



## Formal Student Documentation App

### Purpose

The purpose of the **Formal Student Documentation App** is to supply the functionality that allows for students (currently only active students and staff members) to be able to retrieve formal reports or records on their own without having to go to Student Administration.

The formal documents are watermarked & password protected and students are required to enter their South African ID or passport number (if a foreigner) to open and view the contents of the report or record.

The following reports are currently available:

- Academic Record
- Certificate of Modules Passed

### Steps

1. Sign into the **Formal Student Documentation App**.
2. Select the document required.
3. Choose the language of the document.
4. Click “submit” to lodge the request (if you have a pop-up blocker activated it will prevent the document from opening).
5. Enter the password and click “submit” to open. For RSA citizens the password is the RSA ID number and for other citizens it is the passport number.
6. Document can now be saved or downloaded to your computer.

The formal documents that have been saved or downloaded to your PC will not have to be stamped by Student Administration; it can be forwarded as is to prospective employers, bursary providers, banks, etc.

### Need help?

The **Formal Student Documentation App** is available from the DIY Services Portal. Open the browser and navigate to [www.nwu.ac.za](http://www.nwu.ac.za). Click on the “DIY Services” link in the page footer.

Sign in with your NWU number and network password. Click on the “Undergraduate Students” or “Postgraduate Students” link at the top of the page, just below the page header. Click on the **Formal Student Documentation** icon.

To sign out, click on the “Logout” button in the page header.

For help regarding the **Formal Student Documentation App** contact Student Administration.