

University of the Witwatersrand, Johannesburg **Transcript
Fees – 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*.

It may take up to one week from the date on which you ordered the academic record to produce it.

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 for each original certificate (electronically produced) (post 1986)
- R150 for each original certificate (manually produced) (pre 1986)
- R100 for contact hours sheet (Education students)
- R100 for school experience details (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
- \$25(US) for verification of qualification for international students

All fees are payable in advance in cash at the Fees Office Cashiers in Senate 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)

Alternatively: Payment may be made by credit card* from anywhere in the world and the fees office must be contacted directly when choosing this option.

*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 or proof of credit card payment 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

5. 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 & 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 additional certified copies required	<input type="text"/>
Name and address to which transcript must be posted:		
.....		
..... Postal code:		
Your email address:.....		
Signature:	Date:	Telephone No:
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):		
..... to collect my academic transcript		
Your signature:	Collector's signature:	
Date:	Date collected:	

Please note – Payment may be made by **credit card** from anywhere in the world. Should you choose this option, the fees office must be contacted *directly* to process such payments.

Credit Card Details (Only for orders outside the Rand monetary system)				
Name of card holder (please print):				
Card Number:				Expiry Date:
Visa	Master	Diners	Amex	
(please tick)				
CVV Number (last 3 digits on the back of the card)				
FOR OFFICE USE ONLY				
Ordered	Processed	Paid	Posted	