

## GUIDE TO THE COMPLETION OF THE APPLICATION FORM

Apply online at: <http://www.cput.ac.za/study/apply>. Please read the information and instructions contained in the following pages carefully before completing the application form.

**NB!!** Prospective postgraduate students who have not studied at CPUT before must follow the procedure on page 2, point 5. Students that completed their undergraduate studies at the previous Cape OR Peninsula Technikon or CPUT do not need to pay the application fee.

**PLEASE NOTE:** Prospective students, who have handed in their application form, should track their application status at <https://www.cput.ac.za/study/track>. **If accepted, your acceptance letter can be downloaded from this website.**

International prospective applicants can download the Office of International Affairs's (OIA) guideline document at [www.cput.ac.za/students/life/international](http://www.cput.ac.za/students/life/international)

## SECTION A: INSTRUCTIONS

### PLEASE READ THE FOLLOWING CAREFULLY BEFORE COMPLETING THE APPLICATION FORM

#### 1 General

- 1.1 NB: Only one (1) application form per student is allowed. Any additional applications will not be processed
- 1.2 This form must be completed by all students applying to do Postgraduate Studies. Students with a break in their studies **of a year or more**, must re-apply to continue their studies (no application fee payable).
- 1.3 It is in your own interest to ensure that this form is completed in full and that certified copies of all supporting documents are enclosed (ensure that certified copies are less than three (3) months old). If any questions are left unanswered or certified documents are not enclosed, or the contract is not signed, it will cause a delay as the form will be returned to you for completion. **PLEASE WRITE IN BLACK INK AND USE BLOCK LETTERS.**
- 1.4 Applications for Honours, Masters and Doctoral programmes are accepted all year round. Please consult the website for final day of registration.
- 1.5 For any further enquiries, please contact the Faculty Research Administrators at: Applied Sciences - +27 (0)21 460 4243, Business & Management Sciences - +27 (0)21 460 9025, Education - +27 (0)21 680 1585, Engineering - +27 (0)21 959 6632, Health & Wellness Sciences - +27 (0)21 959 6352, Informatics & Design - +27 (0)21 469 1012.

#### 2 Admission requirements

- 2.1 Consult Faculty brochures or website for minimum admission and specific qualification requirements.
- 2.2 Acceptance is dependent on a supervisor being available for specific fields of study - the student should consult with the department before submitting their application.
- 2.3 All candidates who comply with the minimum requirements are still subject to selection procedures.
- 2.4 CPUT offers the opportunity for qualifying individuals to apply for Recognition of Prior Learning (RPL). Before applying please read what the RPL process entails on the CPUT website, <http://www.cput.ac.za/study/rpl>. RPL is a qualification-specific process and your work experience should be relevant to the qualification that you are applying for. In order to start the RPL process, you need to submit information about yourself as specified on the RPL pages, together with this application form on the relevant campus.  
You may apply for RPL:
  - a) If you are 25 years old or older.
  - b) You have sufficient work experience of at least 5 years.
  - c) Your work experience is relevant to the qualification that you are applying for.**NB:** Please submit all the required information before or on **30 JUNE**. No late applications will be accepted.

#### 3 Documents to be submitted with your application form

- 3.1 A certified copy (less than three (3) months old) of the first page of your Identity Document/Card must accompany your application.
- 3.2 A certified copy (less than three (3) months old) of your National Senior Certificate or equivalent qualification must be submitted with your application. If you attended any other higher education institution, an original Academic Record and a Certificate of Conduct, or certified copies (less than three (3) months old) of other certificates/ diplomas/ degrees obtained previously, must also be submitted.
- 3.3 Should the name on the National Senior Certificate or equivalent qualification differ from the name on the application form, proof should be provided to explain the change in name.
- 3.4 International students must also meet the requirements set out in section 4.
- 3.5 CPUT reserves the right to verify and take legal action if documents are not authentic.

