

# COMMUNIQUE

# **Applications: How to upload your documents**

To ensure a smooth process, please make use of one of the following three (3) options:

## Option 1: Best and most convenient way when documents are compressed

- 1. **Application System**: All applications must be submitted through the **Infinity System**. <u>ITS</u>

  <u>Infinity Applications Management</u>
- 2. **Document Upload**: When uploading your required documents on Infinity, please ensure the following:
  - That all documents are combined into one PDF file.
  - The combined PDF is uploaded under the ID functionality in the Infinity System.

This will help us process your application more efficiently.

### **Option 2: E-mail option**

Email all documents (certified copies of Identification Document, proof of application fee (240) and or statement of results) to admission@tut.ac.za.

#### Option Three (3): For manual updating of outstanding documents

Visit the Admissions station at your campus with certified documents for updating (emergency alternative option if the system is congested).

NB: This option does not imply that any prospective student will be accepted outright as internal processes must take place. Admission is also subject to qualification availability in line with the student enrolment plan.

Thank you for your cooperation.

