

VERY IMPORTANT PLEASE: All documents will be sealed in one envelope unless otherwise specified in paragraph D of this request form.

PERSONAL INFORMATION:

SURNAME			
FULL NAMES			
MAIDEN NAMES			
SA ID OR PASSPORT NUMBER		DATE OF BIRTH	
E-MAIL ADDRESS			
CELL PHONE / TELEPHONE NR		MALE <input type="checkbox"/>	FEMALE <input type="checkbox"/>
UP STAFF MEMBER	YES <input type="checkbox"/> NO <input type="checkbox"/>	Email Address:	UP Staff Number:

- Please do not reply to emails you receive with your tax invoice attached. A tax invoice will be forwarded to you as proof that your request / proof of payment was received by MIE and the payment reflects in our bank (international payments can take up to 10 working days to reflect in our bank account).
- If you have not received a tax invoice within 24 hours (this excludes international payments which can take up to 10 working days to clear) after your request was forwarded to MIE please contact Linda van Dyk on 012 644 4000
- Please take note that MIE cannot assist with short courses obtained at the University of Pretoria - please contact your faculty directly.
- MIE will not be able to assist with the releasing of any records if you have an outstanding account with UP. To confirm your account status with UP please contact the Department of Finance at the University of Pretoria: Frans Mothogoane – 012 420 5112 or Tinus Venter – 012 420 5110 before making a payment to MIE for products required.
- Please take note that the University of Pretoria cannot confirm that alumni attended classes in a specific language.
- Please fill in page 4 for qualifications obtained at NKP, Heidelberg Teachers College, Goudstad Teachers College, Teachers College of Pretoria and Vista University and email to transcripts@mie.co.za before making a payment. Availability of your qualification detail on the UP database should be confirmed first.
- Please take note that a scanned copy of a document is not an original document and cannot be certified.
- Documents for collection will only be kept for 4 weeks after which it will be destroyed and a new request should be submitted to MIE.
- Published prices / fees can change without prior notice.

B. PRODUCTS REQUIRED	Qualification A	Qualification B	
Name of Qualification:			
Year completed / Incomplete:			
Student Number:			
Institution:			
Product 1: Academic Records – Marks and Modules (Qualifications A to D) Once off payment of R135-00 for all degrees		Product Price	Price per additional copy
Academic Records (marks and subjects, passed and failed for all degrees) Certificate of Conduct will be included in the report. A set of 3 original copies will be supplied. 2 Working days excluding courier time		R135-00 once off payment <input type="checkbox"/>	R135-00 per set of 3 copies <input type="checkbox"/>
Products required for Qualification A		Product Price	Price per additional copy
Product 2: Academic Transcript (Module descriptions / Curriculum Detail) Please see MIE Transcripts Terms and Conditions for more detail. If academic transcripts were ordered from MIE previously, please indicate and order a copy. Yes <input type="checkbox"/> No <input type="checkbox"/> All products requested with product 2 will be delivered in one package. 12 Working days excluding courier time		R920-00 per degree <input type="checkbox"/>	R 135-00 per additional copy of entire Transcript. <input type="checkbox"/>
Product 3: Questionnaire (if more than 1 page please request product 2): (Eg. WES, Nursing Council of NZ Medical Council, LSAC, FCCP, Global School of Theology, HCPC,CAPR etc). 12 Working days excluding courier time (Questionnaires should be supplied to MIE by the Client)			R108-00 per Questionnaire <input type="checkbox"/>
Product 4: Official Letter on a UP Letterhead: Contact MIE to confirm the details prior to requesting the official document. 3 Working days excluding courier time		R 135-00 each <input type="checkbox"/>	R135-00 per additional copy <input type="checkbox"/>
Product 5:Certificate Reprint (declaration): English <input type="checkbox"/> Afrikaans <input type="checkbox"/> 3 Working days excluding courier time		R 135-00 each <input type="checkbox"/>	R135-00 per additional copy <input type="checkbox"/>
Products required for Qualification B		Product Price	Price per additional copy
Product 2: Academic Transcript (Module descriptions / Curriculum Detail) Please see MIE Transcripts Terms and Conditions for more detail. If academic transcripts were ordered from MIE previously, please indicate and order a copy. Yes <input type="checkbox"/> No <input type="checkbox"/> All products requested with product 2 will be delivered in one package. 12 Working days excluding courier time		R920-00 per degree <input type="checkbox"/>	R 135-00 per additional copy of entire Transcript. <input type="checkbox"/>
Product 3: Questionnaire (if more than 1 page please request product 2): (Eg. WES, Nursing Council of NZ Medical Council, LSAC, FCCP, Global School of Theology, HCPC,CAPR etc). 12 Working days excluding courier time (Questionnaires should be supplied to MIE by the Client)			R108-00 per Questionnaire <input type="checkbox"/>
Product 4: Official Letter on a UP Letterhead: Contact MIE to confirm the details prior to requesting the official document. 3 Working days excluding courier time		R 135-00 each <input type="checkbox"/>	R135-00 per additional copy <input type="checkbox"/>
Product 5:Certificate Reprint (declaration): English <input type="checkbox"/> Afrikaans <input type="checkbox"/> 3 Working days excluding courier time		R 135-00 each <input type="checkbox"/>	R135-00 per additional copy <input type="checkbox"/>

