

HOW TO REQUEST YOUR ACADEMIC TRANSCRIPT

Simple Steps to Obtain Your Academic Transcript or Reprint

If you require an academic transcript or a reprint of your academic transcript, please follow the steps below.

1. Pay the Processing Fee

A processing fee of R80.00 is payable for an academic transcript or reprint.

2. Make the Payment

Payment can be made at any ABSA branch or ATM using the following banking details:

Bank: ABSA Bank

Account Number: 0530861945

Reference: F0015020_STUDENT NUMBER

Important: Please ensure that your student number is included in the payment reference.

3. Submit Your Request

Once payment has been made, please email your request together with your proof of payment to:

annaM2@vut.ac.za 016 950 9276

Please ensure that a clear copy of your proof of payment is attached to the email.

4. Processing

Your request will be processed once the required information and proof of payment have been received.

Please note: Allow sufficient time for the processing of your academic transcript. You will be notified once your transcript is ready.

NEED ASSISTANCE?

For further assistance regarding your academic transcript request, please contact the relevant office via the email address provided above.