ASSESSMENT AND GRADUATION CENTRE (AGC)
BLOCKED ACADEMIC RECORD REQUEST PROCESS

STEP 1 (Student):

Dear Student

By requesting this information, you grant CPUT permission to share your academic record with a third party for employment, funding, Professional Body registration, etc. or any other purpose as deemed necessary by the Assessment and Graduation Centre (AGC) and subject to their approval.

Please complete **Section 2** of the attached *Blocked Academic Record Request Form* and ensure that the proof of payment of the **R80** administrative fee as well as a certified copy of your identity card (certification not older than three months) is included when forwarding the completed form to the Requester. Payment to be made to the CPUT Absa Bank Account (banking details below) **or** at the CPUT Cashier's Office at the Bellville Campus or District Six Campus.

Bank: Absa Bank
Branch Code: 632005
Account Number: 405 354 8518
Reference Number: Student Number

STEP 2 (Requester):

Dear Requester

Kindly complete **Section 3** and **Section 4** of the attached *Blocked Academic Record Request Form*.

STEP 3 (Requester):

Please forward the completed form (including the student's proof of payment and identity card) to the respective Assessment and Graduation Centre Administrator below. **Once received, the academic record must not be shared with the student.**

ASSESSMENT AND GRADUATION CENTRE ADMINISTRATORS		
Programmes	**AGC Administrator**	**Email Address**
FACULTY OF APPLIED SCIENCES		
All programmes based at the District Six Campus	Ms NicoleKleinsmith	kleinsmithn@cput.ac.za
All programmes based at the Bellville Campus	Mr Dee Toerien	toeriend@cput.ac.za
All programmes based at the Wellington Campus	Mr Llwellyn Appel	appell@cput.ac.za
FACULTY OF BUSINESS MANAGEMENT SCIENCES		
Operations Management; Supply Chain Management; Paralegal studies	Ms Davina Daniel	danield@cput.ac.za
Entrepreneurship, Events Management; Hospitality and Food & Beverage Management; Hospitality and Hotel Management; Hospitality Management & Professional Cookery; Project Management; Public Administration; Real Estate; Tourism Management	Mr Delmane De Bruyn	debruynd@cput.ac.za
Human Resources Management; Marketing; Management; Retail Management; Sports and Leisure Management	Mr Odwa Xoxani	xoxanio@cput.ac.za
Accountancy; Business & Information Administration	Ms Mandisa Lebaea	lebaeam@cput.ac.za
All programmes based at the Mowbray Campus	Mr Allan Solomons	solomonsa@cput.ac.za
All programmes based at the Wellington Campus	Mr Llwellyn Appel	appell@cput.ac.za
FACULTY OF EDUCATION		
All programmes based at the Mowbray Campus	Mr Allan Solomons	solomonsa@cput.ac.za
All programmes based at the Wellington Campus	Mr Llwellyn Appel	appell@cput.ac.za
FACULTY OF ENGINEERING AND THE BUILT ENVIRONMENT		
Chemical; Mechanical & Mechatronics	Mr Bhekumuzi Mthembu	mthembub@cput.ac.za
Civil Engineering & Geomatics, Industrial; Quality	Ms Nobambo Mpengesi	mpengesin@cput.ac.za
Construction; Quantity Surveying	Ms Firdous Edwards	edwardsf@cput.ac.za
Electrical Engineering; Clothing	Mr Sizwe Shabangu	shabangus@cput.ac.za
Marine, Nautical Science	Ms NicoleKleinsmith	kleinsmithn@cput.ac.za
FACULTY OF HEALTH AND WELLNESS SCIENCES		
All programmes based at the District Six Campus	Ms NicoleKleinsmith	kleinsmithn@cput.ac.za
All programmes based at the Bellville Campus	Ms Firdous Edwards	edwardsf@cput.ac.za
FACULTY OF INFORMATICS AND DESIGN		
All programmes	Mr Phathindwe Mncamase	mncamasep@cput.ac.za

CPUT

ASSESSMENT AND GRADUATION CENTRE (AGC)
BLOCKED ACADEMIC RECORD REQUEST FORM

This form must be completed by the respective liaison of the Employer / Donor / Bursar / Formal Organisation(s) etc. (hereafter known as the *Requester*) who requires an academic record of a student with outstanding CPUT fees

1. BY COMPLETING AND SIGNING THIS FORM:

1.1 The student grants CPUT permission to email their academic record for employment, funding, Professional Body registration etc. or for any other purpose as deemed necessary by the Assessment and Graduation Centre (AGC) and subject to their approval.

1.2 The Requester understands that the academic record will be for the intended purpose as indicated in 1.1 and undertakes not to submit this document to the student.

1.3 It is understood by all parties that the academic record as provided by AGC is **NOT** a qualification verification and/or confirmation of completion of the qualification but is provided to the Requester because the student has outstanding fees and does not have access to the academic record.

2. STUDENT INFORMATION:

Student Number:	
Faculty and Campus:	
Qualification:	
Identity Number:	
Title (Ms/Mr etc):	
Full Names:	
Surname:	
Email Address:	
Cellphone Number:	
STUDENT TO PLEASE ATTACH A CERTIFIED COPY OF IDENTITY CARD *(Certification not older than three months)* AS WELL AS PROOF OF PAYMENT OF R80 ADMINISTRATIVE FEE.	

Student Signature: **Date:**

3. REQUESTER INFORMATION:

Title (Ms/Mr etc):	
Full Name(s):	
Surname:	
Organisation Email (NOT Gmail):	
Office Telephone Number:	
Job Title:	

4. ORGANISATION INFORMATION:

Organisation Name:						
Street Address:						
Postal Address:						
Website Address:						
Official Telephone Number(s):						
Purpose of Request: *(Please tick the applicable option)*		Employment		Funding/Donor		Professional Body Registration

Requester Signature: **Date:**

REQUESTER: Official Organisation Stamp