



Tshwane University of Technology

We empower people

Contact Details: Certification Management Office Tel nr: 012 382 4818 graduationoffice@tut.ac.za

APPLICATION FOR: Collection of Certificate

1. To be completed by the applicant:

Student Number, ID Number (Current), Title, Full Names, Surname, Maiden Name, Email, Cellphone Number, Postal Address, Postal Code

Please indicate the qualifications you are enquiring about:

N Cert, N H Cert, N Dip, B Tech, Other

Course name, Year of Graduation

Were the Certification Management Office notified of your graduation attendance status: YES NO

Indicate collection method Will collect personal Someone will collect for me

Signature, Date

2. Information to Applicant

- 2.1. An amount of R357 is payable if the graduation office was not informed by the set date, that the graduate was unable to attend the graduation ceremony.
- 2.2. If a graduate is unable to collect the qualification personally from the Certification Management Office the following is applicable:
 - 2.2.1. The applicant must submit an permission letter from the graduate with copies of both parties ID's due to the POPI Act.
- 2.3. Pay the amount of R357 per qualification into the University's account as follow:

Account name:	Tshwane University of Technology
Bank:	ABSA
Account Number:	040 000 003
Branch code:	323245
Reference Number:	F224/0455