



# University of Cape Town – Student Records Office

## Duplicate Certificate Request Form

Phone: +27 (0) 21 650 3595 | Email: [reg-records@uct.ac.za](mailto:reg-records@uct.ac.za) | Website: [www.uct.ac.za](http://www.uct.ac.za)

Physical Address: Level 4, Masingene Building, Middle Campus, Crosscampus Road, UCT, 7700

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.

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](mailto: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.

If you require official academic transcripts, they can be requested separately by emailing [transcripts@uct.ac.za](mailto:transcripts@uct.ac.za)

### THIS FORM MUST BE COMPLETED ELECTRONICALLY

I, with the first name(s) \_\_\_\_\_ and surname \_\_\_\_\_

with the ID/Passport number \_\_\_\_\_ hereby confirm that I am no longer in possession of my

original degree certificate/s issued by the University of Cape Town as the certificate/s were (please select one):

*lost*

*stolen*

*irretrievably destroyed (e.g. in a fire)*

I hereby request that a duplicate certificate be produced for the following qualification/s (please list the name of the qualification/s and select the year obtained):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

by ticking this box, you confirm that the above statement is true and correct

Email: \_\_\_\_\_

Contact number: \_\_\_\_\_

Student number:

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**COLLECTION:** I will be collecting my duplicate from the Student Records Office:

**OR**

**COURIER DELIVERY:** 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.

**Courier Fee:**

Total amount payable: R \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### UNIVERSITY OF CAPE TOWN BANKING DETAILS

Bank: Standard Bank  
Address: Riverside Centre, Rondebosch, 7700  
Account Name: University of Cape Town  
Account Number: 071503854 (Current) Please Select the Sundries Account  
Branch Number: 025009  
Swift Code: SBZAJJ  
Reference: 37425 E.G. 37425/RCDSTU001 or 37425/Student's Name and Surname

Please note: Duplicates are not processed during graduation sessions March and December