

# 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.
Outstanding Fees	Official transcripts will not be released if there are outstanding fees. Contact the Fees Office to resolve issues.
Cost	R150 for 1 hard copy or 1 electronic copy e-mailed 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 (R150)	Hard copy	Or Electronic copy
Additional copies (R150 each)	Hard copy	Electronic copy
I require my hard copy transcript/s to be sealed individually	YES	NO
Recipient options for <b>HARD COPY</b>	<b>COLLECTION:</b> I will be collecting my transcript/s from the Student Records Office	
<b>Select 1 option (Collect or Courier)</b>	<b>COURIER SERVICE:</b> I require my transcript/s 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: <b>Please select which one is applicable</b>	Domestic courier (RSA) <i>R160</i>	International Courier <i>R1500</i>
Recipient details for <b>ELECTRONIC COPY</b> (max 3 per request)	1.	
	2.	
	3.	

WES SERVICE	
The UCT Student Records Office has an agreement with World Education Services (WES) to submit your documents electronically via their online portal. This is only a digital submission service.	
Only tick this box if you require the WES service	The WES service is R400 and you will need to provide us with the following: <ul style="list-style-type: none"> <li>Your WES form with the unique WES reference number</li> <li>Clear scanned copy of your degree certificate</li> </ul>

TOTAL AMOUNT TO BE PAID:	R
Signature	
Date	

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