

The procedure to apply for a Replacement Certificate/Diploma/Degree

The attached application form must be completed.

The procedure to obtain a Replacement Certificate, Diploma or Degree is as follows:

- If you have any questions or queries, please send an email to **Assessment and Graduation Centre - baumannm@cput.ac.za**, clearly indicating your request in the subject line
- Ensure that your email includes all your personal information, qualification details and contact information
- Please include your ID document, an affidavit from the nearest Police Station, to indicate why you need a replacement certificate, Proof of payment and a completed application form.
- If you are married, please include your maiden surname on the affidavit.

NB: The Affidavit must be an original form or a certified copy, emailed to AGC, if you do not reside in Cape Town

- Copy of your Identity Document
- Payment of R420.00 to CPUT Absa bank Account or CPUT Cashiers Office (Receipt Copy/Proof of payment)
- Please complete an application form and pay for each replacement certificate you require

Account details are as follows:

- Bank: Absa Bank
- Branch Code: 632005
- Account No: 4053548518
- Reference No: Student No.

Please ensure that a copy of the receipt is attached to your application

REQUEST FOR A REPLACEMENT CERTIFICATE

(Complete a separate form for each certificate requested)

SURNAME:	
NAME:	
STUDENT NUMBER:	
IDENTITY NUMBER:	
MAIDEN SURNAME:	
CURRENT PHYSICAL ADDRESS:	
	POSTAL CODE:
TELEPHONE: (CELL)	
TELEPHONE: (OTHER)	
EMAIL ADDRESS:	

QUALIFICATION / GRADUATION DATE	FULL NAME OF QUALIFICATION RECEIVED	CERTIFICATE NUMBER
FOR OFFICE USE (Cashiers)		
PAYMENT: R420 PER QUALIFICATION		
RECEIPT NUMBER:		DATE:
FOR THE AMOUNT OF	R	
CASHIER'S SIGNATURE		Cashier name:
REPLACEMENT CERTIFICATE FINALISED/ISSUED/POSTED (AGC)		
SIGNATURE: _____		NAME: _____
DATE: _____		
AGC GRADUATION OFFICER		
COMMENTS: _____		

Signature: _____		Date: _____

In compliance with the POPI Act, CPUT acknowledge that your information is private and confidential and will not be shared with any third party without your consent.