



Subject: Request for Final Academic Record

Dear Applicant,

As most institutions will be releasing their final-year results in the coming weeks. We kindly request that you upload your **final and complete academic record** to your application as soon as possible via the [Student Self-Service Portal](#).

This is a compulsory requirement for the assessment of your application.

Your **full academic record** must include *all* modules registered for during the course of your tertiary studies.

Please carefully note the following important information:

Documents Required

1. Full Academic Record / Academic Transcript

- Must reflect all modules attempted.
- The following documents **will NOT be accepted**:

Credit certificates, statements of credit, statements of results, and examination results will not be accepted, as they only reflect passed modules. Your full academic record must show all attempts, providing a true and complete reflection of your academic performance.

- **Applicants who are in their final year of study or completing their qualification this year** must ensure that the final academic record clearly states that you have **successfully completed** the programme and **met all requirements for completion**.
 - Please note that some institutions do **not** include this confirmation on the transcript. In such cases, you must obtain a **separate completion letter** from your institution and upload it together with your academic record.
- A certificate/statement of good conduct must be clearly indicated within your academic record, as it reflects both your **behavioural** and **financial** standing at the institution.

Please note: **No applicant with outstanding fees or an active record of misconduct will be considered for admission.**

Important Notes

- **Most institutions include the certificate/statement of good conduct within the academic transcript.**

However, some institutions issue this as a *separate letter*. If your institution does this, please ensure you **request the letter** and **upload it together with your academic record**.

- Applicants who studied at a **non-English medium institution** must submit:
 - A **certified copy** of the original academic record in the institution's language, **and**
 - An **English translation** completed by a sworn translator.

Why This Is Important

Providing a **complete and final academic record** is essential.

Uploading incomplete, partial, or incorrect records will delay the assessment of your application and may negatively impact the outcome. Please note that application consideration is subject to academic performance and the availability of places, and applicants are reminded that programme spaces are highly competitive.

Thank you for your prompt attention to this requirement. If you have already uploaded all the required documents, please ignore this message.

Download the [Self Service Document Upload Guide](#) here.

Alternatively, watch the [Self-Service Upload Guide](#) here.

Kind Regards,

Student Enrolment Centre

University of the Witwatersrand, Johannesburg