



**QUALIFICATION DETAIL(S) AMENDMENT FORM - 2023**

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