



Graduate School

STUDENT NUMBER

APPLYING FOR
(For office use only)

First Print Correction

Replacement

Digital

SECTION A: PERSONAL DETAILS

SURNAME _____ FIRST NAME _____

EMAIL (Compulsory) _____ CONTACT NUMBER _____

ID NO/PASSPORT NUMBER

SECTION B: APPLYING FOR

PLEASE TICK THE OPTION/S YOU ARE APPLYING FOR.

- Digital Certificate (Online Certificate)*
- Name Correction (Spelling correction or 2nd name omitted. Incorrect certificate must be returned. Does NOT include name changes.)*
- Replacement Certificate (Lost or stolen certificate.)**

*E-mail only page 1 of the application form to certification@immgs.ac.za. Include a copy of your ID and proof of payment.

**Submit or courier both pages 1 and 2 to your nearest IMM GS office. Addresses available on our website. Include an originally certified copy of your ID and proof of payment. Ensure that the affidavit is signed and stamped by a commissioner of oaths.

If applying for both a digital and a replacement certificate, the fee for each is applicable per certificate. Refer to the fee structure on our website - <https://imm.ac.za/>

SECTION C: QUALIFICATION NAME

	CERTIFICATES TO REPLACE:	YEAR:
1.		
2.		
3.		
4.		

SECTION D: COLLECTION

TO BE COLLECTED BY

INITIALS AND SURNAME/ID _____

NUMBER

RECIPIENT CONTACT DETAILS _____

COMMENTS _____

OFFICE TO COLLECT FROM _____

ALTERNATIVE COLLECTION

If certificate is collected by a 3rd party, they must have upon collection
(1.) a printed copy of the graduates ID ,
(2.) a printed and signed letter of permission from graduate and
(3.) a printed copy of their own ID.

Alternatively, graduate may arrange a courier service to collect at own cost.

Collections may be done from 08:00 to 16:00 on Mondays to Thursdays, and from 08:00 to 15:00 on Fridays.

STUDENT DECLARATION

I hereby confirm that I have read and agree to the IMM Graduate School policies and procedures, including the following:

- All needed fees have been paid.
- All needed documents have been certified and submitted.
- Corrections/Replacements could take 4 – 6 weeks.
- Replacement Certificates - Student name and surname details will be printed as per the details at the time that the qualification was conferred. Names and surnames will not be changed to current ID details.
- Replacement certificates will state the word "REPLACEMENT".
- Processing will only commence once all needed documents and payment have been received.
- All our office addresses are available on our website

STUDENT SIGNATURE _____ DATE _____ / _____ / 20 _____

FOR OFFICE USE ONLY

Consultant name: Amount paid: Certificate Number: Date printed:

Approved/ Declined: Approved/ Declined (Reason): Forwarding: Printed by:

AFFIDAVIT

STUDENT NUMBER

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(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.

STAMP

Commissioner of Oaths signature

Full name: _____

Officer: _____

Address: _____

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.