

**Procedure to obtain full academic transcripts**

**Study record services provided**

1. **A full academic record** costs R40 and contains all modules and results obtained by a student
2. **A full academic record with syllabus** costs R720 and contains in addition to the above the syllabus of passed modules
3. **World Education Services (WES) records** cost R40 and are uploaded to their database

**How to request services above**

1. Email a copy of your identity card and a proof of payment to [StudentRecords@mandela.ac.za](mailto:StudentRecords@mandela.ac.za)
2. State the purpose of your request
3. Complete, sign and submit a consent form if you require delivery or collection to or by a third party
4. All syllabus transcripts are couriered to third parties and require consent
5. WES forms are to be completed and signed prior to submission for processing and require consent
6. We value and treat each 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

**Cost for courier services**

1. R150 within South Africa
2. R450 for International deliveries

**Proof of Identification and Consent**

1. Proof of identification is required if you not using a Nelson Mandela University Student Email Account
2. Consent is required for all courier deliveries and when you nominate a third party to collect

**Bank details and payment method**

1. Bank  
Account Name  
Account Number  
Type of Account  
Branch  
Branch Code  
Universal Internet Banking Code  
Swift Code  
Reference  
Standard Bank  
Nelson Mandela University – Main  
08 026 3011  
Business Current Account  
Stanley Street, Port Elizabeth  
050417  
051001  
SBZA ZAJJ (Payments made from outside South Africa)  
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.