**4. International applicants (foreign citizens)**

- 4.1 Certified copies of the following applicable documents must accompany this form (must be less than three (3) months old):
- a) Permanent residency applicants: Passport and proof of permanent residency/SA Identity Document/Card.
  - b) Refugee asylum seeker temporary permit/formal recognition of refugee status in the RSA.
  - c) Passport.
    - Congo-Brazzaville applicants must submit the Liste des Admis au Bac.
    - Applications from DRC CONGO must also submit JOURNAL with their qualifications.
    - Transcript and copies of your previous qualifications obtained.
    - Applicants with qualifications from the West African Examination Council (WAEC) and the National Examinations Council (NECO) should submit a scratch card.
    - Students from Angola, Cameroon and all the countries not mentioned above, must submit a letter from their respective embassies CONFIRMING AUTHENTICITY of documents and certificates of the candidate. For any further enquiries contact the Office of International Affairs (OIA) on Tel: +27 21 959 6085 (Bellville campus); Tel: +27 21 460 8390 (Cape Town campus).
    - **All international applicants are required to submit a SAQA certificate when applying to CPUT for all the programmes.**

**NB: Closing date: 31 AUGUST. No late applications will be accepted.**

**5. Approved qualifications obtained outside the Republic of South Africa**

- 5.1 An applicant may qualify for admission on the basis of qualifications obtained outside the Republic of South Africa, whether they are SA citizens or not. Each case will be dealt with on an individual basis.
- Your school-leaving certificate should be submitted with the English translation of the certificate.
  - An evaluation by the South African Qualifications Authority (SAQA) is mandatory for all non-South African qualifications. SAQA can be contacted at: Postnet Suite 248, Private Bag X06, Waterkloof 0145, South Africa. Tel: +27 (0)12 431 5000; Web: www.saqa.org.za

**6. Foreign/international school-leaving certificates held by SA citizens**

- 6.1 SA citizens who are holders of foreign/international certificates (e.g. Cambridge International Examinations) can be admitted ONLY IF they meet the minimum requirements for studying at a university in South Africa, and in addition, meet the minimum admission requirements of the programme they are applying for (according to the faculty specific requirements). Each case will be dealt with on an individual basis.
- An evaluation by the South African Qualifications Authority (SAQA) is mandatory for all non-South African qualifications. SAQA can be contacted at: Postnet Suite 248, Private Bag X06, Waterkloof 0145, South Africa. Tel: +27 (0)12 431 5000; Web: www.saqa.org.za

**7 Application Fee**

- 7.1 There is no application fee payable for online applications
- 7.2 A R100 non-refundable application fee must accompany this form. Please ensure that you attach the original proof of payment. The following payment methods are accepted:
- Only crossed postal orders and bank guaranteed cheques will be accepted, and they must be made out to Cape Peninsula University of Technology.
  - Cash payments can be made directly to the Cashiers' Office on campuses where this facility exists.
  - Bank deposit:
 

Account Name:	Cape Peninsula University of Technology
Bank Name:	ABSA Bank
Branch:	Public Sector Cape Town
Branch Code:	632005
Account Code (South Africans):	405 354 8487
International Students:	01 202 660521
Swift Code (for payment outside SA):	ABSA ZA JJ (for payments outside South Africa)
Deposit Reference:	SA ID, Student Number, Surname and Initials OR Passport number

**NB: Please attach the original proof of payment to the Application Form.**

**SECTION B: WHERE TO SEND YOUR APPLICATION**

**ADDRESS YOUR APPLICATION TO THE ADMISSIONS OFFICE AT THE POSTAL ADDRESS AS INDICATED.**

**NB: Please check the campus(es) where the programme is offered, and send your completed application form to that campus.**

CAMPUS	ADDRESS
BELLVILLE CAMPUS	PO Box 1906, Bellville, 7535, Republic of South Africa
CAPE TOWN and GRANGER BAY CAMPUSES	PO Box 652, Cape Town, 8000, Republic of South Africa
MOWBRAY CAMPUS	PO Box 13881, Mowbray, 7705, Republic of South Africa
WELLINGTON CAMPUS	Private Bag X8, Wellington, 7654, Republic of South Africa



