

REPLACEMENT DEGREE/DIPLOMA/CERTIFICATE APPLICATION FORM 20



Graduate School

STUDENT NUMBER
(New students to leave blank)

APPLYING FOR
(For office use only)

 First print **Reprint**

SECTION A: PERSONAL DETAILS

TITLE Prof Dr Mr Mrs Ms Miss Other _____ **GENDER** Male Female

SURNAME As per ID Document _____ **PREFERRED NAME** _____

FIRST NAME(S) As per ID Document _____

ID NO

DATE OF BIRTH

EMAIL ADDRESS: _____ **CELLPHONE NUMBER:** _____

SECTION B: QUALIFICATION NAME

| CERTIFICATE PROGRAMMES | YEAR | DIPLOMA PROGRAMMES | YEAR |
|--|----------------------|---|----------------------|
| <input type="checkbox"/> Certificate in Marketing Communications | <input type="text"/> | <input type="checkbox"/> Diploma in Marketing | <input type="text"/> |
| <input type="checkbox"/> Advertising Specialisation | <input type="text"/> | <input type="checkbox"/> Diploma in Advertising | <input type="text"/> |
| <input type="checkbox"/> Public Relations Specialisation | <input type="text"/> | <input type="checkbox"/> Diploma in Marketing Research | <input type="text"/> |
| <input type="checkbox"/> Direct Marketing Specialisation | <input type="text"/> | <input type="checkbox"/> Diploma in Marketing Management | <input type="text"/> |
| <input type="checkbox"/> Certificate in Retail Marketing | <input type="text"/> | <input type="checkbox"/> Diploma in Export Management | <input type="text"/> |
| <input type="checkbox"/> Certificate in Personal Selling | <input type="text"/> | DEGREE PROGRAMMES | YEAR |
| <input type="checkbox"/> Certificate in Sales Management | <input type="text"/> | <input type="checkbox"/> BBA - Marketing | <input type="text"/> |
| <input type="checkbox"/> Higher Certificate in Marketing | <input type="text"/> | <input type="checkbox"/> BBA - Marketing Communications | <input type="text"/> |
| <input type="checkbox"/> Higher Certificate in Export Management | <input type="text"/> | <input type="checkbox"/> BBA in Marketing Management | <input type="text"/> |
| OTHER | YEAR | <input type="checkbox"/> BCom in Marketing & Man Science | <input type="text"/> |
| _____ | <input type="text"/> | POSTGRADUATE PROGRAMMES | YEAR |
| _____ | <input type="text"/> | <input type="checkbox"/> Postgraduate Diploma in Marketing Management | <input type="text"/> |
| | | <input type="checkbox"/> Post Graduate Diploma in Marketing | <input type="text"/> |
| | | <input type="checkbox"/> BPhil | <input type="text"/> |

SECTION C: COLLECTION

| PERSONAL COLLECTION | ALTERNATIVE COLLECTION |
|--|--|
| <p>TITLE <input type="checkbox"/> Prof <input type="checkbox"/> Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss</p> <p>INITIALS AND SURNAME _____</p> <p>ID NUMBER <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>RECIPIENT CONTACT DETAILS _____</p> <p>COMMENTS _____</p> <p>OFFICE TO COLLECT FROM _____</p> | <p>If the certificate is being collected on your behalf by another person, the original ID must be presented at the office of collection.</p> <p>If you organise a courier to collect the certificate it must be collected from National Office.</p> |

STUDENT DECLARATION

I certify that the information that I have provided on this application is accurate and complete and that certified copies of documentation requested is attached. I have read the Replacement Procedure on page 2.

STUDENT SIGNATURE _____ **DATE** _____ / _____ / 20 _____

FOR OFFICE USE ONLY

| | | | |
|--|---|--|---|
| Consultant name: <input type="text"/> | Amount paid <input type="text"/> | Certificate Number <input type="text"/> | Date printed <input type="text"/> |
| Approved/Declined Yes <input type="checkbox"/> No <input type="checkbox"/> | IMS Receipt Number <input type="text"/> | Forwarding Courier <input type="checkbox"/> Posted <input type="checkbox"/> Filed <input type="checkbox"/> | Printed by <input type="text"/> |
| Approved/Declined (Reason) <input type="text"/> | Verification Details <input type="text"/> | Tracking Number <input type="text"/> | |

AFFIDAVIT

STUDENT NUMBER
(New students to leave blank)

| | | | | | | |
|--|--|--|--|--|--|--|
| | | | | | | |
|--|--|--|--|--|--|--|

(You are requested to produce your ID Book/Passport when completing this affidavit)

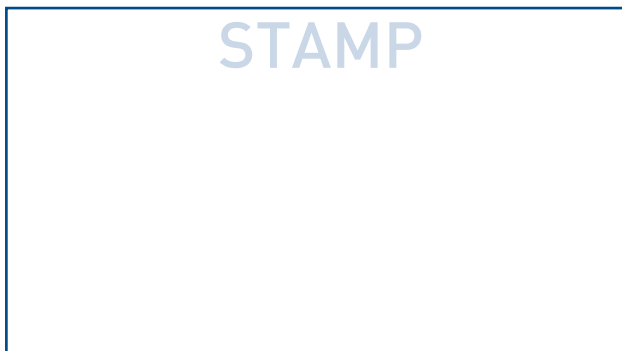
I, _____ (Print full name(s) and Surname)
the undersigned do hereby state that the reason(s) for which I wish to apply for a duplicate degree/diploma/certificate from the IMM Graduate School is/are the following:
(Be as comprehensive as possible).

