

2019 Walk-in process at Cape Peninsula University of Technology (CPUT) for programmes with available spaces

1. WALK-IN APPLICATION TIMEFRAME

23 January 2019 – 30 January 2019

The applicant will be guided **on the website** as follows:

BEFORE ATTEMPTING TO APPLY DO THE FOLLOWING:

- Consult the list of programmes available for walk-ins (refer to list provided)
- Regrettably no Recognition of Prior Learning (RPL) applications will be considered
- Check the Admission Requirements displayed on the CPUT website. Be sure to scroll down to your specific programme for the Additional (programme-specific) requirements.
- Ensure that you meet the minimum admission and subject requirements for your programme of choice.
- Certify all your supporting documentation. Certification must be less than 3 months old.
- Only fully **completed** applications will be considered
- An on-campus venue is available with assistance should you have difficulties in applying online. (Refer to the paragraph on On-line Venues for details of the location of these in our various campuses)
- **PLEASE NOTE: Only applications that followed the outlined application process will be considered as an application.**

2. WHO MAY APPLY

The following categories of applicants can submit applications during this time:

- **Applicants who exhausted only 1 or 2 options out of the maximum of 3 choices for applications submitted during the normal and late application timelines**
- Applicants who did not apply during the normal and/or late application timelines (maximum of 3 choices)
- National applicants (with a SA ID) with a National Senior Certificate (NSC) / Senior Certificate (SC) / National Vocational Certificate (NVC) / National Qualification
- National applicants (with a SA ID) with international qualifications who already have SAQA certification
- Refugee status applicants (with a SAQA certification for international qualifications obtained)
- Permanent residency applicants with SA ID (SAQA certification is required for international qualifications obtained)

3. WALK-IN APPLICATION PROCEDURE

3.1 IDENTIFICATION OF PROGRAMMES WITH AVAILABLE SPACES BY THE FACULTIES

- Faculties must first finalise **all normal and late application selections** including the **re-evaluation of final results before a list of programmes** with available spaces is submitted to the Manager Application and Registration Centre (ARC) by **Monday, 21 January 2019**
- As the University proceeds with the registration of first year students from **14 January 2019 to**

01 February 2019, the following categories of students will be considered first by faculties as spaces become available:

- a) The **wait-listed students** (those who applied on time and meet the entrance requirements, but could not be accepted due to space constraints). This applies only to National students
- b) Those who **applied on time, but could not be considered by faculties on time prior to registration. This applies only to National students**
- c) Students who were **rejected on the basis of their Grade 12 results**, but subsequently passed and met the requirements for programmes they applied for (including those who have upgraded their Grade 12 results).
- d) The **Course Full students** (those who applied on time and meet the entrance requirements, and course spaces have since become available).

- Lists will be published on the website together with the walk-in procedure by ARC on **Tuesday, 22 January 2019**

3.2 MODE OF APPLICATION

CPUT resolved to have a dual or hybrid walk-in application mode. These are the Central Application Clearing House (CACH) and direct application to CPUT, using on-line or manual application as determined by the institution. These are outlined hereunder:

3.2.1 APPLYING VIA CACH – FIRST YEAR UNDERGRADUATE APPLICATIONS ONLY

CACH is an initiative from the Department of Higher Education and Training (DHET) for the purpose of advising prospective applicants on available study spaces at tertiary institutions. CACH is available for all prospective undergraduate applicants. However, NSC results can only be verified for examinations written since 2008. An Unverified indicator will be displayed if results could not be verified.