*For office use only.*

STUDENT NUMBER									
Form checked	Date		Name		Signed				
Form captured	Date		Name		Signed				

Have you studied at/applied to CPUT before, or at the previous Cape Technikon or Peninsula Technikon?	Yes	No
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**If you had studied at the previous Cape Technikon, Peninsula Technikon or CPUT you do not need to pay the application fee.**

If YES, please supply your student number									
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Title (e.g. Mr, Ms)							Initials		
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Surname									
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First names									
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**NB: Applications will NOT be processed without a certified copy (less than three (3) months old) of the applicant's ID or passport.**

SA Identity number									
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Passport number									
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Date of birth	D	D	M	M	Y	Y	Y	Y
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**The following questions are required for reporting purposes to Government.**

Gender	MALE	FEMALE
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Population group	BLACK	COLOURED	INDIAN	WHITE	OTHER (PLEASE SPECIFY)
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Home language									
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*Tick the appropriate boxes.*

Qualification	Honours	Masters	Doctoral	Offering type	Full-time	Part-time
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**PROPOSED QUALIFICATION i.e Qualification name in full.**

Qualification	Department
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Proposed field of Research/Research title
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Course work or Full Thesis
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Qualification	Honours/Masters	Doctoral
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Are you applying for residence	Yes	No	If YES please complete the Residence Application and Contract section of the Application Form.
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**Campus/Choice indication (COMPULSORY). Tick the appropriate box.**

BELLVILLE CAMPUS	GRANGER BAY CAMPUS	WELLINGTON CAMPUS
CAPE TOWN CAMPUS	MOWBRAY CAMPUS	APPLYING FOR RPL Refer to point 2.4 on page 1
		YES NO

*Please attach the original proof of payment.*

*For office use only. Tick the appropriate box. Fill in the details and stamped as indicated.*

	Accepted	Provisionally accepted	Rejected	Waiting list	Further Evaluation	Date
Reason for rejection (compulsory)			Name			Signature
Comment			Name			Signature

FACULTY STAMP	FACULTY OFFICE: NAME AND SURNAME
	SIGNATURE

For office use only.  
Tick the appropriate box.  
Fill in details below and  
sign where applicable.

Accepted	Provisionally accepted	Waiting list	Rejected	Reason
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Name	Signature	Date	Name	Signature	Date
Programme Coordinator			Head Of Department		
Programme Coordinator and Head of Department to make recommendation below. Please include Proposed Supervisor's full names and designation.					
Proposed Supervisor					

Receipt/Bank Deposit number	Date	Amount	Cashier (Print, Initial and Surname)

## PRESENT ACTIVITY BEFORE YOU START YOUR STUDIES (Information required for Government reporting purposes)

Tick the appropriate box.

University student		Employed by other institution	
University of Technology student		Unemployed	
Employed by own institution		Other (specify)	

## CONTACT DETAILS (COMPULSORY)

RESIDENTIAL DETAILS (where you live permanently)												
Address												
												Postal code
Telephone (home)												
Telephone (work)												
Cell phone												
Email address												

ACCOUNT DETAILS (Details of person responsible for the payment of fees) (not employer, sponsor or bursary address)												
Surname												
Title (e.g. Mr, Mrs)			Initial									
Relationship (e.g. father)												
Postal address (contactable permanent address)												
												Postal code
Telephone (work)												
Telephone (home)												
Cell phone												
Email address												

CONTACT DETAILS: Next of Kin (e.g. father, mother, spouse, legal guardian) This information is required in case of emergency etc												
Surname												
Title (e.g. Mr, Mrs)			Initial									
Relationship (e.g. father)												
Postal address (contactable permanent address)												
												Postal code
Telephone (work)												
Telephone (home)												
Cell phone												
Email address												

## HIGH SCHOOL OR EQUIVALENT INFORMATION

Grade 12 examination number																				
Date of Grade 12 examination	Y	Y	Y	Y	M	M														
Name of High School/College																				

**VERY IMPORTANT:** Certified documents (must be less than three (3) months old).

## PREVIOUS HIGHER EDUCATION

All applications of students from other institutions are required to provide a full original academic record reflecting the detailed results, including qualifications awarded and a certificate of conduct. Please note that copies of diploma or degree certificates do not represent an academic record.

