domestic (RSA) R160 International R1500</p>

Total amount to be paid:	R
Signature	

DUPLICATES ARE NOT PROCESSED DURING GRADUATION SESSIONS MARCH AND SEPTEMBER

DUPLICATES ARE HARD COPY ONLY, NO ELECTRONIC DUPLICATES WILL BE ISSUED

UNIVERSITY OF CAPE TOWN BANKING DETAILS	
Bank:	Standard Bank
Account Name:	University of Cape Town
Account Number:	071503854 (Current)Please Select the Sundries Account
Branch Number:	025009
Swift Code:	SBZAJJ
Reference:	11195/student number E.G. 11195/RCDSTU001 or 11195/Student's Full Name