NELSON MANDELA UNIVERSITY

REQUESTING AN ACADEMIC TRANSCRIPT
For free, officially stamped transcript with a QR code, use the ITS Student Web.

1. Services and fees

Service	Fee
Full academic transcript	R30.00
Full academic transcript with course syllabus details	R840.00
Courier within South Africa	R180.00
Courier outside South Africa	Fee available on application

2. Prepare your documents
Before submitting your request, make sure you have:

- A clear copy of your **ID**, certified within the last **3 months**.
- **Proof of payment** for the transcript requested.
- A completed and signed **Consent to Release Personal Information to Third Party** form, if the document is to be sent to someone else.
- The details of the person or organization the document should be sent to, if applicable.

3. Submit your request
Email your request and supporting documents to the email address for the service you need:

- **Full Academic Transcript**: StudentRecords@mandela.ac.za
- **Full Academic Transcript with Course Syllabus Details:** SyllabiRequest@mandela.ac.za

Briefly explain your request in the email and attach all required documents.

4. Banking Details for payments
Nelson Mandela University accepts no responsibility for incorrect payment allocation if a valid student number is not used as the payment reference.

Bank:	Standard Bank
Account Name:	Nelson Mandela University – Main
Account Number:	080263011
Account Type:	Business Current Account
Branch:	Stanley Street, Port Elizabeth
Branch Code:	050417
Universal Internet Banking Code:	051001
SWIFT Code:	SBZAZAJJ *(for payments made outside South Africa)*
Payment Reference:	BR- followed by your student number **Example**: ***BR-194906858***

5. Important information

- Requests are processed in the order they are received.
- Missing or incorrect documents may delay your request.
- Processing times vary. Submit your request well in advance.
- Fees are non-refundable.
- International courier delivery is available by application only.
- Your academic transcript may be withheld if your fees were not paid in full by the applicable deadlines. Contact Student Finance to resolve any outstanding fees before submitting your request.
- If you are a Nelson Mandela University graduate with outstanding fees that prevent the release of your transcript, you may request a completion letter from StudentRecords@mandela.ac.za.