



REPLACEMENT OF CERTIFICATES/DIPLOMAS

The replacement of any lost certificates take place according to a prescribed format.

Applications can only be done at the examination office on campus in person and must have the following documents attached:

1. Bank deposit slip of R 71.00 paid into Department of Higher Education (DHET) bank account:

ABSA account Nr 40 75 77 95 07

Please use you ID number as reference.

2. An affidavit clearly stating the personal information of the person, and an explanation that this certificate is lost. This must be done a police station and must have an official stamp.
3. Certified copy of ID document.

Upon reception of the above, the examination officer will request the Department of Higher Education – Sub directorate National Examination to verify you result status and to issue a duplicate of you certificate.

Certificates are sent to Westcol - Campuses and are kept on campus in the examination office.

Westcol may not post, courier, or email certificates to students. As a responsive TVET college under the auspice of the Department of Higher Education, Westcol must ensure that the collection and re-issue of certificates are done in a responsible and an accountable manner.

You can choose to collect the certificate in person or to nominate a responsible person to receive the certificate on your behalf. This person must present a written confirmation stating that you give him/her permission, please indicate both parties ID numbers and ensure that the nominee have a certified copy of his/her ID document.





higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



EXAMINATION OFFICES

Contact details:

- 1. Carletonville Campus**
Rinkie Maluleke
rinkie@westcol.co.za
Tel: 018 787 4102
- 2. Krugersdorp Campus:**
Mapule Molete
mapulem@westcol.co.za
Tel: 011 953 1140
- 3. Krugersdorp–West Campus and Thuba Makote Campus:**
Ntabiseng Lehphuthing
rncllehphuthing@westcol.co.za
Tel: 011 660 1709
- 4. Randfontein and Westonaria Campus:**
Henrik Moilamashe
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Tel: 011 693 3608/9

Zukiswa Mablebe
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Tel: 011 693 3608/9





APPLICATION TO REPLACE LOST CERTIFICATE/DIPLOMA

Surname														
Full Names														
ID number														
Campus enrolled.														
Carletonville	Krugersdorp	Krugersdorp-West (Thuba Makote)						Randfontein & Westonaria						

Business Studies and General Studies							
Please state year/semester enrolled			Year		Semester 1		Semester 2
National Intermediate Certificate (NIC)/N2				National Senior Certificate (NSC)/N3			
Introductory N4		N4		N5		N6	
Business Management		Human Resources Management				Public Management	
Educare		Legal Secretary				Public Relations	
Financial Management		Management Assistant				Tourism	
Hospitality and Catering Services		Marketing Management					

Engineering Studies								
Year		Trimester 1			Trimester 2		Trimester 3	
PLP	N(OR)	N1	N2	N3	N4	N5	N6	MDOP

National Certificate Vocational (NCV)				
Year	Level 2		Level 3	Level 4
Electrical Infrastructure Construction	Engineering Related Design		Finance Economics and Accounting	Hospitality
Marketing	Office Administration		Primary Agriculture	Tourism

Signature of applicant	Date
Signature – Examination Officer	Date





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westcol
Technical and Vocational Education and Training College

NOMINATION TO COLLECT A CERTIFICATE/DIPLOMA

I, _____ (Name and Surname of student)
_____ ID number
_____ Street Address
_____ Postal address
_____ Phone/Cell phone number/email

Here by give permission to collect my certificate/s on my behalf:

_____ (Name and Surname of student)
_____ ID number
_____ Street Address
_____ Postal address
_____ Phone/Cell phone number/email

State programme, level, and field of study _____
(Example: Nation Certificate N4 Business Management)

Please note that a certified copy of the student and nominee must be attached

Signed at _____ (Place) on this _____ day
of _____ (month) _____ (year).

Student

Witness

Witness

I hereby acknowledge that I were granted permission to receive the Certificate/Diploma on behalf the above-mentioned student.

Recipient

Witness

Witness

