

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
SOUTH AFRICAN CITIZENSHIP (WITH SA ID)			
SA Citizenship Currently in Grade 12	<ul style="list-style-type: none"> Final Grade 11 	G1	Upload the documentation during your online application process using the Upload Certificate Codes
SA Citizenship Currently in Grade 12 (not yet 18 years old)	<ul style="list-style-type: none"> Final Grade 11 Minor Application Declaration 	G1 W3	Download the minor declaration form under Step 2: Gather your documents 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"> English Proficiency English Translation Final Grade 11 equivalence results Final Grade 12 equivalence results ID document 	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"> Letter confirming registration for upgrading of results 	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"> Gr R - Gr 10/Gr 12 Results Grade R - L4,L5 ECD/N5 Educare 	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 Undergraduate studies	<ul style="list-style-type: none"> Final Grade 12/School Leaving Results 	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 Postgraduate studies	<ul style="list-style-type: none"> Academic Record; Certificate of Conduct and Qualifications obtained Final Grade 12/School Leaving Results 	AC CE	Upload the documentation during your online application process using the Upload Certificate Codes
SA Citizenship Previous passed Non-SA Grade 12/other School Leaving Results equivalence	<ul style="list-style-type: none"> Academic Record; Certificate of Conduct and Qualifications obtained Final Grade 12/School Leaving Results English Proficiency English Translation of Grade 11 equivalence results Passport/Asylum Seeker/Permanent Residency permits SAQA Certificate Previous Studies & Final Grade 11 equivalence translation 	AC CE EP ET PP SQ ST	Upload the documentation during your online application process using the Upload Certificate Codes
PERMANENT RESIDENCY APPLICANTS			
Permanent Residency applicants	<ul style="list-style-type: none"> Academic Record Final Grade 12 & School leaving results English Proficiency English Translation Grade 11 equivalence results Final Grade 11 or equivalent results ID document 	AC CE EP ET G1 ID	Upload the documentation during your online application process using the Upload Certificate Codes
NON-SOUTH AFRICAN CITIZENSHIP			
Non SA citizenship Currently busy with <u>International</u> Grade 12 equivalence	<ul style="list-style-type: none"> English Proficiency English Translation Final Grade 11 equivalence results Final Grade 11 equivalence Passport/Asylum Seeker Permit/Permanent Residency permit 	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"> Final Grade 11 results Passport/Asylum Seeker Permit/Permanent Residency permit 	G1 PP	Upload the documentation during your online application process using the Upload Certificate Codes
Non SA citizenship Passed Results Applying towards Undergraduate and Postgraduate Studies	<ul style="list-style-type: none"> Academic Certificate Final Grade 12 & School Leaving Results English Proficiency English Translation Final Grade 11 equivalence results Final Grade 11 equivalence results ID document (where applicable) Passport/Asylum Seeker Permit/Permanent Residency permit SAQA evaluation Certificate Previous Studies & Final Grade 12 equivalence Translation 	AC CE EP ET ID PP SQ ST	Upload the documentation during your online application process using the Upload Certificate Codes
RPL (Recognition of Prior Learning) APPLICANTS			
SA citizenship	<ul style="list-style-type: none"> Academic Record Curriculum Vitae (CV) ID Document Passport/Asylum Seeker Permit/Permanent Residency permit 	AC CU ID PP	Upload the documentation during your online application process using the Upload Certificate Codes

	<ul style="list-style-type: none"> • RPL Motivational Letter • RPL Screening Information • SAQA Evaluation 	RP RS SQ	
Permanent Residency applicants	<ul style="list-style-type: none"> • Academic Record • Curriculum Vitae (CV) • ID Document • Passport/Asylum Seeker Permit/Permanent Residency permit • RPL Motivational Letter • RPL Screening Information • SAQA Evaluation 	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"> • Academic Record • Curriculum Vitae (CV) • ID Document • Passport/Asylum Seeker Permit/Permanent Residency permit • RPL Motivational Letter • RPL Screening Information • SAQA Evaluation 	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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- 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 	EM	Submit online
	Diploma in Event Management (Extended)	D3EVTX	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.		
	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 			
	Diploma in Sport & Leisure Management (Extended)	D3SPMX	<p>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.</p>	SM		Submit online
	Diploma in Tourism	D3TMNG	<ul style="list-style-type: none"> • Tourism Management Motivation Letter 	TM		Submit online
	Diploma in Tourism (Extended)	D3TMNX	<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>			
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 	AC CB BM		Submit online

	B Ed Honours in Teaching & Learning	BEHTAL	<ul style="list-style-type: none"> Academic Record Short CV B Ed Honours Motivational Letter 	AC CB BM	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	
	Postgraduate Certificate in Education in Senior Phase and FET	PGCSFT	<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 	AC		Submit online

