

Additional format of Certificates

It is Stellenbosch University's (SU) policy not to re-issue certificates that are lost or mislaid, so you are advised to keep your short course certificate in a safe and secure place.

To request an additional format certificate, you must submit a written request to the Short Courses Division. Please note that a fee of R300 will be charged for the additional format certificate, and additional charges may apply for postage or secure courier delivery of the printed certificates. Delivery does not apply to digital certificates.

The purpose of an additional format certificate is to change the format of your original certificate to an alternative format, for example from paper-based to digital or digital to paper-based.

Please note:

1. Certificates are issued in the name of the participant at the time of attendance and completion of the short course. Additional certificates will not be issued to **accommodate a name change** that occurs after attendance and completion of the short course.
2. Additional format certificates for short courses attended more than ten years ago will not be considered.
3. A certificate issue request will only be processed once proof of payment of the R 300 fee has been received and the funds processed by SU's finance department and reflected in our division's cost centre.
4. The additional certificate format fee does not include postage or courier costs – this is an additional cost where applicable.

Information required and process to follow:

Please send your written request for an **additional format** certificate to scc@sun.ac.za and indicate your full name, SU number, year of attendance and short course attended.

Bank Account for Replacement Fee Payment:

Name: Stellenbosch University

Bank: Standard Bank

Account number: 073006955

Branch code: 050610

Reference: R1074/ADD/full name of participant **OR** R1074/ADD/SU Participant number

Send proof of payment to scc@sun.ac.za