Applicant signature

I hereby certify that the applicant has acknowledged that he/she knows and understands the contents of this affidavit, which was signed and sworn to before me at

_____ on this _____ day of _____ 20 _____

The regulations contained in Government Notice No.R1258 of the 21st day of July 1972, having been complied with.



Commissioner of Oaths signature

Full name: _____

Office: _____

Address: _____

STEPS TO COMPLETE APPLICATION (ON OR OFF CAMPUS)

1. Complete the replacement application form.
2. Deposit the relevant amount into the bank account (details below), or make payment via the student portal.
3. Post or deliver the completed application form together with a certified copy of your ID or Passport and a copy of the deposit slip to any IMM Graduate School office.
DO NOT E-MAIL.
4. The Affidavit must be stamped and signed by a **COMMISSIONER OF OATHS**.

NOTE: The fee per application must accompany this application form.

BANK DETAILS

ACCOUNT NAME: IMM Graduate School of Marketing (PTY) Ltd
BANK: ABSA Commercial Banking
BRANCH CODE: 632 005
EFT CODE: 632 005
SWIFT CODE: ABSAJJZZ
ACCOUNT NUMBER: 405 631 0798

Indicate your full name and surname or your IMM Graduate School student number as reference

REPLACEMENT PROCEDURE:

1. The student Name and Surname details will be printed as per the details at the time that the qualification was conferred.
2. The re-printed qualification will state (1) The words "Replacement Certificate" (2) All modules (3) The academic year that the qualification was conferred in.
3. State the ID/Passport number of the person collecting the reprinted qualification. The original ID/Passport must be presented upon collection.
4. The IMM Graduate School cannot take any responsibility for non-delivery where incorrect details were provided.
5. Where it is required to have the document delivered to an address outside of South Africa, students should arrange for a courier to collect when ready.
6. Please allow 4-6 weeks for processing the reprint request plus a week for delivery within SA.

National Office: Atlas Studio, 33 Frost Avenue, Braamfontein Werf, 2193, P O Box 91820, Auckland Park, 2006, Tel +27 (0)11 628 2000, Fax +27 (0)11 726 4505, Email info@immgs.ac.za
Cape Town Student Support Centre: Level 3, Stadium on Main, Main Road, Claremont, Cape Town, 7708, P O Box 23998, Claremont, 7735, Tel +27 (0)21 671 4426, Email info.ct@immgs.ac.za
Durban Student Support Centre: 245 Peter Mokaba Road, Corner Valley View Road, Morningside, Durban, P O Box 35263, Northway, 4065, Tel +27 (0)31 312 2239, Email info.dbn@immgs.ac.za
Greenstone Student Support Centre: Stoneridge Office Park, Building B, 8 Greenstone Place, Greenstone Hill, Edenvale, 1610, P O Box 2780, Edenvale, 1610, Tel +27 (0)11 609 5003, Email info.greenstone@immgs.ac.za
Milpark Student Support Centre: 33 Frost Avenue, Braamfontein Werf, 2193, P O Box 91820, Auckland Park, 2006, Tel +27 (0)11 628 8029, Email info.milpark@immgs.ac.za
Pretoria Student Support Centre: 150 Anderson Street, Corner Jan Shoba Street, Brooklyn, Pretoria, 0181, Postnet Private Bag x 1, Menlo Park, 0102, Tel +27 (0)81 756 6016, Email info.pta@immgs.ac.za
Sandton Student Support Centre: Grayston Ridge Office Park, 144 Katherine Street, Sandton, 2196, P O Box 414004, Craighall, 2024, Tel +27 (0)11 783 6662, Email info.sandton@immgs.ac.za
Stellenbosch Student Support Centre: Corner of Drukkers Road and Papegaai Road, Stellenbosch, 7600, Postnet Suite 15, Private Bag X5071, Stellenbosch, 7600, Tel +27 (0)21 883 9104, Email info.stellenbosch@immgs.ac.za
Zimbabwe Administrative Office: 21 Lezard Avenue, Milton Park, Harare, P O Box MP 394, Mount Pleasant, Harare, Tel +263 (0)86 7700 4806 or +263 (0)773 475 003, Email imm.zim@immgs.ac.za