



## PROCEDURE TO OBTAIN OFFICIAL ACADEMIC DOCUMENTS

### 1. Study record services provided:

**A full academic record** costs R10 and contains all modules and results obtained by a student.

**A full academic record** with syllabus cost R100 and passed modules.

**World Education Services (WES) records** cost R10 and are uploaded to their database.

**Credit Certificate cost** costs R10

**Academic Transcript** costs R10

**Certificate of Conduct** costs R10

### 2. How to request services above:

- Email a copy of your identity card and a proof of payment to [studentRecords@dut.ac.za](mailto:studentRecords@dut.ac.za)
- State the purpose of your request.
- Complete, sign and submit a consent form if you require delivery or collection to or by a third party.
- All syllabus transcripts are couriered to third parties and require consent.
- WES forms are to be completed and signed prior to submission for processing and require consent.
- We value and treat request with the same importance on a first come first serve basis, however at times requests can take longer than the average turnaround time to complete.

### 3. Cost for courier services

R100 within South Africa.

R500 for international deliveries.

### 4. Proof of identification and consent

Proof of identification is required if you not using a Durban University of Technology Email Account.

Consent is required for all courier deliveries and when you nominate a third party to collect.

### 5. Bank details and payment method:

Bank:	Standard Bank
Account Name:	Durban institute of Technology
Account number:	050505416
Branch:	ABC DURBAN
Branch code:	040126

Universal internet Banking code	051001
Swift code:	SBZAZAJJ
Customer ID:	026Z
Reference:	PLEASE INSERT STUDENT NUMBER AS REFERENCE

Durban University of Technology accepts no responsibility for the incorrect allocation of payments received without valid student numbers.

We are situated at the Landsdell building on the Steve Biko Campus and our contact details studentrecords@dut.ac.za 031 373 2142