



INFORMATION REGARDING THE REPLACEMENT OR TRANSLATION OF A CERTIFICATE

REPLACEMENT	TRANSLATION
A duplicate certificate may only be issued in the event of loss, theft or damage of the original certificate.	An official certificate in the form of a letter for former Rand Afrikaans University students whose original degree certificates were issued in Afrikaans now indicating the name of the qualification in English and the legacy institutions of the University of Johannesburg.
Submit the following documentation: <ul style="list-style-type: none"> - Sworn affidavit - Stamped Academic Record. If you do not have one, you will have to obtain an original, signed and stamped reproduction of your academic record from QVS (www.qvs.co.za) - Certified copy of Identity Document - Proof of payment – R300 	Submit the following documentation: <ul style="list-style-type: none"> - Certified copy of Identity Document - Copy of certified degree certificate/s - Proof of payment – R200
Cost: <u>R300</u>	Cost: <u>R200</u>
Waiting period: By appointment ONLY , the certificate may be issued immediately .	Waiting period: Allow 5 working days for certificate to be issued.
Arrange for collection from: Mr Gerrie du Preez Office 316; West Wing; Third Floor; Madibeng Building; Kingsway Campus. Cnr University Road and Kingsway; Auckland Park; Johannesburg; South-Africa; 2006 011 559 4883/4892 or gerriedp@uj.ac.za	Arrange for collection from: Miss Ferial Moola Office 302J; West Wing; Third Floor; Madibeng Building; Kingsway Campus. Cnr University Road and Kingsway; Auckland Park; Johannesburg; South-Africa; 2006 011 559 4889/4878 or ferialm@uj.ac.za
PLEASE NOTE <ul style="list-style-type: none"> - The <u>affidavit submitted</u> must be obtained from a local police station or legal representative NOT from UJ. - Only <u>one original</u> certificate may be generated per qualification. - We <u>do not post</u> out certificates. You will have to arrange for collection or courier at your own expense. 	**PLEASE NOTE** <ul style="list-style-type: none"> - Only <u>one original translation</u> certificate may be generated per qualification. - We <u>do not post</u> out certificates. You will have to arrange for collection or courier at your own expense. - No <u>surname/name changes</u> are accommodated on the translation – only the surname as it appears on the original certificate will be printed on the translation.

Banking details:	
Name of Account:	University of Johannesburg
Bank:	ABSA
Branch:	Auckland Park
Branch Code:	632005
Account Number:	4055642621
Reference:	05.05.160580.17700

The money can also be paid at any of the UJ cashiers (Finance Department)