Cape Peninsula
University of Technology
creating futures

PO Box 1906, Bellville, 7535
Symphony Way, Bellville, South Africa
+27 21 959 6767 info@cput.ac.za
www.facebook.com/cput.ac.za www.cput.ac.za

The Procedure 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:

- Please send your original documents to **Assessment and Graduation Centre** or email it to **Ms Maggie Baumann baumannm@cput.ac.za.**
- The Course Co-ordinator of the course will be able to help you in this regard.
- An affidavit from the nearest Police Station, to indicate why need a replacement certificate.
- If you are married include your maiden surname on the affidavit as well

NB: An Affidavit must be an original form or emailed if you do not reside in Cape Town

- Copy of your Identity Document
- Payment of R550.00 to CPUT Absa bank Account or CPUT Cashiers Office (Receipt Copy)

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

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REQUEST FOR A REPLACEMENT CERTIFICATE

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

QUALIFICATION DATE	**QUALIFICATION RECEIVED**	**CERTIFICATE NUMBER**
FOR OFFICE USE		
PAYMENT: R550 PER QUALIFICATION		
RECEIPT NUMBER:		**DATE:**
FOR THE AMOUNT OF	R	
CASHIER'S SIGNATURE		

REPLACEMENT CERTIFICATE FINALISED/ISSUED OR POSTED

SIGNATURE: _____ **DATE:** _____

AGC GRADUATION OFFICER

COMMENTS: _____
_____

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.