



# University of Cape Town – Student Records Office

## Transcripts Request Form

Phone: +27 (0) 21 650 3595 | Email: [transcripts@uct.ac.za](mailto:transcripts@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 are to ensure that you request your transcripts timeously (*There is **No Rush Process***). **It will take a minimum of 4 working days to process the request.**

If you owe any outstanding fees (from current or past studies), we cannot release your official transcript. You should first contact the Fees Office to resolve the issue.

Transcripts cost: R50 – for 1 electronic copy e-mailed up to 3 addresses; for an electronic copy e-mailed up to a further three e-mail addresses ADD R25 (to the base fee of R50).

In accordance with the Protection of Personal Information Act (POPIA), you may not request transcripts for a third party without providing signed consent according to SRO guidelines.

This form must be returned via email along with proof of payment to [transcripts@uct.ac.za](mailto:transcripts@uct.ac.za) If you fail to do this, we cannot process your request and will not be held liable for any delays.

### THIS FORM MUST BE COMPLETED ELECTRONICALLY

Student number:  ID number/ Date of Birth: \_\_\_\_\_

Name(s): \_\_\_\_\_ Surname: \_\_\_\_\_

Email: \_\_\_\_\_ Contact Number: \_\_\_\_\_

### KINDLY INDICATE THE TRANSCRIPT/S & SERVICES THAT YOU REQUIRE

First transcript copy (R50)	Hard copy	Electronic copy
Additional copies (R25 each)	Hard copy	Electronic copy
I require my hard copy transcripts to be sealed individually:	yes	no

**WES service:** The Student Records Office has an agreement with the World Education Services (WES) to submit your documents electronically via their online portal. Please note that the Student Records Office will not provide WES with hard copy documents. This is only a digital submission.

**The WES service is R400 and you will need to please provide the following:**

- Your WES form with the unique WES reference number
- Clear scanned copy of your degree certificate

YES, I require WES service

NO, I do not require the WES service

**COLLECTION:** I will be collecting my transcript/s from the Student Records Office

**OR**

**COURIER DELIVERY:** I require my transcripts to be couriered to me (Transcripts can only be delivered to a single address). The SRO will confirm your delivery details once your request has been processed.

**Courier Fee:**

E-mail address(es) to where electronic transcripts should be sent (max of 3 per request):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**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: 11195/student number E.G. 11195/RCDSTU001  
 or 11195/Student's Full Name