



For Office Use Only

Application Number: _____ Received By: _____ Date: _____

Certificate / Diploma Print Application

Applying for:	First Print		Reprint	
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If Reprint:				
Reason:	Stolen		Lost	Other
A police affidavit should accompany reprint applications				

PERSONAL DETAILS				
First Name/s:- <small>(Note 1)</small>				
Surname:- <small>(Note 1)</small>				
ID Number <small>(Attach ID):-</small>		Student Number:		

QUALIFICATION NAME <small>(Note 2)</small>			
	Year		Year
CERTIFICATE PROGRAMMES		DIPLOMA PROGRAMMES	
• Certificate in Marketing Communications		• Diploma in Marketing	
➢ Advertising Specialisation		• Diploma in Advertising	
➢ Public Relations Specialisation		• Diploma in Marketing Research	
➢ Direct Marketing Specialisation			
• Certificate in Retail Marketing		• Diploma in Export Management	
• Certificate in Personal Selling			
• Certificate in Sales Management			
DEGREE PROGRAMMES		POST GRADUATE PROGRAMME	
• BBA - Marketing		• Post Graduate Diploma in Marketing	
• BBA - Marketing Communication			
OTHER:			

COLLECTION/DELIVERY DETAILS <small>(Complete only ONE)</small>											
Personal Collection					Postage Instructions <small>(Note 4)</small>						
To be collected by:	Dr	Mr	Mrs	Miss	Ms	Title:	Dr	Mr	Mrs	Miss	Ms
Initial/s and Surname:						Initial/s and Surname:					
ID Number: <small>(Note 3)</small>						Address:					
Recipient Contact Details:											
Comments:											
						Postal Code:					
						Recipient Contact Details:					

Applicant Signature:-		Date:- <small>(Note 6)</small>	/	/	/ 200.....
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FOR OFFICE USE:					
Amount Paid:- <small>(Note 5)</small>	R	Receipt Number:-			
Approved/Declined(Reason):		Verification details:			
Printed by:-		Date printed:-	/	/	/ 200.....
Certificate Number:		Forwarding:	Courier	Posted	Filed
		Tracking Number:			

Notes:	
1	The student <i>Name</i> and <i>Surname</i> details will be printed as per the details at the time that the qualification was conferred.
2	The re-printed qualification will state (1) The word "Reprint" (2) All subjects (3) The academic year that the qualification was conferred in.
3	State the ID number of the person collecting the reprinted qualification. The original ID document must be presented upon collection.
4	The IMM GSM cannot take any responsibility for non-delivery where incorrect details were provided.
5	Where it is required to have the document delivered to an address outside of South Africa, the required fee will be <u>four times</u> the Reprint Fee as stated in the prospectus (Due to the use of a courier service) – Alternatively you may arrange your own courier to collect.
6	Please allow 4-6 weeks days for processing the reprint request plus a week for delivery within SA / 2 weeks for non-SA delivery.
<i>This application form may be completed, scanned and emailed to imm@imm.co.za together with a copy of ID/Passport and proof of payment</i>	