



GUIDELINES FOR MATRICULATION EXEMPTION APPLICATION

[CLICK HERE](#) To book an in-person appointment (F2F) at the Krotoa Building (former RW Wilcocks) to certify your copies of your original documents before submitting your matriculation exemption.

The following steps must be followed before your appointment:

1. Complete the M30 E form on this link **[Matriculation form](#)**
 - ✓ **Please ignore** the **Examination Number** required on the form.
2. You need to have the **Final School Results** (Official Certificate).
 - ✓ In total, **there should be 5** subjects, of which English language must be one.
 - ✓ **Please note**, it must be the **Official Certificates, Not the Statement of Results**, Or if it is the US school system, i.e. High School Diploma + SATs or Admission letter to a USA institution or APs etc.
 - ✓ **Please note**, the documents you submitted at the time of registration, are the documents required to apply for matriculation exemption, for exception of the **Certificate being the Official** document and **NOT** the **Statement of Results**.
3. Your original passport plus a copy **NOT** certified, must be submitted.
4. Make the payment into the bank account of the Matriculation Board as provided on **[Matriculation Exemption Fees](#)**
 - ✓ Proof of payment – REF: Student number / Surname and Initial
5. Please make sure that your form is correctly completed and that all documents are submitted as requested.
6. Please write your student number on the form where you see **Student No:**