Period		Name of Institution	Name of Qualification	Completed successfully (Yes or No)	Student Number
From year	To Year				

Please attach certified copies of your academic record, certificate of conduct and previously obtained certificate/diploma/degrees (certified copies must be less than three (3) months old)

If you would like to gain academic credit, or if you are applying for exemption or recognition of subjects, please request an appropriate application form from the faculty office at the campus to which you are applying.

## PREVIOUS WORK EXPERIENCE

Provide the details of your previous work experience.

Period		Employer	Position	Key duties
From year	To Year			

## EMPLOYMENT

If you are currently employed (full-time or part-time), please provide the name of your employer.

## INTERNATIONAL APPLICANTS (Information is required by the University and Government)

Please specify your country of origin			
Citizenship			
<i>Tick the appropriate box</i>			
(A) AFRICAN (African countries)		(E) EXCHANGE STUDENT	
(F) FOREIGN (outside Africa)		(N) PERMANENT RESIDENT	
(R) REFUGEE (Refugee permit)		(O) OTHER (specify)	

Please note that international applicants will be required to be in possession of a valid CPUT Study Permit in order to register. Please visit <https://www.cput.ac.za/students/life/international> for more information; you will find a downloadable version of the Office of International Affairs (OIA) Guideline at CPUT.

## WHERE DID YOU HEAR ABOUT CPUT, OR WHAT MADE YOU DECIDE ON CPUT AS A STUDY OPTION?

Choose as many as are applicable:

Newspaper adverts		Open day	
Visit to school or staff members		Billboards	
From your friends or family		Facebook	
From the Internet (website)		Twitter	
Radio adverts		YouTube	
From career expos		Other	
From school guidance teacher		If other, please specify .....	
Visit to the university			

## DISABILITY STATUS (COMPULSORY) (Information is required by the University and Government)

If you do have any disabilities/special needs, tick the relevant box. This information will not disadvantage your application. Contact the Disability Unit on, Tel: +27 (0)21 953 8438. Choose NONE (000) in the case of no disabilities.

NONE (000)		INTELLECTUAL (Learning difficulty) (005)	
SIGHT (001)		EMOTIONAL (Behaviour, Psychological) (006)	
HEARING (With hearing aid) (002)		MULTIPLE (007)	
COMMUNICATION (Speech, Listen) (003)		DISABLED BUT UNSPECIFIED (009)	
PHYSICAL (Move, Stand, Grasp) (004)			
In brief, please provide some detail regarding your disability, below.			

## PROCESSING OF APPLICATION AND/OR RESIDENCE APPLICATION FORM

- Applications will not be processed without the required certified copies of documents listed in the GUIDE TO THE COMPLETION OF THE APPLICATION FORM.
- Applications will not be processed unless the Legal Undertaking on this Application form has been completed and signed by all the parties concerned.
- Applications for Accommodation in a University Residence will not be processed unless the Contract on this Application form has been completed and signed by all the parties concerned.

## FINANCIAL AID

Applicants wishing to enquire about financial assistance should go to our website, <http://www.cput.ac.za/research/postgraduate/funding>. Note the selection criteria for qualifying as well as the closing date for financial assistance application.

## LEGAL UNDERTAKING (COMPULSORY)

I, \_\_\_\_\_

ID/Passport number \_\_\_\_\_

declare that all the particulars supplied by me in this form are true, complete and correct. I accept that any incorrect or misleading information could lead to the cancellation of this application.