Individuals who have passed their final examination **and** meet the minimum entry requirements to study at CPUT **can apply through CACH to CPUT using the following modes:**

- a) **Call:** 0800 35 66 35
- b) **SMS** name and ID Number to: 49200
- c) **Website:** cach.dhet.gov.za

CACH Office Hours: Monday – Sunday from 08:00 to 18:00

On receipt by CACH of the applications the following process is followed:

- CACH will capture the biographical information of applicants and verify their NSC results. The top level Classification of Educational Subject Matter (CESM) fields of interest and province of interest will also be indicated. However, the system is not yet geared to capture specific institutions and specific programmes within the institutions at this stage.
- Lists of applicants that have applied via CACH will be provided by ARC to Faculties on a regular basis on receipt from CACH and up **until Wednesday, 30 January 2019**.
- ARC will forward an SMS to CACH applicants to address the processes and indicating that they can apply by following the set application processes listed below.

3.2.2 Direct Walk-in Application to CPUT

The primary mode of application is online, except where indicated, and applicants can apply directly to CPUT as walk-ins using this route. Refer to **Category A** hereunder for **online application** submission. The following dedicated Online Walk-in Venues are available to support this process:

CAMPUS	VENUE
District 6 Campus	Library Computer Lab 2.99 (Accessible from Atrium)
Bellville Campus	Old Business School Room, Ground Floor, Room 1A
Wellington Campus	Library, Computer Lab
Mowbray Campus	Main Building , Lab 036

NB: Applicants can utilize any of these venues irrespective of the programme that they are applying for.

Category B applicants can also **apply manually** as walk-ins. Refer to details hereunder.

3.2.2.1 CATEGORY A APPLICANTS – ONLINE APPLICATION SUBMISSIONS ONLY

- National applicants (with a SA ID) with
 - a) National Senior Certificate (NSC) / Senior Certificate (SC) / National Vocational Certificate (NVC) / National Qualification for both Undergraduate and Postgraduate studies
 - b) First year applicants, returning students, applicants transferring from other institutions, CPUT students with gap in studies
 - c) Academic results that meet the minimum entrance requirements
- **Submit online only via Application wizard (new applications) or Returning Application iEnabler (those with an existing CPUT student number) directly to CPUT** accessible via the CPUT website (www.cput.ac.za)
- **No late application fee chargeable (free of charge)**

NB: Please note that incomplete applications will not be considered.

APPLICATION STEPS

Step 1 Submission of online application by applicants for programmes where availability of spaces has been indicated on the CPUT website

Applicant submit application online together with the relevant supporting documentation.

Step 2 – Processing of online application received

2.1 ARC will verify the applications for completeness. No incomplete application submissions will be considered.

2.2 The following verification will be conducted by ARC:

- a) if minor applicants have submitted the minor declaration as a legal undertaking
- b) verify for required necessary evidences and additional supporting documentation should applicants have indicated that they are upgrading matric results
- c) verify of matric results against the OPA matric database
- d) upfront rejection for those that do not meet the minimum requirements

2.3 Applicants will indicate whether Residence accommodation is required regardless of the mode of submission of the application. The Residence Division will follow the current process by extracting information via local software reports on ITS.

PLEASE NOTE: It is important to note that being accepted academically does not guarantee a space into residences due to limited residences space.

2.4 ID number verification will be conducted and submitted to the external service provider. Applicants will be allowed to register prior to the outcome of the ID verification process. Students will be requested to submit certified copies (not older than 3 months) in the case where the ID number could not be verified.

2.5 Preparation of Batches from ARC to Faculties. Refer to Step 4 below for details.

3.2.2.2 CATEGORY B APPLICATIONS - Manual application submissions only

Manual applications for applicants who meet the minimum entrance requirements, and are hand delivered to ARC Department directly by applicant, will ONLY be allowed for the following categories of applications:

- a) National applicants (with a SA ID) **with International qualifications** who already have South African Qualification Authority (SAQA) certification
- b) Refugee status applicants
- c) Permanent residency applicants with SA ID

Fee chargeable: R100 late application fee

PLEASE NOTE: Incomplete applications (including those received via Postal Services (courier) will not be considered.