Managed Integrity Evaluation (Pty) Ltd

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www.mie.co.za



Request Form: Academic detail for qualifications obtained from the University of Pretoria



Please take note: if more than 1 product is requested the longest turnaround time will apply

B. PRODUCTS REQUIRED	Qualification C	Qualification D	
Name of Qualification:			
Year completed / incomplete:			
Student Number:			
Institution:			
Products required for Qualification C		Product Price	Price per additional copy
Product 2: Academic Transcript (Module descriptions / Curriculum Detail) Please see MIE Transcripts Terms and Conditions for more detail. If academic transcripts were ordered from MIE previously, please indicate and order a copy. Yes <input type="checkbox"/> No <input type="checkbox"/> All products requested with product 2 will be delivered in one package. 12 Working days excluding courier time		R920-00 per degree <input type="checkbox"/>	R 135-00 per additional copy of entire Transcript. <input type="checkbox"/>
Product 3: Questionnaire (if more than 1 page please request product 2): (Eg. WES, Nursing Council of NZ Medical Council, LSAC, FCCP, Global School of Theology, HCPC,CAPR etc). 12 Working days excluding courier time (Questionnaires should be supplied to MIE by the Client)			R108-00 per Questionnaire <input type="checkbox"/>
Product 4: Official Letter on a UP Letterhead: Contact MIE to confirm the details prior to requesting the official document. 3 Working days excluding courier time		R 135-00 each <input type="checkbox"/>	R135-00 per additional copy <input type="checkbox"/>
Product 5:Certificate Reprint (declaration): English <input type="checkbox"/> Afrikaans <input type="checkbox"/> 3 Working days excluding courier time		R 135-00 each <input type="checkbox"/>	R135-00 per additional copy <input type="checkbox"/>
Product 2: Academic Transcript (Module descriptions / Curriculum Detail) Please see MIE Transcripts Terms and Conditions for more detail. If academic transcripts were ordered from MIE previously, please indicate and order a copy. Yes <input type="checkbox"/> No <input type="checkbox"/> All products requested with product 2 will be delivered in one package. 12 Working days excluding courier time		R920-00 per degree <input type="checkbox"/>	R 135-00 per additional copy of entire Transcript. <input type="checkbox"/>
Product 3: Questionnaire (if more than 1 page please request product 2): (Eg. WES, Nursing Council of NZ Medical Council, LSAC, FCCP, Global School of Theology, HCPC,CAPR etc). 12 Working days excluding courier time (Questionnaires should be supplied to MIE by the Client)			R108-00 per Questionnaire <input type="checkbox"/>
Product 4: Official Letter on a UP Letterhead: Contact MIE to confirm the details prior to requesting the official document. 3 Working days excluding courier time		R 135-00 each <input type="checkbox"/>	R135-00 per additional copy <input type="checkbox"/>
Product 5:Certificate Reprint (declaration): English <input type="checkbox"/> Afrikaans <input type="checkbox"/> 3 Working days excluding courier time		R 135-00 each <input type="checkbox"/>	R135-00 per additional copy <input type="checkbox"/>

PAYMENT REQUIRED (all prices include VAT and Fuel Surcharge Fees)

Please take note

Amount payable for all products and copies requested (please see products ticked to calculate final amount)		R
Courier Fees payable to 1 (one) International Address: Payable in addition to the product fee	R1 000-00	R
Courier Fees payable to 1 (one) African Address: Payable in addition to the product fee	R600-00	R
Courier Fees payable to 1 (one) South African Address: Payable in addition to the product fee	R200-00	R
Scanning Fees payable: A once off amount of R30-00 is payable in addition to the product fee.	R30-00	R
To be collected from the University of Pretoria		<input type="checkbox"/>
To be collected from the MIE Offices in Centurion Pretoria (Dates for collection will be supplied in the final document send to you by MIE – this process takes at least 5 working days longer than collecting from up or sending via courier)		<input type="checkbox"/>
I want to make use of my own courier service . I understand and agree that MIE / UP cannot take any responsibility for undelivered, lost or damaged documents. I also agree that I will make my own arrangements for finalised documents to be collected from UP by my own courier service. For queries regarding the tracking of your package, you have to contact your courier service, MIE or UP will not be able to assist.		<input type="checkbox"/>
Wire Transfers: If paying from a non-South African Account Bank account please add an additional R450.00 transfer fee. Please make sure we receive your bank transfer number to avoid delays. Also take note that wire transfers can take up to 10 working days to be processed. It stays the responsibility of the client to make sure that moneys transferred via an international banking account reach MIE.		R
Total amount payable		R

