

**Application for a letter confirming the completion of a qualification**

**Please note:** A certified copy of your ID must be attached to the form. No 3rd party requests.

<b>1. Unisa Student Number</b>										-									-	
<b>2. Initials &amp; Surname</b>																				
<b>3. SA ID Number</b>																				
<b>4. Passport Number (foreign student)</b>																				
<b>5. Language of printout (mark with X)</b>	Afrikaans							English												
<b>6. Confirmation of qualification required</b>																				
<b>7. Must the letter be</b>	Faxed		Fax Number																	
	Emailed		Email Address																	
	Posted		Postal Address																	

I declare that all the particulars furnished by me on this form are true and correct. 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. I, as a student registered with Unisa or an applicant intending to study with Unisa, hereby consent that Unisa may collect, use, distribute, process and communicate my personal information for all required academic processes pertaining to my application/registration to study with Unisa, which may include, but is not limited to, internal administrative processing, institutional and scholarly research, funding submissions; processing by 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 and Qualification Verification Agencies. I confirm that I have read the notice and understand the contents thereof.

<b>Date</b>						<b>Signature</b>					
This form can be faxed to 012 429 4150 or posted to the university at PO Box 392, Unisa, 0003. <b>Please note:</b> Unisa does not accept any forms submitted via email.											