

CGS08

Master's and doctoral qualifications: Application for academic record or credit certificate

Please tick the required box														
Academic record		Statement of courses passed		Code of conduct										
Please note: A certificate of conduct may only be printed after the official release of exam results at the end of the academic year. No third party requests will be accepted.														
Unisa student number					-					-				
Initials & surname														
South African ID number														
Passport number <small>(foreign students)</small>														
Language of printout	English		Afrikaans											
Qualification required									OR	All formal studies at Unisa				
Credits only*	Yes	No	*Only in the case of a credit certificate											
NQF level	Yes	No												
NQF credits	Yes	No												
Provide e-mail address where record must be sent														
Contact person														
Reference														

Student consent in terms of the Protection of the Personal Information Act No 4 of 2013

1. I declare that all the personal information furnished by me on this form are true and correct, and I undertake to inform Unisa of any changes in my personal information.
2. I undertake to comply with all the rules, regulations and decisions of the university and any amendments thereto and I have taken note of advice which may be applicable to students in general.
3. I, as a student registered at Unisa or an applicant intending to study with Unisa, hereby consent that Unisa may collect, use, distribute, process my personal information for all required academic processes pertaining to my application or registration to study with Unisa, which may include, but is not limited to:
 - 3.1 internal administrative processing;
 - 3.2 institutional and scholarly research; and
 - 3.3 funding submissions.
4. I also consent that Unisa may share my personal information with the Matriculation Board and Admissions Committees, Higher Education South Africa, the Department of Higher Education and Training, the Council on Higher Education, the South African Qualifications Authority, other public higher education institutions, Qualification Verification Agencies, professional bodies, third parties rendering various services to the university and legal entities which may lawfully require such information for legal obligations and/or investigations.
5. I understand that in terms of the Protection of Personal Information Act (POPIA) and other laws of the country, there are instances where my express consent is not necessary in order to permit the processing of personal information, which may be related to investigations, litigation or when personal information is publicly available.
6. I will not hold the university responsible for any improper or unauthorised use of personal information that is beyond its reasonable control.
7. I confirm that I have read the notice and understand the contents.

Note: The nature of personal information collected can be viewed in the Personal Information Inventory Lists published on the Unisa webpage at www.unisa.ac.za

Signature		Y	Y	Y	Y	M	M	D	D
------------------	--	---	---	---	---	---	---	---	---

This form should be submitted via e-mail to MandD@unisa.ac.za
 Please include your student number and the name of the form (CGS08) in the subject line of the e-mail.