



# 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.

*It will take up to three working days 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
- R110 for each academic record /Transcript for Non -Registered students
- R50 for photocopied page (syllabus / Course Outline )
- \$25(US) for verification of qualification for international students.
- **R110 for a Transcript which is not paid for in Rands or is ordered from a country outside Southern Africa; (if necessary special courier: R300 in addition to R110)**
- R150 for each original certificate /Transcript (manually produced) (pre 1986)
- R100 for contact hours' sheet (Education students)
- R100 for school experience details (Education students)
- R80 English Verification letter

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

**ALTERNATIVELY, Deposit the required amount to:**

### **First National Bank**

**Branch: Braamfontein**

**Branch code: 210-554**

**Account number: 62077141580**

**Account Holder: University of the Witwatersrand,  
Johannesburg**

**(Swift Code: FIRZAJJ)**

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

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

Humanities: Undergraduate & Postgraduate

Tel: +27 11 717 4008/8279 or

Email: [busisiwe.tshabalala2@wits.ac.za](mailto:busisiwe.tshabalala2@wits.ac.za)

Education: Undergraduate & Postgraduate

Tel +27 11 717 3018/3332 or

Email [Lebo.Mokone@wits.ac.za](mailto:Lebo.Mokone@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	
	Transcript to be emailed	
	Transcript to be collected	
	Number of certified copies required	
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:	