

## 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 (Please do not submit in MS Word or MS Excel format)
- 3) The maximum scanned file size is 2MB each.

Application Type	Documentation Required to be uploaded	Upload / Certificate Code	Comments
<b>SOUTH AFRICAN CITIZENSHIP (WITH SA ID)</b>			
SA Citizenship Currently in Grade 12	<ul style="list-style-type: none"> <li>Final Grade 11</li> </ul>	G1	Upload the documentation during your online application process using the Upload Certificate Codes
SA Citizenship Currently in Grade 12 <b>(not yet 18 years old)</b>	<ul style="list-style-type: none"> <li>Final Grade 11</li> <li>Minor Application Declaration</li> </ul>	G1 W3	Download the minor declaration form under <b>Step 2: Gather your documents</b> on the website  Complete, sign and upload against the Upload Certificate Code during your online application process
SA Citizenship Currently busy with International Grade 12 equivalence	<ul style="list-style-type: none"> <li>English Proficiency</li> <li>English Translation Final Grade 11 equivalence results</li> <li>Final Grade 12 equivalence results</li> <li>ID document</li> </ul>	EP ET  G1 ID	Upload the documentation during your online application process using the Upload Certificate Codes
SA Citizenship Currently busy upgrading Grade 12 results (including upgrading at any TVET College)	<ul style="list-style-type: none"> <li>Letter confirming registration for upgrading of results</li> </ul>	UM	Please indicate YES to the question: Are you upgrading your results?  Upload the documentation during your online application process using the Upload Certificate Code
SA Citizenship Applying towards Diploma in Grade R	<ul style="list-style-type: none"> <li>Gr R - Gr 10/Gr 12 Results</li> <li>Grade R - L4,L5 ECD/N5 Educare</li> </ul>	G8 GR	Upload the documentation during your online application process using the Upload Certificate Codes
SA Citizenship Previous passed SA Matric Results/Grade 12  applying towards <b>Undergraduate studies</b>	<ul style="list-style-type: none"> <li>Final Grade 12/School Leaving Results</li> </ul>	CE	Academic Record is required if applicant is transferring from other institutions  Upload the documentation during your online application process using the Upload Certificate Code

SA Citizenship  Previous passed SA Matric/Grade 12 results  applying towards <b>Postgraduate studies</b>	<ul style="list-style-type: none"> <li>Academic Record; Certificate of Conduct and Qualifications obtained</li> <li>Final Grade 12/School Leaving Results</li> </ul>	AC  CE	Upload the documentation during your online application process using the Upload Certificate Codes
SA Citizenship  Previous passed <b>Non-SA Grade 12/other School Leaving Results</b> equivalence	<ul style="list-style-type: none"> <li>Academic Record; Certificate of Conduct and Qualifications obtained</li> <li>Final Grade 12/School Leaving Results</li> <li>English Proficiency</li> <li>English Translation of Grade 11 equivalence results</li> <li>Passport/Asylum Seeker/Permanent Residency permits</li> <li>SAQA Certificate</li> <li>Previous Studies &amp; Final Grade 11 equivalence translation</li> </ul>	AC  CE  EP ET  PP  SQ  ST	Upload the documentation during your online application process using the Upload Certificate Codes
<b>PERMANENT RESIDENCY APPLICANTS</b>			
Permanent Residency applicants	<ul style="list-style-type: none"> <li>Academic Record</li> <li>Final Grade 12 &amp; School leaving results</li> <li>English Proficiency</li> <li>English Translation Grade 11 equivalence results</li> <li>Final Grade 11 or equivalent results</li> <li>ID document</li> </ul>	AC CE EP ET  G1 ID	Upload the documentation during your online application process using the Upload Certificate Codes
<b>NON-SOUTH AFRICAN CITIZENSHIP</b>			
Non SA citizenship  Currently busy with <u>International</u> Grade 12 equivalence	<ul style="list-style-type: none"> <li>English Proficiency</li> <li>English Translation Final Grade 11 equivalence results</li> <li>Final Grade 11 equivalence</li> <li>Passport/Asylum Seeker Permit/Permanent Residency permit</li> </ul>	EP ET  G1 PP	Upload the documentation during your online application process using the Upload Certificate Codes
Non SA citizenship  Currently busy with <u>SA</u> Grade 12	<ul style="list-style-type: none"> <li>Final Grade 11 results</li> <li>Passport/Asylum Seeker Permit/Permanent Residency permit</li> </ul>	G1 PP	Upload the documentation during your online application process using the Upload Certificate Codes
Non SA citizenship  Passed Results  Applying towards <b>Undergraduate and Postgraduate Studies</b>	<ul style="list-style-type: none"> <li>Academic Certificate</li> <li>Final Grade 12 &amp; School Leaving Results</li> <li>English Proficiency</li> <li>English Translation Final Grade 11 equivalence results</li> <li>Final Grade 11 equivalence results</li> <li>ID document (where applicable)</li> <li>Passport/Asylum Seeker Permit/Permanent Residency permit</li> <li>SAQA evaluation Certificate</li> <li>Previous Studies &amp; Final Grade 12 equivalence Translation</li> </ul>	AC  CE  EP  ET ID  PP  SQ ST	Upload the documentation during your online application process using the Upload Certificate Codes
<b>RPL (Recognition of Prior Learning) APPLICANTS</b>			
SA citizenship	<ul style="list-style-type: none"> <li>Academic Record</li> <li>Curriculum Vitae (CV)</li> <li>ID Document</li> <li>Passport/Asylum Seeker Permit/Permanent Residency permit</li> </ul>	AC CU ID PP	Upload the documentation during your online application process using the Upload Certificate Codes

