

Gordon Institute of Business Science

University
of Pretoria

To whom it may concern

Reprint of Certificates and Transcripts

Please note the following information should you require a reprint of your certificate and/or a transcript of your results:

1. Provide the following information [an asterisk(*) indicates compulsory information]:
 - * Name and Surname (state maiden name if applicable);
 - * Name of Programme completed. If you attended the course via your employer, then please provide the employer name.
 - * Year completed;
 - * ID number
 - Student Number;
 - Certificate Number.
2. Once we have confirmed that your records appear on our system we will send a confirmation e-mail following which you can make payment.
3. The costs involved are as follows:
 - Certificate Reprint: R100.00
 - Transcripts: R100.00

Payment should be made into our bank account, stating your full name as a reference.

Please provide proof of payment to the following e-mail address: transcripts@gibs.co.za

Additional costs (as quoted by a courier company) will apply should you require your reprinted certificate couriered as extra courier charges will apply. Please e-mail transcripts@gibs.co.za to confirm delivery details.

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Banking Details

Bank Name:	Standard Bank of South Africa
Account Type:	Current Account
Account Name:	GIBS
Account Number:	421018011
Branch Code:	019205 (Sandton)

4. The document/s will be ready for collection in five to seven working days following receipt of payment. You will be informed once your Certificate has been reprinted. Certificates must be collected from the GIBS reception desk, unless alternative arrangements for courier services have been confirmed.
5. Please note that we can only provide copies of certificates that were conferred by GIBS.

Should you require information, or have any queries regarding results or certificates conferred by the University of Pretoria (as listed below), please contact the University directly via: Linda van Dyk at transcripts@mie.co.za or 012 6444 000:

- DBA (Doctor of Business Administration),
- MBA (Master of Business Administration),
- PDBA (Postgraduate Diploma : Business Administration)
- PGDip (Postgraduate Diploma in General Management)

Yours sincerely,



Sharon Clarke

DIRECTOR: ADMINISTRATION