



QUALIFICATION DETAIL(S) AMENDMENT FORM - 2024

Student Number Cellphone Number

e-mail:.....

AMENDING NAMES –

- You must attach
- 1) A certified copy of your ID or passport or if applicable a sworn police statement.
 - and
 - 2) A certified copy of your marriage certificate if that is the reason for the change

	Mark applicable box with a Cross (X)
My name on the graduation list needs to be amended	
My name on my certificate needs to be amended	

My name should be shown as (forename(s) first, then surname)

.....

AMENDING DETAIL(S) ON QUALIFICATIONS

You must attach a copy of the qualification or the entry on the list you are asking to be amended.

	X
My qualification on the graduation list needs to be amended	
My printed qualification title needs to be amended	
The student number/DOB/Serial Number/class division on the certificate needs to be amended (underline applicable amendment)	
Other Amendment (Clearly state).....	

Note: If already printed the original qualification needs to be returned.

The Qualification title/student number/DOB/Serial Number/class division should be

.....

Student Signature..... Date.....

For Official Use Only

Acad Cleared and Listed Yes / No	Name	Sign.	Date
Amended Qualification(s) on new List Yes / No	Name	Sign.	Date