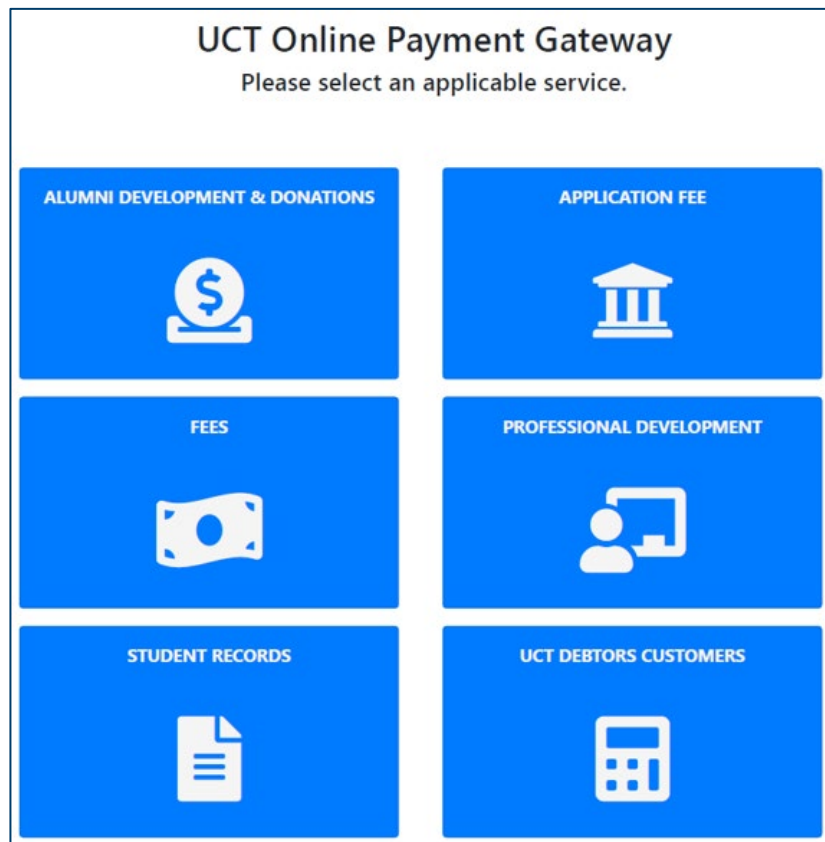# UNIVERSITY OF CAPE TOWN
STUDENT RECORDS OFFICE
ONLINE CARD PAYMENT PORTAL INSTRUCTIONS

Accessing the payment tile

Option 1:   Direct webpage URL
              Click on the following link: https://payments.uct.ac.za/student-records/

Option 2 :   Navigation via the Google search engine website
              Search for "UCT Payments"
              Click the link to payments.uct.ac.za for the UCT Online Payment Gateway.
              Select the Student Records tile:

Before attempting the payment, please note the following:

- Visa, Mastercard or American Express can be used
- Your card needs to be 3D secure enabled with your issuing bank. Please ensure that this is done prior to transacting on the portal. 3D secure is an additional security layer which protects both the customer and UCT. With 3DS enabled, you have 2-step authentication on every online purchase - so no payments will ever go through unless you authorize them yourself
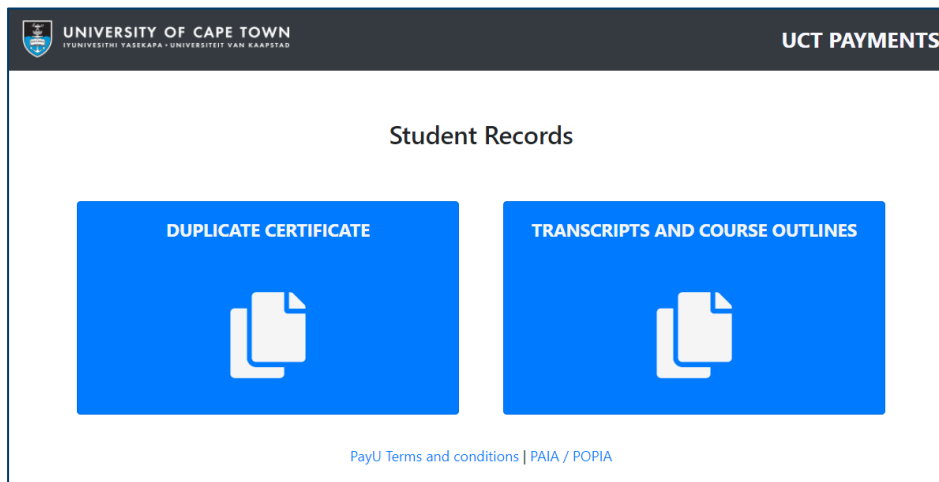
Instructions for payment of Student Records Office services

For an official transcript and/or course outline request, select *Transcripts and Course Outlines*.
For a duplicate qualification certificate request, select *Duplicate Certificate(s)*.

==*Please do not use the Transcript and course outlines payment page to make a payment for the Duplicate certificate unless you need additional copies of your official transcript and/or course outline.*==

Please ensure that you review the introduction and complete your details on the form:

Please note:
- It is not necessary to enter the student number if you can't recall
- Please verify that you have entered your valid email address carefully to ensure that you receive all future communications from our office
- **You must complete the *cost of service* field and exclude the courier cost in this field**
- If you would like to opt for courier delivery, please select the applicable zone under the courier type for the delivery of your document. You may collect your documents from our office on Middle Campus if you would not like to use the courier service

Once you have clicked proceed, you will receive a summary of your payment. Please confirm that your details are correct. Once confirmed, click Pay with PayU.

You will be directed to the secure UCT PayU payment portal.

Please check the *Card icon* next to the UCT logo so that it turns blue.

Please enter your card details and then select Pay.

You may be redirected to your bank's secure site to authenticate yourself before completing the payment.

If the payment has been made successfully, you will receive an emailed notification confirmation.