Tshwane University of Technology

We empower people

BLOCKED ACADEMIC RECORD REQUEST

This form is only used where a qualification is issued and a student has fees outstanding, when employer seek an academic record. This form is NOT to obtain results where the results are withheld due to fees outstanding.

Email: SkosanaK@tut.ac.za

Cc: SegwaneTM@tut.ac.za

Please note:

- By completing this form the graduated student grant permission to TUT to email his/her academic record to the company requesting the academic record for the purpose of employment or enrolment/registration at another Higher Education Institution**. It is compulsory for the student to sign an AOD with student accounts before the record could be released to the requestor.**
- By completing this form the company/institution requesting the academic record understand and undertake that the academic record is only for internal use for the purpose of employment or enrolment/registration and will not be handed to the student;
- This academic record is NOT a qualification verification but an academic record of a graduated student who's academic record is blocked by the Certification Management office due to fees outstanding.

STUDENT INFORMATION

Student Number	
ID Number	
Title	
Full Names	
Surname	
Email	
Cellphone Number	

REQUESTOR INFORMATION (Contact person at company)

ID Number	
Title	
Full Names	
Surname	
Email (**NOT** Gmail)	
Cellphone Number	

COMPANY INFORMATION

Purpose of request	Employment		Enrolment/Registration
Company Name			
Street Address			
Postal Address			
Website			
Official telephone			
Position of requestor			

Student Signature _____ Date

Requestor Signature _____ Date

Official Stamp