



# RHODES UNIVERSITY

Makhanda • 6140 • South Africa

ACADEMIC ADMINISTRATION OFFICE

Tel: +27 (0)46 603 8213 • Fax: +27 (0)46 603 8104 • e-mail [AcademicAdmin@ru.ac.za](mailto:AcademicAdmin@ru.ac.za)

## **RECEIVING DEGREE/DIPLOMA PARCHMENTS IF NOT ATTENDING GRADUATION**

Students who graduated in absentia (i.e. did not attend a ceremony) and who wish to collect their degree/diploma parchment from the Academic Administration Office (lower ground floor of the Eden Grove Building) must send an email to [parchments@ru.ac.za](mailto:parchments@ru.ac.za) to make an appointment for the collection. They will receive a reply confirming the date and time allocated for the collection. Please know that collection time slots will be allocated on a first-come, first-served basis.

Alternatively, students may submit written permission (email to [parchments@ru.ac.za](mailto:parchments@ru.ac.za)) allowing a friend/family member to collect the parchment on their behalf. The written permission must include not only the details of the relevant student, but also the full name and ID/Passport number of the friend/family member who in turn must produce suitable ID (identity document or passport) when collecting the parchment.

Students who are not able to collect their degree/diploma parchment may request that their parchment be sent to them or to their parents/guardians. Kindly note that for security reasons parchments will **only be couriered** and will not be mailed via registered or secure mail, thus please do not submit PO Box, Postnet Suite, Private Bag, etc. addresses.

Payment of the applicable courier fee (see below list) is required before parchments will be sent to their recipients. Kindly return this completed form along with proof of payment to the Academic Administration Office at [parchments@ru.ac.za](mailto:parchments@ru.ac.za)

*No degree parchments will be sent without written instruction from the student and payment of the courier fee. If you do not provide all the below details, it will prevent the University from being able to send your parchment.*

### **PLEASE PRINT CLEARLY IN BLACK INK**

STUDENT'S NAME: \_\_\_\_\_ STUDENT NUMBER: \_\_\_\_\_

NAME OF DEGREE/DIPLOMA OBTAINED: \_\_\_\_\_ GRAD YEAR: \_\_\_\_\_

PHYSICAL/STREET ADDRESS: \_\_\_\_\_

\_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

CONTACT TELEPHONE NO: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

Courier fees:	R350-00	National (within South Africa)
	R400-00	Neighbouring southern African countries (i.e. Botswana, Lesotho, Mozambique, Namibia, Swaziland and Zimbabwe)
	R500-00	All other countries

Banking details for courier fee:	Bank	First National Bank
	Account Name	Rhodes University
	Account Number	621 455 03 076
	Branch Number	210717
	Use Reference	601-75000-5482 and include student's student number

Please feel free to contact our office should you require any additional information.

**ACADEMIC ADMINISTRATION OFFICE, Rhodes University, P.O. Box 94, Makhanda, 6140**