



PROCEDURE TO OBTAIN OFFICIAL ACADEMIC DOCUMENTS

1. Study record services provided:

A full academic record costs R10 and contains all modules and results obtained by a student.

A full academic record with syllabus cost R100 and passed modules.

World Education Services (WES) records cost R10 and are uploaded to their database.

Credit Certificate cost costs R10

Academic Transcript costs R10

Certificate of Conduct costs R10

2. How to request services above:

- Email a copy of your identity card and a proof of payment to studentRecords@dut.ac.za
- State the purpose of your request.
- WES forms are to be completed and signed prior to submission for processing and require consent.
- We value and treat request with the same importance on a first come first serve basis, however at times requests can take longer than the average turnaround time to complete.

3. Bank details and payment method:

Bank:	Standard Bank
Account Name:	Durban institute of Technology
Account number:	050505416
Branch:	ABC DURBAN
Branch code:	040126
Universal internet Banking code:	051001
Swift code:	SBZAJJ
Customer ID:	026Z
Reference:	PLEASE INSERT STUDENT NUMBER AS REFERENCE

Durban University of Technology accepts no responsibility for the incorrect allocation of payments received without valid student numbers.

4. Contact details

Email: studentrecords@dut.ac.za
 Telephone: 031 373 214