



**Tshwane University
of Technology**

We empower people

**APPLICATION FOR ADMISSION
POSTGRADUATE STUDIES**



FOR OFFICE USE ONLY

Student number

Receipt number

APPLICATION FOR ADMISSION: POSTGRADUATE STUDIES

THE CLOSING DATES FOR APPLICATIONS ARE AS FOLLOWS:

1. **15 June** for all international applicants.
2. **28 February** for **January intake** or **31 July** for **July intake**.
3. A non-refundable administration fee of **R240** for application; certified copies of your identity document and all relevant qualifications; and the original academic record. If you pay the application fee electronically or at a bank, the proof of payment must accompany the application form.
4. The application fee can be deposited beforehand at:

ABSA BANK
ACCOUNT NUMBER: 04 000 0003

In the Reference column, please fill in your identity number. Send the deposit slip with the application form. Please refer to the important information on the back of this page.

NB. Do not use this account number for any further payments.

5. Encircle the applicable code.
6. If you are applying for admission only, complete section A and page 5 of the application form.
7. If you are applying for admission and residence, complete sections A and B and page 5 of the application form.

Were you previously registered at TUT, Technikon Northern Gauteng, Technikon North West or Technikon Pretoria?

Yes No

If yes, please indicate your student number:

International applicant: Yes No Diplomat: Yes No Refugee: Yes No

Surname: Initials:



Application for admission: 20

When would you like to start with your course? January intake July intake

Choice of study:

Type of proposed study: Research Structured

Campus: Arcadia, Arts, Pretoria Ga-Rankuwa Soshanguve

IMPORTANT INFORMATION

1. GENERAL

- It is in your interest to submit the application forms as soon as possible and not to wait until the closing date for applications.
- This form must be completed by all new students.
- If you were registered at the Tshwane University of Technology for the previous academic term or part thereof, you need not complete this form again.
- Block letters and black ink must be used for completing this form in full.
- Applicants in need of accommodation must also complete this form.
- The prescribed administration fee of **R240** must accompany this form and is not refundable.
- All applicants are subject to evaluation.
- You may not submit more than one application form. If you wish to alter your choice at a later stage, you must do so in writing.
- **NB: Documents that are sent by fax are not acceptable**, but you may scan and e-mail the certified documents. Refer to the bottom on this page.
- The processing of your application will be delayed: If you fail to complete this form in full, if you fail to attach all the required documents, if you fail to enclose the administration fee, if your application reaches the University after the relevant closing date.
- The University must be notified immediately of any change of address after the submission of this application.
- The reference number allocated to you must be quoted in all further correspondence.
- Should you, after having submitted this application, decide not to continue with your studies or to change your qualification, you must notify the Registrar of your decision immediately in writing.
- The University retains the right to reject any application without stating reasons.
- All non-South African citizens must submit a study permit before registration. Provisional acceptance does not imply exemption from this requirement.
- Applicants will be informed in separate letters whether their applications for admission and accommodation were successful.

2. ADMISSION REQUIREMENTS

Consult the brochure of the faculty concerned to find out whether you meet the admission requirements for your proposed study field.

3. DOCUMENTS

Certified copies of the following documents must accompany each application:

- Identity document.
- Official proof that all the requirements for a diploma or degree have been met.
- An academic record in respect of studies at another tertiary institution.

4. UNIVERSITY RESIDENCES

Accommodation in residences is available only in Soshanguve and Pretoria, and only for *bona fide* day-class students.

5. AWARDING OF STATUS

Prospective students who obtained qualifications at other higher education institutions must apply on the prescribed application form to be granted a certain status for further studies at the Tshwane University of Technology.

6. LANGUAGE POLICY

In accordance with the Language Policy of the Tshwane University of Technology, the language medium for lectures is English.

7. ADDRESSES

PRETORIA

Registrar, Private Bag X680, PRETORIA, 0001
Staatsartillerie Road, Pretoria West,
Tel. 086 110 2422, fax 012 382 5114
E-mail: admission@tut.ac.za

PERSONAL DETAILS

Surname

Initials: Title: Mr Mrs Miss Dr Prof Other _____

Full names:

Preferred name:

If married, maiden name:

Date of birth: Gender: M Male F Female

Identity number: Passport number:

Marital status: S Single M Married D Divorced W Widow(er)

