

DUT 2024 SPRING GRADUATION

UNLOCKED EXCELLENCE # DISTINCTIVE GRADUATES



GRADUATING IN ABSENTIA

If you are unable to attend your ceremony, you may collect your degree/diploma/certificate by producing your **ID document** at your Faculty Office no later than one month after your graduation ceremony. Your driver's license will **NOT** be accepted when collecting certificates.

If you are unable to physically collect your certificate from DUT, you may arrange for the despatch of your certificate by courier services or registered mail based on your preferred method of despatch.

Please complete and submit the form entitled '[Request for the despatch of a Graduation Certificate](#)' which is obtainable by clicking [HERE](#) (select your Faculty Folder and look for Form 26) and select one of the following options to receive your certificate (subject to all arrear fees being settled and outstanding documents being submitted)

For this option, you will need to:

Check and update your FULL address and contact details prior to submitting your request on the student self-service iEnabler system using the following link:

https://mercury.dut.ac.za/pls/prodi41/w99pkg.mi_login?numtype=S

DESPATCH BY COURIER SERVICES

Please note that when selecting despatch by courier services you will need to provide the courier services with a FULL PHYSICAL ADDRESS. The physical address cannot be a P O Box address. Failure to supply a full physical address will result in your certificate not being delivered.

DESPATCH BY REGISTERED MAIL

For this method of despatch, DUT will arrange to have your degree/diploma certificates posted to you by registered mail.

Please note that when selecting despatch by registered mail you will need to provide us with a FULL POSTAL ADDRESS.

A tracking number will be provided to you once the certificates have been despatched with a link to the South African Post Office Track and Trace webpage. In South Africa, you will not receive the documents at your physical address. Rather, your nearest Post Office will send you a notification to collect your documents from that branch.

COSTS TO DESPATCH CERTIFICATES

Should you elect to have your certificate couriered to you, you will be required to cover the delivery costs.

Please ensure that your address details on the student portal is updated with the most recent postal and physical address.

If the graduate is sending someone to collect their certificate on their behalf, they would need to comply with the following procedure:

- Please complete and submit the form entitled 'Authorisation of Release/Collection of Information By Third Party' which is obtainable by clicking [HERE](#) (select your Faculty Folder and look for Form 21) or alternatively contact your relevant Faculty Office to obtain a copy of the application. Complete the authorization form (obtainable from the Faculty Office).
- The bearer must produce an original **ID/passport document**. A driver's license will not be acceptable.
- The bearer must produce a certified copy of the graduate's ID/passport.
- The release of the certificate is subject to all arrear fees being settled and outstanding documents being submitted.