APPLICATION STEPS

Step 1 - Submission of manual application by applicants to ARC for programmes where availability of spaces has been indicated on the CPUT website

1.1 Manual applications will only be considered for this category of applicants and only hand delivered to ARC by the applicant at the respective campuses.

1.2 ARC will scrutinize application forms for completeness. When done Sign and Date in the space provided on the application form. All supporting documentation must be certificated and certification may not be older than 3 months.

PLEASE NOTE: APPLICATIONS MAY ONLY BE HANDED TO THE ARC DIVISION BY THE APPLICANT.

Step 2 - Payment of late application fee

2.1 The completed and signed manual application form will be handed back to the applicant by ARC.

2.2 The applicant will take the application form accompanied by the certified copies of their ID, Grade 12 results and/or any other supporting documentation required, to the cashiers. The latter will communicate the fee applicable. The applicant, after paying applicable fee, will hand deliver the application form with a copy of an ID and Grade 12 results or equivalent back to ARC

Step 3 – Processing of manual application forms received

3.1 ARC will verify the application for completeness. **No incomplete application form will be processed**

The following verification will be conducted by ARC:

- a) if minor applicants have submitted the minor declaration as a legal undertaking
- b) verify for required necessary evidences and additional supporting documentation should applicants have indicated that they are upgrading matric results
- c) upfront rejection for those that do not meet the minimum requirements

3.2 ARC will verify the matric results via the Matric Download database and/or the OPA Database received from Department of Education.

If the matric results cannot be verified, then ARC will forward a request to the System Support Officer for further external evaluation.

PLEASE NOTE: Under no circumstances may an applicant be accepted or admitted to a programme based on Statement of Symbols provided. This is intended to ensure that only qualifying applicants are admitted to respective academic programmes as well as eliminate fraud and corrupt practices experienced in the previous years.

3.3 ARC will indicate the Student Number, Sign and Date Stamp upon completion of the processing of manual application form (top right hand corner of application form)

3.4 Applicants will indicate whether Residence accommodation is required regardless of the mode of submission of the application. The Residence Division will follow the current process by extracting information via local software reports on ITS.

PLEASE NOTE: It is important to note that being accepted academically does not guarantee a space into residences due to limited residences space.

3.5 ID number verification will be conducted and submitted to the Service Provider. Applicants will be allowed to register prior to the outcome of the ID verification process. Students will be requested to submit certified copies (not older than 3 months) in the case where the ID number could not be verified.

3.6 Preparation of Batch from ARC to Faculties. See Step 4 below for further details.

The following steps are applicable to both online and manual applications

Step 4 - Preparation of Batch from ARC to Faculties for Selection (both manual and online applications received)

4.1 Batches will be delivered every alternative day to Faculties. The proposed Walk-in batch cycle dates to Faculties are:

Proposed 2019 Walk-in Application Cycle Dates

Walk-in dates: **23 January 2019 – 30 January 2019**

Late Registration timeframe: 4 February 2019 – 22 February 2019

Batch Number *****	Start date for Processing of all application	End date for Processing of all application	Date extraction and validations	Checking, verifying and Printing of the selection cards for Online Applications	Distribution between ARC offices, sorting and printing of lists	ARC Upright Rejection, Sorting and printing of list	Delivery Date of batch application forms to Faculties	Faculty selections	Faculties to sign-off checklists and return all application within batch to ARC	ARC Updating application status (SNAPPA)
B10 Walk-in Batch 1 (B10) (9 - 10 days)	23 Jan	24 Jan	25 Jan	28 Jan	28 Jan	28 Jan	29 Jan	30, 31 Jan	1 Feb	4 Feb
B11 Walk-in Batch 2 (9 - 10 days)	25 Jan	25 Jan	28 Jan	29 Jan	29 Jan	30 Jan	31 Jan	1, 4 Feb	5 Feb	6 Feb
B12 Walk-in Batch 3 (10 days)	28 Jan	29 Jan	30 Jan	31 Jan	31 Jan	1 Feb	4 Feb	5, 6 Feb	7 Feb	8 Feb
B13 Walk-in Batch 4 (10 days)	30 Jan	30 Jan	31 Feb	1 Feb	1 Feb	4 Feb	5 Feb	6,7,8 Feb	11 Feb	12 Feb
Batch Number *****	Start date for Processing of all application	End date for Processing of all application	Date extraction and validations	Checking, verifying and Printing of the selection cards for Online Applications	Distribution between ARC offices, sorting and printing of lists	ARC Upright Rejection, Sorting and printing of list	Delivery Date of batch application forms to Faculties	Faculty selections	Faculties to sign-off checklists and return all application within batch to ARC	ARC Updating application status (SNAPPA)
B14 Walk-in Batch 5 (11 days)	31 Jan (overflow)	4 Feb (overflow)	5 Feb	6 Feb	6 Feb	7 Feb	8 Feb	11,12 Feb	13 Feb	14 Feb

