

Requesting a syllabus transcript during 2024

Submit your request and required documentation to SyllabiRequest@mandela.ac.za

REQUIRED

- 1. A certified copy of your identification document or passport**
- 2. Proof of payment**
 - a) The fee for a full academic transcript **with syllabus** is R780-00 per copy.
 - b) On the [General Financial Information webpage](#) access the *2024 Student Accounts Guide* for payment and banking details.
 - c) Proof of payment must be submitted within seven (7) days of making the payment.
 - d) All payments over R100-00 are subject to be verified as received before services are rendered.
 - e) Consider your requests and lead times as there are no refunds.
- 3. Optional courier services (R150-00 – Domestic) (R450 – International Deliveries)**
 - a) Courier deliveries require a contact person with contact and delivery details.
- 4. A completed and signed consent form.**

How to request the above services

- State your requirements and the purpose of the request clearly.
- Submit required documentation: proof of payment, proof of identification, completed & signed consent form.
- Enquire about any additional services you may require.
- Requests are processed as they are received without exceptions and refunds.

CONSENT TO RELEASE PERSONAL INFORMATION TO THIRD PARTY

Student Details

Name	
Surname	
Date Of Birth	
Student Number	

Requestor Details

Name	
Surname	
Relation To Student	
Other	
Specify	

Purpose of the request: _____

Declaration by student:

I, _____, hereby authorise the Requestor,
_____, to take steps to verify the information and documentation.

I acknowledge and agree that this process involves the Requestor to use my personal and sensitive information for the purpose for which it was requested. I hereby give consent to the Requestor to collect my personal and sensitive information from the Nelson Mandela University, Student Records.

I also acknowledge and agree that the Requestor will use the information to perform my background check.

I hereby indemnify Nelson Mandela University against any liability in issuing my personal and sensitive information.

Student

Signature

Date