

**Requesting a full academic transcript**

**Required**

1. Submit a clear recently certified copy of your identification document
2. Submit proof of payment
  - 2.1. Cost is R40-00 per full academic transcript
  - 2.2. Courier services are charged at an additional cost of R150-00 for domestic and R450 for international deliveries
3. Complete, sign and state the intended recipient with the reason before submitting the below consent form

**Submit the request on email**

1. Submit the required documents above with a brief description of your request to [StudentRecords@mandela.ac.za](mailto:StudentRecords@mandela.ac.za)
2. All courier requests require a contact person with contact details and a street address
3. Requests are processed in the order they were received without exceptions
4. No refunds

**Banking details for sundry fees as per university website**

- |                                 |   |
|---------------------------------|---|
| 1. Bank                         | Standard Bank   |
| Account Name                    | Nelson Mandela University – Main                            |
| Account Number                  | 08 026 3011   |
| Type of Account                 | Business Current Account                                    |
| Branch                          | Stanley Street, Port Elizabeth                              |
| Branch Code                     | 050417  |
| Universal Internet Banking Code | 051001  |
| Swift Code                      | SBZA ZAJJ (Payments made from outside South Africa)         |
| Reference                       | Prefix (BR) and your Student Number (example: BR-194906858) |
2. Nelson Mandela University accepts no responsibility for the incorrect allocation of payments received without valid student numbers.

**CONSENT TO RELEASE PERSONAL INFORMATION TO THIRD PARTY**

**Student Details**

<b>Name</b>	_____
<b>Surname</b>	_____
<b>Date Of Birth</b>	_____
<b>Student Number</b>	_____

**Requestor Details**

<b>Name</b>	_____
<b>Surname</b>	_____
<b>Relation To Student</b>	_____
<b>Other</b>	_____
<b>Specify</b>	_____

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