	Non Diploma Electrical Engineering Chemical Engineering: Non-diploma Civil Engineering: Non-Diploma B Tech: Quality (Non Degree Purposes) Mechanical Engineering: Non-Diploma Mechanical Engineering: Non-Degree Building: Non-Diploma Clothing Management: Non-Diploma	EE0001 CH0001 CE0001 BQ0001 MC0001 MC0002 BB0001 CL0001	<ul style="list-style-type: none"> Letter from the Institution confirming that the student can complete subjects with CPUT (including listing the subjects) 	NI		
Health & Wellness Science	Postgraduate Diploma in Health Services Management Postgraduate Diploma in Primary Health Care Nursing Postgraduate Diploma in Occupational Health Nursing	PDHSMG PDPCNS PDOHNS	<ul style="list-style-type: none"> A relevant diploma or degree in Nursing Science or the equivalent qualification at NQF Level 7. Proof of current registration with the South African Nursing Council (SANC) as a professional nurse or a General Nurse with a Midwifery qualification/ or registration with Health Professions Council of South Africa (HPCSA); South African Pharmacy Council (SAPC) or South African Dental Technicians Council (SADTC); or other relevant health professional bodies Proven evidence of at least 2 years' clinical experience as a registered Professional Nurse or a registered General Nurse and Midwife, or Health Professional, pharmacist or Dental technician/technologist or other relevant health professionals after completing the required years of community service (where required) 	HN SN CP		Submit online
Informatics & Design	Diploma in Architectural Technology	D3ARCT	<ul style="list-style-type: none"> Architecture Portfolio Architecture Cover Page 	<p style="color: red;">Cannot be submitted online. Please submit directly to the Faculty after submission of online application.</p> <p style="color: red;">Also refer to portfolio requirement booklet</p>		

			<ul style="list-style-type: none"> Architecture Biographical Information 	https://www.cput.ac.za/study/apply/st1-choose-a-qualification
Diploma in Fashion	D3FASH		<ul style="list-style-type: none"> Fashion Design/ECP Biographical Information 	<p>Cannot be submitted online. Please submit directly to the Faculty after submission of online application.</p> <p>Also refer to portfolio requirement booklet https://www.cput.ac.za/study/apply/st1-choose-a-qualification</p>
Diploma in Fashion (Extended)	D3FASX		<ul style="list-style-type: none"> Fashion Design Portfolio Fashion Design ECP Portfolio Fashion Design/ECP Cover Page 	
Diploma in Interior Design	D3INTD		<ul style="list-style-type: none"> Interior Design Biographical Information Interior Design Cover Page Interior Design Portfolio 	<p>Cannot be submitted online. Please submit directly to the Faculty after submission of online application.</p> <p>Also refer to portfolio requirement booklet https://www.cput.ac.za/study/apply/st1-choose-a-qualification</p>
Diploma in Jewellery Design & Manufacture	D3JEWD		<ul style="list-style-type: none"> Jewellery Design/ECP Biographical Information 	<p>Cannot be submitted online. Please submit directly to the Faculty after submission of online application.</p> <p>Also refer to portfolio requirement booklet https://www.cput.ac.za/study/apply/st1-choose-a-qualification</p>
Diploma in Jewellery Design & Manufacture (Extended)	D3JEWX		<ul style="list-style-type: none"> Jewellery Design/ECP Cover Page Jewellery Design Portfolio Jewellery Design ECP Portfolio 	
Diploma in Product Design	D3PRDS		<ul style="list-style-type: none"> Product Design/ECP Biographical Information 	<p>Cannot be submitted online. Please submit directly to the Faculty after submission of online application.</p> <p>Also refer to portfolio requirement booklet https://www.cput.ac.za/study/apply/st1-choose-a-qualification</p>
Diploma in Product Design (Extended)	D3PRDX		<ul style="list-style-type: none"> Product Design/ECP Cover Page Product Design Portfolio Product Design ECP Portfolio 	
Diploma in Visual Communication Design	D3VCDN		<ul style="list-style-type: none"> Visual Communication Design/ECP Biographical Information 	<p>Cannot be submitted online. Please submit directly to the Faculty after submission of online application.</p> <p>Also refer to portfolio requirement booklet https://www.cput.ac.za/study/apply/st1-choose-a-qualification</p>
Diploma in Visual Communication Design (Extended)	D3VCDX		<ul style="list-style-type: none"> Visual Communication Design/ECP Cover Page Visual Communication Design Portfolio Visual Communication Design ECP Portfolio 	

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