



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA

Student no: 16087454
Our ref: NN Bahula
Tel: 0124205279
Fax:
Email: nellie.bahula@up.ac.za

2018-09-06

Mr E Grassman
1157 Geelhout Street
Moregloed
0186

Dear Mr Grassman

FINAL VERIFICATION OF INFORMATION FOR POSSIBLE FINALISTS

With reference to the above mentioned you are kindly requested to **please ensure that the information below is correct**, as it will appear on your certificate/diploma/degree. Your **full names and surname** (as they appear in your valid ID/passport) **must** correspond with your certificate/diploma/degree.

PERSONAL INFORMATION	CORRECTIONS
Erik Grassman	
BCom	
0834241468	
u16087454@tuks.co.za	
1157 Geelhout Street, , Moregloed, 0186, South Africa	

Language preference for certificate/diploma/degree: (Mark with X)

English

Afrikaans

Please note that if you should later decide to change your language of preference, you will be liable for a fee of R350.00.

Please submit this form, the required proof and copies at your Faculty's Student Administration before or on **2018-10-01**. The **details of your Faculty's contact person** are stated at the top of this letter.

Although you have already submitted your ID/passport during registration at UP, it is imperative that your **personal information is verified again** for degree purposes. You are therefore kindly requested to resubmit **a copy of your ID/passport** together with this form at your Faculty's Student Administration.

Should there be errors in your **name** or **surname** that need to be amended, or if you got married and your **surname** has changed, please **submit** the **new ID/passport** and/or proof of the **application form** of Department of Home Affairs (*copy and/or electronic version*) at your Faculty's Student Administration.

The abovementioned documents must also be emailed not later than 2018-10-01 to graduation@up.ac.za.

[Note: A marriage certificate will not be accepted.]

Declaration by student that the above information is correct:

Student's signature

Date

You are requested to settle all **outstanding tuition fees** and/or return **outstanding library material** before the following date:

- Students completing in **June**: before the end of the first semester in the same year.
- Students completing in **November/January**: before the end of the second semester in the same year.

Please note that, **if your obligations towards the University in terms of finances and/or library material have not been settled**, your certificate/diploma/degree and academic record **will be withheld**. The certificate/diploma/degree and academic record will be handed to you after you have met all your obligations with the University. **Please email the proof of payment and/or return of library material to graduation@up.ac.za.**

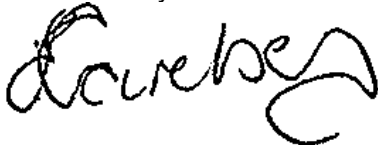
- For **finances**:
 - Contact: Frans Mothogoane - 012 420 5115 - frans.mothogoane@up.ac.za
Beverley de Wet - 012 420 5123 - beverley.dewet@up.ac.za
Tinus Venter - 012 420 5100 - tinus.venter@up.ac.za
- For **library material**:
 - Phone 012 420 5240 or send an email to zani.swart@up.ac.za

If you comply with all the degree requirements, you will receive an **SMS informing you that your finalist letter is available on the UP Portal>Student Centre** and you will be requested to **download the letter**. (*myTUKS Login > communications*)

If you have **not received an SMS** and your **finalist letter is not available on the UP Portal>Student Centre**, please **contact your Faculty's Student Administration Office** without delay, not later than:

- Students completing in June: **25 July**
- Students completing in November/January: **31 January**

Yours sincerely



for DEAN
Faculty of Economic and Management Sciences
K00 NN Bahula