

**STUDENT RECORDS OFFICE
ACADEMIC TRANSCRIPT REQUEST FORM**



UNIVERSITY OF CAPE TOWN
IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD

Email: transcripts@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

Processing Time	Minimum of 4 working days. There is no rush process.
Outstanding Fees	Official transcripts will not be released if there are outstanding fees. Contact the Fees Office to resolve issues.
Cost	R55 for 1 hard copy or 1 electronic copy e-mailed up to 3 addresses. ADD R25 for each additional hard copy or electronic set of up to 3 addresses.
Third-Party Requests	Signed consent is required to request transcripts on behalf of a student (per POPIA and SRO guidelines).
Submission	Email this form with proof of payment to transcripts@uct.ac.za. Failure to do so will result in processing delays for which we will not be held liable.

THIS FORM MUST BE COMPLETED ELECTRONICALLY

PERSONAL INFORMATION		
Name (s)		
Surname (include name at graduation/maiden)		
Student number		
ID/ Date of Birth		
Email Address		
Contact Number		
TRANSCRIPT DETAILS		
First transcript copy (R50)	Hard copy	Or Electronic copy
Additional copies (R25 each)	Hard copy	Electronic copy
I require my hard copy transcripts to be sealed individually	YES	NO
Recipient options for HARD COPY	COLLECTION: I will be collecting my transcript/s from the Student Records Office	
Select 1 option (collect or courier)	COURIER SERVICE: I require my transcripts to be couriered to me (Transcripts can only be delivered to a single address). The SRO will confirm your delivery details once your request has been processed.	
Select area for courier fee:	Please select which one is applicable:	
	Domestic courier (RSA) R160	International courier R1500
Recipient details for ELECTRONIC COPY (max 3 per request)	1.	
	2.	
	3.	

WES service	
We have an agreement with World Education Services (WES) to submit your documents electronically via their online portal. This is only a digital submission.	
Only tick this box if you require WES service	The WES service is R400 and you will need to please provide the following: • Your WES form with the unique WES reference number • Clear scanned copy of your degree certificate

Total amount to be paid:	R
Signature	

UNIVERSITY OF CAPE TOWN BANKING DETAILS	
Bank:	Standard Bank
Account Name:	University of Cape Town
Account Number:	071503854 (Current) Please Select the Sundries Account
Branch Number:	025009
Swift Code:	SBZAZAJJ
Reference:	11195/student number E.G. 11195/RCDSTU001 or 11195/Student's Full Name