Country of citizenship: 1 RSA 2 Permanent residence permit for South Africa

If other, please specify Country: _____

Study permit number: _____ Expiry date: _____

Home language: A Afrikaans NS Sepedi TC Xitsonga
 E English TW Setswana V Tshivenda
 AE English/Afrikaans SE Sesotho X IsiXhosa
 ND IsiNdebele SW Siswati Z IsiZulu

If other, please specify: _____

Race: We need the following information for reporting to Government:

Black African Coloured Indian White

If other, please specify: _____

Are you currently employed: Yes No If yes, how many years: _____

MEMORANDUM OF AGREEMENT

Should my application be successful

I, _____
declare that

1. All particulars given by me in this form are true and correct;
2. I will acquaint myself with the rules and regulations of the Tshwane University of Technology and will abide by them;
3. I will inform the Registrar immediately, in writing, should I change my address or cancel or change my course or any subjects;
4. I am aware that my enrolment is valid only if it complies with the relevant regulations of the University; notwithstanding provisional acceptance of this enrolment by the University;
5. I am aware that fees and legal costs will be recovered from me should I fail to fulfil my financial commitments towards the University;
6. I hereby give consent to the University and its subcontractors or operators to collect and process my personal information for the purposes of this agreement, provided such information is kept confidential;
7. I understand that subject to applicable laws and rules and regulations of the University, I may access the personal information TUT has about me by contacting the office of the Registrar and if necessary, request that corrections be made;
8. I authorise the University to provide information relating to my studies and conduct while at the University to other educational institutions, my parents or legal guardian, my employer and my sponsors to enable such a sponsor or funder to determine the continuation of such sponsorship or funding;
9. I authorise the University to provide information relating to my studies and conduct to potential sponsors or potential employers to enable such potential sponsor or potential employer to decide whether to provide me with funding, training or employment opportunities;
10. I grant the University permission to enquire and verify my qualifications already obtained at other institutions;
11. I accept full responsibility for the payment of all class and/or residence fees as well as any other fees determined by the Tshwane University of Technology;
12. I accept that my examination results/ certificate/diploma/degree and study records may be withheld under the following circumstances:
 - (a) In the event of my student account being in arrears, or
 - (b) In the event of any disciplinary matter pending against me;
13. I hereby cede and transfer to the University all rights and title in any intellectual property created by me during my course of study or in any research project I undertake at the University, unless otherwise agreed.

Signature of applicant

Date

Herein assisted as far as may be necessary while the applicant or student is still under the age of eighteen years.

**NB: IT IS COMPULSORY THAT THIS CONTRACT
BE SIGNED BY ALL PARTIES CONCERNED**

Tshwane University of Technology

INDEMNITY AGAINST CLAIMS FOR LOSS OR DAMAGES

I, _____
(full name), the undersigned, hereby declare that I (including my dependants) shall not institute any claim of any nature whatsoever against the Tshwane University of Technology or any employee of the Tshwane University of Technology, acting within his or her employment capacity, nor shall I in any way whatsoever hold the Tshwane University of Technology responsible for any loss or damage that I may suffer in person or in respect of any property of mine, or which may directly or indirectly arise from my commitment, as a registered student, towards the Tshwane University of Technology, resulting from any act or omission whatsoever during the full period of my tuition and/or practicals, or during any sport activity that I undertake, or during any time that I live in a residence of the Tshwane University of Technology, or during any trip or journey that I undertake to or from such residence or tuition or practical training or with regard to any activities at practical training locations, regardless of the way in which such loss or damage may occur and regardless of who or what may be responsible. I undertake to participate in any activity that I am expected to participate in at any risk. I may expose myself to in connection with any such activity.

I hereby confirm that I will timeously acquaint myself with all the information and rules in connection with practical training, and that I am, as a registered student of the Tshwane University of Technology, bound to adhere to the General Rules and Regulations of the Tshwane University of Technology.

I understand that the terms and conditions of this indemnity shall remain in force for the duration of my studies at the Tshwane University of Technology.

I furthermore declare that, in case I am injured in such a manner that I cannot personally give consent to any medical treatment or medical intervention that I may be in the dire need of, the supervisory staff may sign the necessary letters of consent on my behalf.

Thus signed at _____

on this _____ day of _____ 20____

CHECKLIST

- Did you fill in the name of the qualification you are applying for?
- If you previously studied at another higher education institution, have you attached your academic record?
- Did you sign the Memorandum of Agreement?
- Did you enclose the administration fee of R240?
- Did you take note of the Language Policy?
- Did you sign the indemnity form?
- Certified copy of your ID/passport attached?
- Did you indicate your need for accommodation?