



University of Cape Town – Student Records Office

Duplicate Certificate Request Form

Phone: +27 (0) 21 650 3595 | Email: reg-records@uct.ac.za | Website: www.uct.ac.za

Physical Address: Level 4, Masingene Building, Middle Campus, Crosscampus Road, UCT, 7700

You may only request a duplicate certificate if the original certificate has been lost or stolen. Duplicates are not a reprint – they state duplicate on the front of the certificate.

You can only request a duplicate for each qualification once.

You will need to pay R800 per qualification you are replacing. This fee can be paid via EFT to the bank details provided below.

This form must be returned via email along with proof of payment. If you fail to do this, we cannot process your duplicate and will not be held liable.

If you require official academic transcripts, they can be requested separately by emailing transcripts@uct.ac.za.

You will be notified via e-mail when the duplicate is ready.

I, with the first name(s) _____ and surname _____

with the ID/Passport number _____

hereby confirm that I am no longer in possession of my original degree certificate/s issued by the University of Cape Town as the certificate/s were (please select one):

lost

stolen

irretrievably destroyed (e.g. in a fire)

I hereby request that a duplicate certificate be produced for the following qualification/s (please list the name of the qualification/s and year obtained):

by ticking this box, you confirm that the above statement is true and correct

Signature: _____ Date: _____

Email: _____

Contact Number: _____

Student number:

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COURIER DELIVERY

The Student Records Office remains physically closed, therefore duplicates may only be delivered via courier service. Duplicates can only be delivered to a single address. Collections from our office are not possible. The SRO will confirm your delivery details once your request has been processed.

Courier Fee: _____

Total amount payable: R_____

Payments made in error will not be refunded. All requests are processed in the order that they are received.

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: 37425 E.G. 37425/RCDSTU001 or 37425/Student's Name and Surname

PLEASE NOTE: Duplicates are not processed in December