

Directorate Music

2025 Examination Entries Checklist:

Please read the relevant information in Circular 1/2025 and on the examination entry form prior to completing the entry form.

In order to expedite the registration process, kindly ensure that your examination entry form is accompanied by the necessary supporting documents, such as:

- the **proof of payment** (ONE COLLECTIVE PAYMENT per teacher – in order for payments to be traced speedily, kindly **supply your email address to the bank** so that you receive the proof of payment from them, and then forward it to us – **do not supply the email addresses of staff at the Directorate Music**)
- a **certified copy of the birth certificate/ ID of new students** being entered for the first time
- a completed and **signed consent form** for each student being entered.

Please ensure that you supply:

- the **examination registration number** of each student who has previously taken Unisa Music exams
- the **correct subject codes** for the examinations your students are being entered for
- the details of an **alternative choice** as examination venue.

All examination entries, accompanied by the proof of payment and supporting documents, must reach the Directorate Music by the due date. The documents must be emailed to the music examination registration email address supplied on the entry form and not to individual staff members within the Directorate Music. Incomplete entries will not be accepted.