

# STUDENT RECORDS OFFICE DUPLICATE CERTIFICATE REQUEST FORM



UNIVERSITY OF CAPE TOWN  
IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD

**Email:** [reg-records@uct.ac.za](mailto:reg-records@uct.ac.za) **Website:** <https://uct.ac.za/students/current-students-student-records/academic-records>

**Physical Address:** Level 4, Masingene Building, Middle Campus, Cross Campus Road, UCT

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. Duplicate certificates are hard copy only.

You can only request a duplicate for each qualification once. In accordance with the Protection of Personal Information Act (POPIA), you may not request a duplicate for a third party.

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

This form must be returned via email to [reg-records@uct.ac.za](mailto:reg-records@uct.ac.za) along with proof of payment. If you fail to do this, we cannot process your duplicate and will not be held liable. You will be notified via e-mail when the duplicate is ready.

## THIS FORM MUST BE COMPLETED ELECTRONICALLY

### PERSONAL INFORMATION

|                                                            |  |
|------------------------------------------------------------|--|
| Name (s)                                                   |  |
| Surname <small>(include name at graduation/maiden)</small> |  |
| Student number                                             |  |
| ID/ Date of Birth                                          |  |
| Email Address                                              |  |
| Contact Number                                             |  |

### STATEMENT

I, \_\_\_\_\_ with the date of birth \_\_\_\_\_ hereby confirm that I am no longer in the possession of my original degree certificate/s issues by the University of Cape Town as the certificate/s were (please select one)

LOST

STOLEN

IRRETRIEVABLY DESTROYED

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

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

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

### COLLECTION or COURIER

**COLLECTION:** I will be collecting my duplicate/s from the Student Records Office

**COURIER SERVICE:** I require my duplicate to be couriered to me. Duplicates can only be delivered to a single address. The SRO will confirm your delivery details once your request has been processed

Please select which one is applicable:

Domestic (RSA) R160

International R1500

|                          |   |
|--------------------------|---|
| Total amount to be paid: | R |
| Signature                |   |

Student Records Office payment link: <https://payments.uct.ac.za/student-records/>

**DUPLICATES ARE NOT PROCESSED DURING  
GRADUATION SESSIONS MARCH AND SEPTEMBER**

**DUPLICATES ARE HARD COPY ONLY,  
NO ELECTRONIC DUPLICATES WILL BE ISSUED**