

**Please take note that requests cannot be expedited****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"/>

- 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 5115 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](mailto: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
<b>Product 2: Academic Transcript (Module descriptions / Curriculum Detail)</b> 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"/>
<b>Product 3: Questionnaire:</b> (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"/>
<b>Product 4: Official Letter on University of Pretoria letterhead</b> 3 Working days excluding courier time	R 135-00 each <input type="checkbox"/>	R135-00 per additional copy <input type="checkbox"/>
<b>Product 5: (Certificates) Declaration Reprints</b> Certificate reprint in English <input type="checkbox"/> Certificate reprint in Afrikaans <input type="checkbox"/> If this is not the original language the certificate was printed in, the reprinted certificate will not have a red seal and will be marked as a translation. 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
<b>Product 2: Academic Transcript (Module descriptions / Curriculum Detail)</b> 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"/>
<b>Product 3: Questionnaire:</b> (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"/>
<b>Product 4: Official Letter on University of Pretoria letterhead</b> 3 Working days excluding courier time	R 135-00 each <input type="checkbox"/>	R135-00 per additional copy <input type="checkbox"/>
<b>Product 5: (Certificates) Declaration Reprints</b> Certificate reprint in English <input type="checkbox"/> Certificate reprint in Afrikaans <input type="checkbox"/> If this is not the original language the certificate was printed in, the reprinted certificate will not have a red seal and will be marked as a translation. 3 Working days excluding courier time	R 135-00 each <input type="checkbox"/>	R135-00 per additional copy <input type="checkbox"/>

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
<b>Product 2: Academic Transcript (Module descriptions / Curriculum Detail)</b> 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. <b>12 Working days excluding courier time</b>	R920-00 per degree <input type="checkbox"/>	R 135-00 per additional copy of entire Transcript. <input type="checkbox"/>
<b>Product 3: Questionnaire: (Eg. WES, Nursing Council of NZ Medical Council, LSAC, FCCP, Global School of Theology, HCPC,CAPR etc).</b> <b>12 Working days excluding courier time (Questionnaires should be supplied to MIE by the Client)</b>		R108-00 per Questionnaire <input type="checkbox"/>
<b>Product 4: Official Letter on University of Pretoria letterhead</b> <b>3 Working days excluding courier time</b>	R 135-00 each <input type="checkbox"/>	R135-00 per additional copy <input type="checkbox"/>
<b>Product 5: (Certificates) Declaration Reprints</b> Certificate reprint in English <input type="checkbox"/> Certificate reprint in Afrikaans <input type="checkbox"/> <b>If this is not the original language the certificate was printed in, the reprinted certificate will not have a red seal and will be marked as a translation.</b> <b>3 Working days excluding courier time</b>	R 135-00 each <input type="checkbox"/>	R135-00 per additional copy <input type="checkbox"/>
Products required for Qualification D	Product Price	Price per additional copy
<b>Product 2: Academic Transcript (Module descriptions / Curriculum Detail)</b> 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. <b>12 Working days excluding courier time</b>	R920-00 per degree <input type="checkbox"/>	R 135-00 per additional copy of entire Transcript. <input type="checkbox"/>
<b>Product 3: Questionnaire: (Eg. WES, Nursing Council of NZ Medical Council, LSAC, FCCP, Global School of Theology, HCPC,CAPR etc).</b> <b>12 Working days excluding courier time (Questionnaires should be supplied to MIE by the Client)</b>		R108-00 per Questionnaire <input type="checkbox"/>
<b>Product 4: Official Letter on University of Pretoria letterhead</b> <b>3 Working days excluding courier time</b>	R 135-00 each <input type="checkbox"/>	R135-00 per additional copy <input type="checkbox"/>
<b>Product 5: (Certificates) Declaration Reprints</b> Certificate reprint in English <input type="checkbox"/> Certificate reprint in Afrikaans <input type="checkbox"/> <b>If this is not the original language the certificate was printed in, the reprinted certificate will not have a red seal and will be marked as a translation.</b> <b>3 Working days excluding courier time</b>	R 135-00 each <input type="checkbox"/>	R135-00 per additional copy <input type="checkbox"/>

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

Amount payable for all products and copies requested (please see products ticked to calculate final amount)		R
Courier Fees payable to 1 (one) <u>International Address</u> : Payable in addition to the product fee	R1 000-00	R
Courier Fees payable to 1 (one) <u>African Address</u> : Payable in addition to the product fee	R600-00	R
Courier Fees payable to 1 (one) <u>South African Address</u> : 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 <b>own courier service</b> . I understand and agree that MIE / UP can not 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.		<input type="checkbox"/>
<b>Wire Transfers:</b> If paying from a <b>non-South African Account Bank account</b> please add an <b>additional R450.00</b> 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
<b>Total amount payable</b>		R

D. ALL SPECIAL REQUESTS SHOULD BE NOTED HERE EVEN IF IT 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)

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**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](http://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**

**CLIENT SIGNATURE:** ..... **DATE:** .....

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

**PRE-SCREENING REQUEST FORM TO CONFIRM IF YOUR QUALIFICATION DETAIL IS AVAILABLE ON THE UNIVERSITY OF PRETORIA' S DATABASE FOR STUDIES DONE AT: NKP, HEIDELBERG TEACHERS COLLEGE, GOUDSTAD TEACHERS COLLEGE, TEACHERS COLLEGE OF PRETORIA AND VISTA UNIVERSITY**

**VERY IMPORTANT: TURNAROUND TIME FOR UPDATING DETAIL ON THE UP DATABASE: 4 – 6 WEEKS**

Was your initial certificate issued in  Afrikaans or  English?

Which College/University did you attend?

Vista University	<input type="checkbox"/> (If detail is not available at UP you will be referred back to UNISA)
NKP	<input type="checkbox"/> Please supply copy of certificate
Heidelberg	<input type="checkbox"/> Please supply copy of certificate
Goudstad	<input type="checkbox"/> Please supply copy of certificate
Teachers College of Pretoria	<input type="checkbox"/> Please supply copy of certificate

Were your studies 3 or 4 years? \_\_\_\_\_

In what year did you start your studies? \_\_\_\_\_

In what year did you end your studies? \_\_\_\_\_

Student Number: \_\_\_\_\_

Were your studies for Junior Primary or Senior Primary (Colleges): \_\_\_\_\_

What is / are the name/s of the qualification/s: \_\_\_\_\_

Full names and surnames whilst studying please: \_\_\_\_\_

Please supply ALL possible surnames plus maiden name: \_\_\_\_\_

ID Number or Passport number whilst studying: \_\_\_\_\_

Current ID Number: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_