

IMPORTANT INFORMATION

DOCUMENTATION TO BE SUBMITTED WITH ONLINE APPLICATIONS

- 1) Each document must be scanned, saved and uploaded individually against each uploading Certificate code as indicated in the tables below
- 2) All documents should be scanned in any of the following file types: tiff, pdf, jpg or gif
- 3) The maximum scanned file size is 2MB each.

Application Type	Documentation Required to be uploaded	Upload / Certificate Code	Comments
SA Citizen currently in Grade 12	No documentation required except for qualification specific requirements as listed below		
SA Citizen currently in Grade 12 (not yet 18 years old)	<ul style="list-style-type: none"> Minor Application Declaration 	W3	<p>Download the minor declaration form under Step 2: Gather your documents on the website</p> <p>Complete, sign and upload against the Upload Certificate Code during your online application process</p>
SA Citizen currently busy upgrading Grade 12 results (including upgrading at any TVET College)	<ul style="list-style-type: none"> Letter confirming registration for upgrading of results 	UM	<p>Please indicate YES to the question: Are you upgrading your results?</p> <p>Upload the documentation during your online application process using the Upload Certificate Code</p>
SA Citizen with SA Matric/Grade 12; applying towards Undergraduate studies	<ul style="list-style-type: none"> Final Grade 12/School Leaving Results 	CE	<p>Academic Record is required if applicant is transferring from other institutions</p> <p>Upload the documentation during your online application process using the Upload Certificate Code</p>
SA Citizen with SA Matric/Grade 12 results; applying towards Postgraduate studies	<ul style="list-style-type: none"> Academic Record; Certificate of Conduct and Qualifications obtained Final Grade 12/School Leaving Results 	<p>AC</p> <p>CE</p>	<p>Upload the documentation during your online application process using the Upload Certificate Codes</p>

Qualifications with additional (specific) requirements

- 1) **Download the qualification specific requirements from the CPUT website via <http://www.cput.ac.za/study/apply/step-1-choose-a-qualification#addrequirements>**
- 2) **Each document must be scanned, saved and uploaded individually against each uploading Certificate code as indicated in the table below**
- 3) **All documents should be scanned in any of the following file types: tiff, pdf, jpg or gif**
- 4) **The maximum scanned file size is 2MB each.**

Faculty	Qualification	Qualification Code	Additional Requirements	Upload Certificate Code	Comments
Applied Science	No qualification specific requirements				
Business and Management Science	Diploma in Business & Info Administration (Part-time offering only)	D3BSIA	<ul style="list-style-type: none"> • Employment Letter • 2-page Curriculum Vitae <p>**Only applicable to applicants applying for PART-TIME studies**</p>	PL CU	Submit online
	Diploma in Event Management	D3EVMT	<ul style="list-style-type: none"> • Event Management Motivational Letter <p>Applicants must submit a motivational letter explaining why they want to follow this qualification and indicating their understanding of the industry and possible career options.</p>	EM	Submit online
	Diploma in Event Management (Extended)	D3EVTX			
	Diploma in Human Resource Management (Part-time offering only)	D3HRMT	<ul style="list-style-type: none"> • Employment Letter <p>** Part-time students must provide a letter of full-time employment, preferably in a HR environment.</p>	PL	Submit online
	Diploma in Management (Part-time studies only)	D3MNGT	<ul style="list-style-type: none"> • Employment Letter <p>** Part-time students must provide proof of full-time employment and preferably have relevant practical (supervisory, management) experience.</p>		
	Diploma in Marketing (Part-time studies only)	D3MRKG	<ul style="list-style-type: none"> • Employment Letter <p>** Part-time student must be full-time employed and have relevant practical experience (marketing-related).</p>		
Diploma in Printing Management (Part-time studies only)	D3PRTM	<ul style="list-style-type: none"> • Employment Letter <p>** This qualification is available on a part-time basis only for employees in the printing and packaging industries.</p>			

	Diploma in Public Administration (Part-time studies only)	D3PBAD	<ul style="list-style-type: none"> • Employment Letter <p>** Part-time applicants should preferably be full-time employed in the public sector environment.</p>		
	Diploma in Sport & Leisure Management	D3SPMT	<ul style="list-style-type: none"> • Sport Management Questionnaire 	SM	Submit online
	Diploma in Sport & Leisure Management (Extended)	D3SPMX	Applicants are invited to complete the form entitled "Non-Academic Review Component for Sport Management" in order to inform the prospective student about the Sport Industry, and allow them to indicate their involvement in sport, as well as cultural and leadership activities.		
	Diploma in Tourism	D3TMNG	<ul style="list-style-type: none"> • Tourism Management Motivation Letter 	TM	Submit online
	Diploma in Tourism (Extended)	D3TMNX	Applicants must submit a motivational letter explaining why they want to follow this qualification and indicating their understanding of the industry and possible career options		
Education	Diploma in Grade R Teaching	DPEDGR	<ul style="list-style-type: none"> • Grade R – Gr10/Gr 12 Results • Grade R – L4,L5/ECD/N5 Educare • Grade R – Employment Confirmation Letter 	G8 GR TA	Submit online
	B ED Honours in Educational Management and Leadership	BEHEML	<ul style="list-style-type: none"> • Academic Record • Short CV • B Ed Honours Motivational Letter • BeD Hons Essay & Specialisation *** A typed letter in which you indicate your preferred specialisations (at least two in order of preference) and clearly motivate why you want to further your studies in your selected specialisation(s) *** 	AC CB BM ES	Submit online