1. I undertake:
  - 1.1 to comply with all the rules and regulations, including the disciplinary rules, of the Cape Peninsula University of Technology, including any amendments thereof as published from time to time and to acquaint myself with all the provisions thereof;
  - 1.2 to notify the relevant department immediately should:
    - 1.2.1 I cancel or abandon my studies,
    - 1.2.2 I change my address;
    - 1.2.3 or any changes to information that has been submitted in this form.
  - 1.3 to familiarise myself with and adhere to all the rules and general regulations applicable to the qualification for which I intend to enroll as well as the rules regarding the payment of fees.
2. I undertake that I will not hold the Cape Peninsula University of Technology liable nor make any claim against the University for any compensation and/or any expenses incurred or damages suffered as a result of or in respect of any injury to me or illness or my death, irrespective of whether any such damages, injury or death may have been attributable to any degree of negligence on the part of the University or one or more of its employees or other person(s) for whose actions it might, but for this undertaking, have been responsible.
3. I am aware that my enrolment is only valid if it complies with the applicable prescripts and regulations governing the qualification concerned, notwithstanding the acceptance of this enrolment by the University.
4. I accept that, if I abandon, cancel or change my qualification or my studies at the University at any time, no cancellation or reduction of fees will be considered and that I will remain liable for the payment of all fees in full.
5. I agree and consent that the University may provide me with statements of account and any other communiqués by way of electronic communication through data messages or online services. These data messages may be sent to my cellular number, or email address provided by me.
6. I undertake to accept the responsibility for the payment of fees (tuition, residence and any other applicable fees).
7. I hereby give permission that information about my academic progress be divulged to the person/bursar liable for payment of fees. I consent to personal information being used for Government and University statistical purposes.
8. I agree, understand, consent and irrevocably authorise the Cape Peninsula University of Technology to keep, use, process and verify information in paper and electronic format, including information supplied by me during the application and registration process.
9. I agree, understand, consent and irrevocably authorise the Cape Peninsula University of Technology to account, communicate and report to my spouse, parents or legal guardians or any person or body responsible for the payment of my tuition fees or bursary regarding my academic and general progress at the Cape Peninsula University of Technology and to communicate to my spouse, parents or legal guardians or any person or body responsible for the payment of my tuition fees or bursary and any prospective employer any personal information required by such third party.
10. I hereby irrevocably authorise and expressly give my consent that the Cape Peninsula University of Technology may use, provide or disclose any information including my personal information that may reasonably be required by third parties for the purpose of research, educational opportunities and making bursaries/sponsorships available to prospective students at Higher Education Institutions such as the Cape Peninsula University of Technology.
11. I hereby irrevocably authorise and expressly consent that the Cape Peninsula University of Technology may use, provide or disclose my personal information which information may reasonably be required for CPUT research purposes, including statistical or historical purposes.

SIGNED AT \_\_\_\_\_

ON THIS \_\_\_\_\_ DAY \_\_\_\_\_ OF 20 \_\_\_\_\_

SIGNATURE OF APPLICANT \_\_\_\_\_





## RESIDENCE APPLICATION AND CONTRACT

If you require accommodation in a University residence complete the form below and sign the contract

Indicate duration of stay <i>Tick the appropriate box</i>	Full year		Semester 1		Semester 2	
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Title (e.g. Mr, Ms)								Initials						
Surname														
First names														
Address														
											Postal code			
Telephone code and number (h)														
Telephone code and number (w)														
Cellphone number														
Email address														

I, the undersigned, \_\_\_\_\_ (the Applicant),

hereby apply for admission to a University Residence for the above-mentioned period, and undertake:

