



UNIVERSITEIT VAN PRETORIA  
UNIVERSITY OF PRETORIA  
YUNIBESITHI YA PRETORIA

**Academic Administration**

01 April 2015

To Whom It May Concern:

**RE: ACADEMIC TRANSCRIPTS OF THE UNIVERSITY OF PRETORIA**

**Official Information**

The University of Pretoria keeps the official Academic Transcripts uniform by using the same available information for all the degrees. The information that is available in the official yearbooks is deemed to be the official information used for compiling the Academic Transcripts. This information has been used thus far for all the Academic Transcripts compiled and will be used in the future.

**Prescribed textbooks**

Lists of prescribed textbooks are not available as these lists are changed and updated every year. These lists are not kept on record, thus this information is not available for use in the Academic Transcripts.

**Service Indicators (Blocks) on student records**

When the student's University account is in arrears there will be a service indicator (block) on the student's records. MIE will consequently not be able to access the student's records and print academic records or certificates. It is the student's responsibility to ensure that their University account is settled and if there is a block on their records to contact the University's finance department in order to have the block removed. After settlements of accounts the blocks may take up to five working days to be removed.

Yours sincerely

Dr AM Matheka

Deputy Director: Student Administration



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Academic Administration

01 April 2015

To Whom It May Concern:

**RE: INFORMATION ON GRADUATION CERTIFICATES**

The University of Pretoria follows a strict procedure to ensure that the correct information is printed on the graduation certificates. In this regard a form (UP100) is supplied to students, together with the finalist letter, prior to the graduation ceremony which includes a request to verify their full name which will appear on their certificate. An original certificate, containing this information, is then issued.

The abovementioned information, which is printed on the original certificate, also appears in the graduation ceremony programme. These programmes are subsequently sent to institutions around the world. For these reasons a requested declaration/translation of a graduation certificate must be identical to the original to avoid fraud.

The printing of certificates are machine driven and therefore it is not possible to change the information on the certificate once the original has been issued and accepted by the student.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Dr AM Mathekg'.

Dr AM Mathekg

Deputy Director: Student Administration



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**Academic Administration**

01 April 2015

To Whom It May Concern:

**RE: REQUEST FOR ACADEMIC DOCUMENTS**

After completion of any qualification at the University of Pretoria every Alumnus is supplied with an academic record (sent to the student together with the finalist letter) and a certificate (issued at the official graduation ceremony). After graduation any further requests for any copies of academic records, degree certificates or transcripts are handled by the company Managed Integrity Evaluation (MIE).

MIE also handles the verifications of qualifications completed at the University of Pretoria.

Your request for documentation or verification of a qualification must be forwarded to MIE and all correspondence in this regard must be done directly with them. Please read through their documentation and follow their instructions for obtaining the verification or any academic documents required.

Yours sincerely

Dr AM Mathekg

Deputy Director: Student Administration



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**Office of the Director: Academic Administration**

30 July 2015

To whom it may concern

**RE: Heidelberg Onderwyskolleges and Goudstad Student Records**

*Goudstad* as well as the Heidelberg *Onderwyskolleges* were amalgamated into the *Onderwyskollege Pretoria* (College of Education Pretoria). The *Onderwyskollege Pretoria* was incorporated into the University of Pretoria from 1 January 2000 and the courses offered and diplomas awarded by the College are recognised and endorsed by the University of Pretoria.

The University of Pretoria is currently in the process of entering the records of Alumni of the *Onderwyskollege Pretoria* into the University of Pretoria's new PeopleSoft system.

This process involves retrieving student's records from record books which have been archived. Due to this extensive process the turnaround time for transcript and academic record requests will be negatively affected. The turnaround time for each request is 4 to 6 weeks.

Academic Administration along with Systems Technology Management are working to complete the process as quickly as possible.

We apologise for the inconvenience.

Yours sincerely,

Dr AM Mathekga

Deputy Director: Student Administration

**KANTOOR VAN DIE REGISTRATEUR  
OFFICE OF THE REGISTRAR**

2015 -07- 30

UNIVERSITEIT VAN PRETORIA  
UNIVERSITY OF PRETORIA  
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