



HOW TO APPLY FOR A DUPLICATE CERTIFICATE IN THE EVENT OF LOSS, THEFT OR DAMAGE

1. Report the loss, theft or damage by obtaining an affidavit at your local police station.
2. **Certify** a copy of your identity document or passport (if you are not a South African citizen).
3. Obtain an original, signed and stamped reproduction of your academic record from the QVS office. (www.qvs.co.za)
4. Pay R300.00 (Three hundred rand) at the cashier (Finance Department) with the deposit reference - duplicate certificate OR deposit the amount into the following account with the deposit reference being your UJ student number.

ABSA Bank
Account number: 4055642621
Branch code: 632005

5. Schedule an appointment with Mr Gerrie du Preez. (contact details below)
6. **Ensure that you have the following documentation for your appointment:**
 - **Certified** copy of identity document
 - Official academic record (request from www.qvs.co.za)
 - Proof of payment of R300.00 per certificate (for 2016)
 - The affidavit stating the reason requiring a new certificate i.e. loss, theft or damage

Best Regards,
Gerrie du Preez

University of Johannesburg: Central Academic Administration
Certification Office
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