

Assessment and Graduation Section
Academic Administration
PGExams@mandela.ac.za

Ref: Duplicate Certificates

To Whom It May Concern

APPLICATION FOR DUPLICATE CERTIFICATE(S)

In order to reprint a duplicate certificate the information listed below is required at your earliest convenience.

A letter of application, indicating full names, ID number, student number, qualification(s), and the year(s) that the degree(s) were obtained. Please indicate your physical street address, email address and at least two telephone numbers (required by the couriers) in this letter.

Please attach the following supporting documents to your letter of application:

- A certified copy of the applicant's ID.
- An affidavit stating the loss of the certificate(s) signed by a Commissioner of Oaths.
- A deposit slip (proof of payment) that the required administration fee of R430 per certificate has been paid. Please find the banking details for the university below.

Please send the letter of application and supporting documentation to PGExams@mandela.ac.za. Please note that this process could take up to six weeks due to the various validations which are required before duplicate certificates may be issued.

Banking details:

Nelson Mandela University (Main)
STANDARD BANK
Stanley Street, Port Elizabeth
Account number: 08 026 3011
Branch Code: 051001
Reference: BR – Student number

Should you have any further questions please do not hesitate to our offices via email, PGExams@mandela.ac.za.

Kind regards

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