

## Helpful Information to obtain Digital/Electronic Transcripts and Certificates from various Higher Education Institutions

Below is some helpful information or links should you need assistance with obtaining your academic record and degree certificate. It is important to note that Wits requires all academic documents to be certified (not older than 3 months). Alternatively, you can arrange for the institutions to email the academics documents directly to your assigned admission consultant and [applications.senc@wits.ac.za](mailto:applications.senc@wits.ac.za). If we receive the documents directly from the institution we will not require them to be certified.

**University of Western Cape:** <http://form.myjotform.com/form/51322851532549>

**Nelson Mandela University:** <https://registrarsoffice.mandela.ac.za/student-records>

**IIE MSA:** Email the institution via email: <https://portal.iiemsa.co.za/student-hub/GeneralEnquiry.aspx>

**Rhodes University:** Email the institution via email: [m.kila@ru.ac.za](mailto:m.kila@ru.ac.za)

**Stellenbosch Univeristy:** Email the institution via email: [info@sun.ac.za](mailto:info@sun.ac.za)

**University of the Free State:** <https://www.ufs.ac.za/supportservices/departments/student-academic-services-ufs/faq/my-academic-record>

**University of Johannesburg:** <https://digitalcertificates.uj.ac.za/>

**University of KwaZulu-Natal:** <https://e-certification.ukzn.ac.za>

**Durban University of Technology:** <https://www.dutalumni.com/academic-transcript>

**North West University:** <http://services.nwu.ac.za/sala/academic-records-enquiries>

**University of Cape Town:** The following options are available:

- You can contact [reg-records@uct.ac.za](mailto:reg-records@uct.ac.za) and request a confirmation of qualification letter
- You can contact [transcripts@uct.ac.za](mailto:transcripts@uct.ac.za) and request and pay for an official electronic transcript
- You can also access your Academic Record on PeopleSoft Self-Service at no charge

These documents indicate that students have met the academic requirements and are eligible to graduate and will suffice for use in cases in which third parties require proof that students have completed their studies. Third parties can also navigate to <https://publicaccess.uct.ac.za> or contact [verifications@uct.ac.za](mailto:verifications@uct.ac.za) directly to verify a student's qualification.

The most useful to us would be the third party portal <https://publicaccess.uct.ac.za> where you can verify an applicant's qualification:

**University of Pretoria:** <https://www.up.ac.za/alumni/article/2745826/academic-transcripts>

**UNISA (University of South Africa):**

- You can request your academic record via myUnisa. Login in [myUnisa](https://my.unisa.ac.za). Click on "Academic Record" and "Code". Your academic record will be sent to your myLife e-mail account.
- To may also apply for a formal letter of academic record (hard copy format). Complete the [Application for academic record](#) (PDF 109KB) and submit it via e-mail to [study-info@unisa.ac.za](mailto:study-info@unisa.ac.za). Include your postal address so that a hard copy of your academic record can be posted to you.

**MANCOSA:** email the institution via [studentservices@mancosa.co.za](mailto:studentservices@mancosa.co.za)