	B Ed Honours in Teaching & Learning	BEHTAL	<ul style="list-style-type: none"> Academic Record Short CV B Ed Honours Motivational Letter BeD Hons Essay & Specialisation *** A typed letter in which you indicate your preferred specialisations (at least two in order of preference) and clearly motivate why you want to further your studies in your selected specialisation(s) *** 	AC CB BM ES	Submit online
	Advanced Diploma in Technical and Vocational Teaching	ADTVET	<ul style="list-style-type: none"> Academic Record ID Document Final Grade 12 Results Previous qualifications obtained 	AC ID CE	Submit online
	Post Graduate Certificate in Education: FET	PGCFET	<ul style="list-style-type: none"> Academic Record ID Document Final Grade 12 Results Previous qualifications obtained 	AC ID CE	Submit online
Engineering & Built Environment	Diploma in Clothing & Textile Technology	D3CLTT	<ul style="list-style-type: none"> Clothing Motivational Letter 	ML	Submit online
	Diploma in Clothing & Textile Technology (Extended)	D3CLTX			
	Non-Diploma Marine Engineering	NDPMME	<ul style="list-style-type: none"> Officer of the Watch (EOW) Certificate of Competency or 2nd Engineering Officer Certificate of Competency Academic Record 	CO AC	Submit online
	Non-Diploma Maritime	CLASS4	<ul style="list-style-type: none"> Academic Record Letter from the Institution confirming that the student can complete subjects with CPUT (including listing the subjects) 	AC NI	Submit online
	Non Diploma Electrical Engineering	EE0001			
	Chemical Engineering: Non-diploma	CH0001			
	Civil Engineering: Non-Diploma	CE0001			
B Tech: Quality (Non Degree Purposes)	BQ0001				

	Mechanical Engineering: Non-Diploma	MC0001			
	Mechanical Engineering: Non-Degree	MC0002			
Health & Wellness Science	BSC in Diagnostic Radiography	BPSDGR	<ul style="list-style-type: none"> Radiography Questionnaire 	QU	Submit online
	BSC in Diagnostics Ultrasound	BPSDGU			
	BSC in Nuclear Medicine Technology	BPSNUM			
	BSC in Radiation Therapy	BPSRDT			
	Diploma in Opticianry	D3OPTD	<ul style="list-style-type: none"> Opticianry Questionnaire 	OP	Submit online
Informatics & Design	Diploma in Architectural Technology	D3ARCT	<ul style="list-style-type: none"> Architecture Portfolio Architecture Cover Page Architecture Biographical Information 	Refer to the Portfolio Requirement booklet for the upload of documentation: https://www.cput.ac.za/study/apply/step-1-choose-a-qualification#addrequirements	
	Diploma in Fashion	D3FASH	<ul style="list-style-type: none"> Fashion Design Biographical Information 	Cannot be submitted online. Please submit directly to the Faculty after submission of online application. Also refer to portfolio requirement booklet	
	Diploma in Fashion (Extended)	D3FASX	<ul style="list-style-type: none"> Fashion Design Portfolio Fashion Design Cover Page 		
	Diploma in Interior Design	D3INTD	<ul style="list-style-type: none"> Interior Design Biographical Information Interior Design Cover Page Interior Design Portfolio 	Refer to the Portfolio Requirement booklet for the upload of documentation: https://www.cput.ac.za/study/apply/step-1-choose-a-qualification#addrequirements	
	Diploma in Jewellery Design & Manufacture	D3JEWD	<ul style="list-style-type: none"> Jewellery Design Biographical Information 	Cannot be submitted online. Please submit directly to the Faculty after submission of online application. Also refer to portfolio requirement booklet	
	Diploma in Jewellery Design & Manufacture (Extended)	D3JEWX	<ul style="list-style-type: none"> Jewellery Design Cover Page Jewellery Design Portfolio 		
	Diploma in Product Design	D3PRDS	<ul style="list-style-type: none"> 3D Design Biographical Information 	Cannot be submitted online. Please submit directly to the Faculty after submission of online application. Also refer to portfolio requirement booklet	
	Diploma in Product Design (Extended)	D3PRDX	<ul style="list-style-type: none"> 3D Design Cover Page 3D Design Portfolio 		
	Diploma in Visual Communication Design	D3VCDN		Cannot be submitted online. Please submit	

	Diploma in Visual Communication Design (Extended)	D3VCDX	<ul style="list-style-type: none">• Graphic Design Biographical Information• Graphic Design Cover Page• Graphic Design Portfolio	directly to the Faculty after submission of online application. Refer to portfolio requirement booklet
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Updated: 10 Nov 2020