Interim Certificate Order Guide for Participants

Overview: This guide outlines the steps for ordering a hard copy certificate from the Student Records Office for short course participants at a cost of **R250 per certificate** (2025 academic year).

Steps to Order a Hard Copy Certificate

1. **Request a Certificate**:
   - Email shortcourses@uct.ac.za to request a hard copy of your digital certificate.
   - The Student Records Office will acknowledge your request and send you an order form.
2. **Submit Order Form and Payment**:
   - Complete the order form and submit it along with proof of payment to shortcourses@uct.ac.za.
   - Once received, the Student Records Office will process the request and print the certificate.
   - You will be notified when the certificate is ready for collection or courier dispatch, based on your selected option.
3. **Collection Option**:
   - If you chose collection, pick up your certificate at the Student Records Office:
     - Location: Level 4, Masingene Building, Middle Campus.
4. **Courier Option**:
   - If you chose courier, ensure the courier fee is included in your payment and reflected in the proof of payment.
   - The certificate will be couriered to the provided address, and a waybill number will be shared for tracking.

Important Notes

- **Processing Requirements**:
  - Requests are only processed once a completed order form and proof of payment are received.
  - Incomplete submissions or missing documentation will delay or prevent processing.
  - **Turnaround time**: 4 working days from receipt of all required documents.
- **Certificate Availability**:
  - Hard copy certificates can only be ordered after the certificate record has been published.