

## FORM F

## REQUEST FOR ISSUING OF AN ACADEMIC RECORD AND SUBJECT DECLARATION

Duplicate Certificates may not be issued. Only a declaration or a copy of the academic record will be issued.

PARTICULARS OF APPLICANT			
Surname and Initials			
Postal address			
			Postal code
Tel/Cell/Mobile no			
Email			
PARTICULARS OF STUDENT			
Full names and surname			
Maiden name if applicable*			
Examination number or date of birth			
Examination Session/Month/Year	Instrument and Grade	Centre where examination was conducted	

\* Attach certified copy of ID and marriage certificate(s) if qualification was obtained under maiden name.

FEES
Retrieval of old records prior to 1988 - R 330
Retrieval of old records passed in 1988 or later - R 210

Protection of Personal Information Act (POPIA) Declaration:

In compliance with the Protection of Personal Information Act (POPIA), the personal information collected here is solely intended for use by the Professional Division of the Directorate Music and Unisa. I understand that in terms of POPIA and other laws of the country, there are instances where my express consent is not necessary in order to permit the processing of personal information, which may be related to investigations, litigation or when personal information is not publicly available. I shall not hold the university responsible for any improper or unauthorized use of personal information that is beyond its control. I have read this declaration in its entirety and understand the contents and implications thereof.

SIGNATURE	DATE

<p><b>Banking details:</b>  Bank: First National Bank  Account holder: UNISA Income Account  Account no: 627 9962 5200, Branch code: 250645 (Sunnyside), Swift code: FIRNZAJJ (for international deposits)  Reference: Teacher or student music registration number + surname and initials of student</p>
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Email this form with proof of payment to

[moroblu@unisa.ac.za](mailto:moroblu@unisa.ac.za) (Teacher surname starting with A-J) Tel: 012 429 4695

[modistk@unisa.ac.za](mailto:modistk@unisa.ac.za) (Teacher surname starting with K-S) Tel: 012 429 2800

[maonydp@unisa.ac.za](mailto:maonydp@unisa.ac.za) (Teacher surname starting with T-Z) Tel: 012 429 2656