



Transcript Fees – Faculty of Humanities ONLY

Please read *Section A* below and then complete *Section B* in full.

Section A

Academic records must be ordered from the Faculty in which you were last/are currently registered.

If the academic record is to be collected, you may be asked for proof of your identity or, if someone else collects it they must have your written authorization to do so. The academic record will be discarded if not collected within three weeks.

All students are required to pay the following fees (*payments made and presented to us any later than 4 weeks after such payment, will automatically become invalid and a new payment will need to be made*):

- R50 for each academic record for current students
- R100 course outline (syllabus)
- R100 for each original transcript (electronically produced) (post 1986)
- R150 for each original transcript (manually produced) (pre 1986)
- R100 for contact hours sheet (Education students)
- R2 for each photocopied page (certificate or syllabus)
- R12 for local, fast mail postage
- R45 for local, registered postage
- R40 for overseas, airmail postage
- R65 for overseas, registered, airmail postage
- R100 for a certificate which is not paid for in Rands or ordered from a country outside Southern Africa (if necessary special courier: R250 in addition to R100)
- R80 for verification of qualification for local students
- R250 for special courier
- \$25(US) for verification of qualification for international students

All fees are payable in advance in cash at the Fees Office Cashiers in Solomon Mahlangu House using student number, surname & initials as reference. Eg.: 123456 Example, A

OR Deposit the required amount to:

First National Bank

Branch: Braamfontein

Branch code: 210-554

Account number: 51360056499 - Current Account

Account Holder: University of the Witwatersrand, Johannesburg

Reference: Transcript-student number e.g. Transcript-123456

(Swift Code: FIRNZAJJ)

*Faculty will only accept Proof of Payments and will not process any payments at any time.

A copy of the completed form and a copy of the deposit slip via the Fees office may be **faxed or emailed to the Faculty:**

Humanities: Undergraduate & Postgraduate

Tel: +27 11 717 4008/8279 or

email: Lebo.Mokone@wits.ac.za

Education: Undergraduate & Postgraduate

Tel +27 11 717 3018/3332 or

email Asanda.Magudumana@wits.ac.za

If the academic record is required for another university, it may not be collected, it will be posted directly to the institution. Please specify degree being applied for or a reference number at the other university.

(This reference number is essential for UNISA.)

Section B

Surname:	Maiden name (if applicable)	
First Names:	Student Number:	Date of Birth:
Degree:	Last year of registration:	
Last Faculty in which you were registered	Other Faculties in which you were registered	
Did you graduate?	Did you win any awards?	
If so, which? (please supply names and dates if possible)		
Please tick the appropriate box/s	Transcript to be posted	<input type="checkbox"/>
	Transcript to be collected	<input type="checkbox"/>
	Number of certified copies required	<input type="text"/>
Name and address to which transcript must be posted:		
.....		
.....		
.....Postal Code:.....		
Email address:		
Signature:	Date:	
	Telephone number:	
If you are authorising someone else to collect the academic record for you, please complete the following details:		
I hereby authorise (name in capitals):.....		
of (address):		
Your signature:	Collector's signature:	
Date:	Date collected:	