

ONLINE APPLICATION PROCESS (NEW APPLICANT)

STEP 1: (PROCESS MUST BE COMPLETED 100% AND ALL REQUESTED DOCUMENTS UPLOADED BEFORE THE APPLICATION WILL SUCCESSFULLY BE SUBMITTED TO THE COLLEGE)

THE FOLLOWING DOCUMENTS ARE MANDATORY TO HAVE PRIOR TO STARTING THE APPLICATION PROCESS:

1.1. CONTACT DETAILS:

- Valid email address - please create an email address, if you don't have one.
- A valid cellphone number

The college will correspond with you using both of these methods of contact during the application process.

1.2. SCAN AND UPLOAD YOUR DOCUMENTS

During the application process, you will be requested to upload copies of the following documents:

- A certified copy of your ID
- A certified copy of your latest academic results
- Proof of Residence.

Please note: scan all of the above-mentioned documents on a memory stick or on your computer before you start with the application process.

STEP 2: PLACEMENT TEST

- Cap Test/Online Learner Profiler
- The system will link you to the application form as per your assessment.
- The system will give you a reference number & a login pin to access the profile that you have created.
- Applicants will be required to upload their documents as indicated in **STEP 1**
 - System will allow the applicant to choose programme/ course of choice
 - Only applicants that have completed their Senior Certificate (Grade 12) may apply for any Report 191/NATED: N1 Courses & N4 Courses Business Studies
 - Applicants that have completed Grades 9, 10, OR 11 as their highest qualification may apply for any NC (V) Level 2 programme

STEP 3: THE COLLEGE WILL COMMUNICATE THE APPLICATION PROCESS

- The college will send communication of acceptance/declined
- Student accepts/declines the invitation to register

STEP 3: AFTER REGISTRATION

- Collect books – student card
- Classes commence

STEP 4: FINANCIAL (NSFAS) APPLICATION PROCESS