D. ALL SPECIAL REQUESTS SHOULD BE NOTED HERE EVEN IT IF WAS COMMUNICATED TO A MIE CONSULTANT TELEPHONICALLY OR ELECTRONICALLY. (If you need more space please add an additional page with the required detail to your request form)



Request Form: Academic detail for qualifications obtained from the University of Pretoria



E. DELIVERY DETAILS

Please supply the following detail (only **street** addresses are acceptable). Please take note that our Courier Service **cannot** deliver documents at a Post Office or a Post-Net. Once the document was collected by our courier service you can track the movement of your document on the Dawn Wing Website: www.dawnwing.co.za A Dawn Wing waybill number will be supplied to you via email

Please pay courier fees per address. If you choose to courier to 2 different addresses, please request copies of all documents required.

Full PHYSICAL address or STREET ADDRESS (P O Box addresses cannot be used for delivery):		
Detail Required	1st Address	2nd Address
Name of receiver		
Telephone number of receiver		
Name of Company		
Street name and number		
Suburb		
Town/City		
SA Postal Code		
Country Code or ZIP Code		

F. BANKING DETAILS

FOR SA PAYMENTS	FOR INTERNATIONAL AND AFRICAN PAYMENTS
Payments made to: MIE	Vendor Name: Managed Integrity Evaluation (Pty) Ltd
Account Type: Cheque Account	Swift Code: SBZAJJ
Bank: Standard Bank	Bank: Standard Bank of South Africa
Branch: Centurion	Branch: CENTURION
Branch Code: 012645	Branch Code: 012645
Account Number: 4113 723 86	Account Number: 411372386
Reference: Past student's name and surname	Sort Code: ZA012645
	Physical Address: 2nd Floor, STD Bank Building, C/O Hendrik Verwoerd and South Street, Centurion, Gauteng

I confirm that I have read and understood the Terms and Conditions as per pages 5 - 8 of this document

Please confirm the reason for your application:

- Visa Purposes
- SA Employment
- International Employment
- Study SA
- Study Abroad

PLEASE TAKE NOTE: If more than 1 product is requested the longest turnaround time will apply

CLIENT SIGNATURE: **DATE:**

PLEASE TAKE NOTE: A third party is not allowed to sign this form on behalf of the Graduate / Past Student

Request Form: Academic detail for qualifications obtained from the University of Pretoria

Please fax or email this request form, together with your proof of payment to: 0865112236 or transcripts@mie.co.za

Please take note that requests cannot be expedited



PRE-SCREENING REQUEST FORM

GOUDSTAD, HEIDELBERG, NKP, TEACHERS COLLEGE OF PRETORIA, VISTA

Turnaround time for finding and capturing records: 6 weeks

Please note: The University of Pretoria will not be able to find and capture your marks or provide a copy of your diploma if you cannot accurately provide the below information/documents. The turnaround time will increase if the below information/documents cannot be provided.

PERSONAL DETAILS (To be completed in full)

FULLNAMES WHILST STUDYING:	
ALL POSSIBLE SURNAMES AND MAIDEN NAMES:	
ID NUMBER OR PASSPORT NUMBER WHILST STUDYING:	
LATEST ID NUMBER:	

SELECT THE COLLEGE OR UNIVERSITY YOU ATTENDED:

<input type="radio"/> Goudstad	<input type="radio"/> Heidelberg	<input type="radio"/> Vista
<input type="radio"/> Teachers College of Pretoria	<input type="radio"/> NKP	

IMPORTANT INFORMATION AND DOCUMENTS TO SUPPLY:

Copy of your original diploma / certificate	Copy of your original academic record, subjects completed and/or marks	All your names, surnames and maiden name (if applicable)
Copy of your most recent ID document		

Select your specialization:	<input type="radio"/> Junior Primary	<input type="radio"/> Pe- and Junior Primary	<input type="radio"/> Pre-Primary	<input type="radio"/> Senior Primary	<input type="radio"/> Technica	<input type="radio"/> Commercial Subjects	<input type="radio"/> Other
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Language in which original diploma / certificate issued in:	Afrikaans <input type="radio"/>	English <input type="radio"/>
How many years did you study – 3 or 4:		
In what year did you start your studies:		
In what year did you end your studies:		
Graduation / Awarding ceremony date:	Day	Month Year
Student number:		
Full name of your qualification:		
Physical address:		
Cell or Telephone number:		
Email address:		
Any additional information or comments you can provide:		

Signature: _____ Date: _____