- To pay the required deposit within 14 days from the date of the notification (letter of acceptance), failing which the reservation may be cancelled.
- To give the Residence Placement Officer notice, in writing, at least thirty (30) days after receiving the notification that you have been admitted, of any intention not to take up the accommodation, and accept that, on failure to take up the accommodation without such notice, the University may summarily cancel such accommodation, in which event I shall forfeit the said deposit as liquidated damages.
- To allow the University, should the accommodation be taken up, to set off the said deposit against the first residence fees becoming due and to retain the balance as a deposit until after the period of residence.
- In order to ensure accommodation on returning to the Residence, to pay the deposit within such period as may be stipulated in the notification of the reservation of accommodation in the Residence for the next year. This deposit will be offset against my residence fees on my recommencing such accommodation and I accept that I shall adhere to the original agreement as stipulated in point 2 above.
- In the event of my discontinuing residence for any reason before the end of a semester, or having my accommodation terminated, to forfeit the deposit as liquidated damages, without prejudice to the right of the University to claim payment of any other amounts I may owe it, whether as a result of my breach of contract or otherwise.
- In the event of having booked accommodation for both semesters in any year, to give the Respective Residence Co-ordinator written notice by no later than 1 April in that year, of any intention not to return to the Residence for the second semester and I accept that, on failure to give such notice, the University shall have the right to summarily cancel my accommodation, in which event I accept liability of payment, as liquidated damages, of the second semester's residence fees, without prejudice to the right of the University to claim payment of any other amounts I may owe it, whether as a result of my breach of contract or otherwise.
- To accept the tariff of residence fees and other charges laid down by the University from time to time.
- To pay residence fees in full prior to taking up accommodation each semester. No student will be admitted unless the full fees are paid in advance.
- To accept as final the decision of the Registrar of the University in all cases of dispute in connection with or arising out of this agreement.
- To familiarise, accept and comply with the Residence Rules and Regulations laid down by the University in respect of the Residence from time to time.



I acknowledge that a reduction of fees will not be granted should residence be taken up after commencement of a semester or in the event of termination of residence before the end of a semester, unless specifically agreed to by the University under special circumstances.

I acknowledge that residence fees and other charges are subject to increase from time to time without prior notice.

I acknowledge that the University shall have the right to summarily terminate my accommodation and eject me from the Residence should I breach any aforesaid undertakings, or should I cease to pursue my aforesaid course of study, without prejudice to the rights of the University in respect of any amounts I may owe it and the right of the University to claim forfeiture of any balance of the deposit still held by it.

SIGNED AT \_\_\_\_\_

ON THIS \_\_\_\_\_ DAY \_\_\_\_\_ OF 20 \_\_\_\_\_

SIGNATURE OF APPLICANT \_\_\_\_\_

## CHECKLIST

Please note that the University does not consider incomplete applications. Before submitting your application, please check that you have done everything that applies to you, as shown on the list below.

We suggest you tick the box next to each point when you have checked it.

	Have you filled in all sections of the form that apply to you?
	Have you ensured that you meet the minimum admission requirements for the qualification you are applying for?
	Have you signed the “Legal Undertaking” declaring that the information given is complete and correct?
	Have you included your ORIGINAL proof of payment? This is an administration fee and is non-refundable.
	If you wish to be considered for a place in residence, have you completed the Residence Application Form? NB: applying for accommodation in residence does not guarantee that you will be allocated a room in a residence.
	Have you provided all the contact details requested in the form?
	Have you provided your ID and Passport number and attached a certified copy of your ID and Passport document? (Less than three (3) months old).
	If you are a first time applicant to CPUT, have you enclosed a certified copy of your Matric/School Leaving Certificate which must be less than three (3) months old?
	If you are already a student with another higher education institution or if you have already studied at one, have you enclosed a detailed academic record and a certificate of conduct from the institution where you studied last?
	If you have completed a qualification at another Higher Education institution, have you attached a certified copy of your highest completed qualification? (Less than three (3) months old)?
	If you are an International applicant, have you attached a certified copy of your passport, refugee permit or proof of permanent residence and your school leaving certificate. (Less than three (3) months old)?
	If you are an International applicant, did you attached the SAQA Certificate?