	<ul style="list-style-type: none"> <li>• RPL Motivational Letter</li> <li>• RPL Screening Information</li> <li>• SAQA Evaluation</li> </ul>	RP RS SQ	
Permanent Residency applicants	<ul style="list-style-type: none"> <li>• Academic Record</li> <li>• Curriculum Vitae (CV)</li> <li>• ID Document</li> <li>• Passport/Asylum Seeker Permit/Permanent Residency permit</li> <li>• RPL Motivational Letter</li> <li>• RPL Screening Information</li> <li>• SAQA Evaluation</li> </ul>	AC CU ID PP  RP RS SQ	Upload the documentation during your online application process using the Upload Certificate Codes
Non SA citizenship	<ul style="list-style-type: none"> <li>• Academic Record</li> <li>• Curriculum Vitae (CV)</li> <li>• ID Document</li> <li>• Passport/Asylum Seeker Permit/Permanent Residency permit</li> <li>• RPL Motivational Letter</li> <li>• RPL Screening Information</li> <li>• SAQA Evaluation</li> </ul>	AC CU ID PP  RP RS SQ	Upload the documentation during your online application process using the Upload Certificate Codes

## Programmes with additional (specific) requirements

- 1) **Download the programme 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**
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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 <b>(Part-time offering only)</b>	D3BSIA	<ul style="list-style-type: none"> <li>• Employment Letter</li> <li>• 2-page Curriculum Vitae</li> </ul> <p><b>**Only applicable to applicants applying for PART-TIME studies**</b></p>	PL  CU	Submit online
	Diploma in Event Management	D3EVMT	<ul style="list-style-type: none"> <li>• Event Management Motivational Letter</li> </ul> <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 <b>(Part-time offering only)</b>	D3HRMT	<ul style="list-style-type: none"> <li>• Employment Letter</li> </ul> <p><b>** Part-time students must provide a letter of full-time employment, preferably in a HR environment.</b></p>	PL	Submit online
	Diploma in Management <b>(Part-time studies only)</b>	D3MNGT	<ul style="list-style-type: none"> <li>• Employment Letter</li> </ul> <p><b>** Part-time students must provide proof of full-time employment and preferably have relevant practical (supervisory, management) experience.</b></p>		
	Diploma in Marketing <b>(Part-time studies only)</b>	D3MRKG	<ul style="list-style-type: none"> <li>• Employment Letter</li> </ul> <p><b>** Part-time student must be full-time employed and have relevant practical experience (marketing-related).</b></p>		
Diploma in Printing Management <b>(Part-time studies only)</b>	D3PRTM	<ul style="list-style-type: none"> <li>• Employment Letter</li> </ul> <p><b>** This qualification is available on a part-time basis only for employees in the printing and packaging industries.</b></p>			

	Diploma in Public Administration <b>(Part-time studies only)</b>	D3PBAD	<ul style="list-style-type: none"> <li>• Employment Letter</li> </ul> <p><b>**</b> 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"> <li>• Sport Management Questionnaire</li> </ul>	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"> <li>• Tourism Management Motivation Letter</li> </ul>	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"> <li>• Grade R – Gr10/Gr 12 Results</li> <li>• Grade R – L4,L5/ECD/N5 Educare</li> <li>• Grade R – Employment Confirmation Letter</li> </ul>	G8 GR TA	Submit online
	B ED Honours in Educational Management and Leadership	BEHEML	<ul style="list-style-type: none"> <li>• Academic Record</li> <li>• Short CV</li> <li>• B Ed Honours Motivational Letter</li> </ul>	AC CB BM	Submit online