4.2 The proposed **CATEGORY B APPLICATIONS** (Refer to Paragraph 3.2.2.2 for details) Walk-in batch cycle dates between ARC Administrators and Senior International Administrators are:

Proposed **CATEGORY B APPLICATIONS Walk-in January 2019 Cycle Dates**

Batch Code	Batch Description	Dates of applications received	Delivery Date to International Seniors (1 Day)	Evaluation Period by International Seniors	Back from International Seniors to ARC	Batch cycle for delivery to Faculties
SD	Walk-in Category B Batch 1	23 Jan – 24 Jan	25 Jan 2019, 12:00	25, 28 Jan 2019	29 Jan 2019, 12:00	Batch 11 in progress (1)
SE	Walk-in Category B Batch 2	25 Jan – 28 Jan	29 Jan 2019, 12:00	29, 30 Jan 2019	31 Jan 2019, 12:00	Batch 12 in progress (2)
SF	Walk-in Category B Batch 3	29 Jan – 31 Jan	01 Feb 2019, 12:00	01, 04 Feb 2019	05 Feb 2019, 12:00	Batch 13 in progress (3)
SG	Walk-in Category B Batch 4	01 Feb – 04 Feb (overflow)	05 Feb 2019, 12:00	05 Feb 2019	06 Feb 2019, 12:00	Batch 14 in progress (4)

4.3 ARC will print selection cards for online applications received, print the batch control lists and compare the selection cards and/or manual hard copies to that of the control list. The form is signed, date stamped with Name and Surname indicated on the batch control list. This serves as confirmation that the control list matches the included hard copy applications forms/selection cards.

The selection cards will be electronically routed for the identified qualifications per faculty should space be available for these qualifications.

4.4 The dedicated Faculty Assistant compares the application form and selection cards to the control list and signs the control list as proof of receipt.

Faculties conduct selection by evaluating the supporting documentation either attached to the hard copy or uploaded in the document repository (Alfresco). The Faculty will indicate the outcome of the selection by completing the relevant block on the front page of the manual application form or in the space provided on the selection card as follows:

- a) Printed Name and Surname in Capital Letters
- b) Signature (**please ensure your signature is known by relevant ARC staff**)
- c) Faculty Office date stamp
- d) Outcome of selection –
 - o If accepted, then indicate **Walk-in Accepted (WA)**
 - o If rejected, then reasons for rejection must be clearly indicated

4.5 Under no circumstances may Faculties process any Walk-in applications or change any application statuses to WA – Walk-in Accepted.

Step 5 – Processing of outcome of selection

5.1 Faculties will return the manual application forms and/or selection cards together with the batch control summary list to ARC for the processing of the outcome of the selection on ITS

Step 6 - Tracking of outcome of selection by applicants

6.1 The applicant will be informed by ARC the outcome of the selection by means of an automated SMS and the applicant can proceed to download the acceptance letter via the Online Tracking System on the website.



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