	B Ed Honours in Teaching & Learning	BEHTAL	<ul style="list-style-type: none"> <li>Academic Record</li> <li>Short CV</li> <li>B Ed Honours Motivational Letter</li> </ul>	AC CB BM	Submit online
	Advanced Diploma in Technical and Vocational Teaching	ADTVET	<ul style="list-style-type: none"> <li>Academic Record</li> <li>ID Document</li> <li>Final Grade 12 Results</li> <li>Previous qualifications obtained</li> </ul>	AC ID CE	Submit online
	Post Graduate Certificate in Education: FET	PGCFET	<ul style="list-style-type: none"> <li>Academic Record</li> <li>ID Document</li> <li>Final Grade 12 Results</li> <li>Previous qualifications obtained</li> </ul>	AC ID CE	Submit online
	Postgraduate Certificate in Education in Senior Phase and FET	PGCSFT	<ul style="list-style-type: none"> <li>Academic Record</li> <li>ID Document</li> <li>Final Grade 12 Results</li> <li>Previous qualifications obtained</li> </ul>	AC ID CE	Submit online
Engineering & Built Environment	Diploma in Clothing & Textile Technology	D3CLTT	<ul style="list-style-type: none"> <li>Clothing Motivational Letter</li> </ul>	ML	Submit online
	Diploma in Clothing & Textile Technology (Extended)	D3CLTX			
	Non-Diploma Marine Engineering	NDPMME	<ul style="list-style-type: none"> <li>Officer of the Watch (EOW) Certificate of Competency or 2<sup>nd</sup> Engineering Officer Certificate of Competency</li> <li>Academic Record</li> </ul>	CO AC	Submit online
	Non-Diploma Maritime	CLASS4	<ul style="list-style-type: none"> <li>Academic Record</li> </ul>	AC	

	Non Diploma Electrical Engineering	EE0001	<ul style="list-style-type: none"> <li>Letter from the Institution confirming that the student can complete subjects with CPUT (including listing the subjects)</li> </ul>	NI	Submit online
	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			
	Building: Non-Diploma	BB0001			
	Clothing Management: Non-Diploma	CL0001			
Informatics & Design	Diploma in Architectural Technology	D3ARCT	<ul style="list-style-type: none"> <li>Architecture Portfolio</li> <li>Architecture Cover Page</li> <li>Architecture Biographical Information</li> </ul>	<p>Cannot be submitted online. Please submit directly to the Faculty after submission of online application.</p> <p>Also refer to portfolio requirement booklet <a href="https://www.cput.ac.za/study/apply/step-1-choose-a-qualification">https://www.cput.ac.za/study/apply/step-1-choose-a-qualification</a></p>	
	Diploma in Fashion	D3FASH	<ul style="list-style-type: none"> <li>Fashion Design/ECP Biographical Information</li> <li>Fashion Design Portfolio</li> <li>Fashion Design ECP Portfolio</li> <li>Fashion Design/ECP Cover Page</li> </ul>	<p>Cannot be submitted online. Please submit directly to the Faculty after submission of online application.</p> <p>Also refer to portfolio requirement booklet <a href="https://www.cput.ac.za/study/apply/step-1-choose-a-qualification">https://www.cput.ac.za/study/apply/step-1-choose-a-qualification</a></p>	
	Diploma in Fashion (Extended)	D3FASX			
	Diploma in Interior Design	D3INTD	<ul style="list-style-type: none"> <li>Interior Design Biographical Information</li> <li>Interior Design Cover Page</li> <li>Interior Design Portfolio</li> </ul>	<p>Cannot be submitted online. Please submit directly to the Faculty after submission of online application.</p> <p>Also refer to portfolio requirement booklet <a href="https://www.cput.ac.za/study/apply/step-1-choose-a-qualification">https://www.cput.ac.za/study/apply/step-1-choose-a-qualification</a></p>	
	Diploma in Jewellery Design & Manufacture	D3JEWD	<ul style="list-style-type: none"> <li>Jewellery Design/ECP Biographical Information</li> <li>Jewellery Design/ECP Cover Page</li> <li>Jewellery Design Portfolio</li> <li>Jewellery Design ECP Portfolio</li> </ul>	<p>Cannot be submitted online. Please submit directly to the Faculty after submission of online application.</p> <p>Also refer to portfolio requirement booklet <a href="https://www.cput.ac.za/study/apply/step-1-choose-a-qualification">https://www.cput.ac.za/study/apply/step-1-choose-a-qualification</a></p>	
Diploma in Jewellery Design & Manufacture (Extended)	D3JEWX				

	Diploma in Product Design	D3PRDS	<ul style="list-style-type: none"> <li>• Product Design/ECP Biographical Information</li> <li>• Product Design/ECP Cover Page</li> <li>• Product Design Portfolio</li> <li>• Product Design ECP Portfolio</li> </ul>	<p>Cannot be submitted online. Please submit directly to the Faculty after submission of online application.</p> <p>Also refer to portfolio requirement booklet <a href="https://www.cput.ac.za/study/apply/step-1-choose-a-qualification">https://www.cput.ac.za/study/apply/step-1-choose-a-qualification</a></p>
	Diploma in Product Design (Extended)	D3PRDX		
	Diploma in Visual Communication Design	D3VCDN	<ul style="list-style-type: none"> <li>• Visual Communication Design/ECP Biographical Information</li> <li>• Visual Communication Design/ECP Cover Page</li> <li>• Visual Communication Design Portfolio</li> <li>• Visual Communication Design ECP Portfolio</li> </ul>	<p>Cannot be submitted online. Please submit directly to the Faculty after submission of online application.</p> <p>Also refer to portfolio requirement booklet <a href="https://www.cput.ac.za/study/apply/step-1-choose-a-qualification">https://www.cput.ac.za/study/apply/step-1-choose-a-qualification</a></p>
	Diploma in Visual Communication Design (Extended)	D3VCDX		

Updated: 28 May 2021