

GUIDE TO THE COMPLETION OF THE APPLICATION FORM

Please read the information and instructions contained in the following pages carefully before completing the application form.

PLEASE NOTE:

The University is currently in the process of consolidating programmes on its campuses and service points, and, while everything will be done to accommodate you at the campus of your choice, placement remains at the discretion of the University. Certain programmes are only offered at certain campuses.

SECTION A: INSTRUCTIONS

PLEASE READ THE FOLLOWING CAREFULLY BEFORE COMPLETING THE APPLICATION FORM

1 General

- 1.1 This form must be completed by all students applying to the Cape Peninsula University of Technology for the first time.
- 1.2 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. 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.
- 1.3 A separate questionnaire for RADIOGRAPHY QUALIFICATION (ONLY) must be completed, including the application form.
- 1.4 The undergraduate nursing qualification is only open to candidates from the Western Cape.
- 1.5 The closing date for applications for the following year is 31 August, except for all design and architecture programmes for which it is 31 July.
Late application procedures do not apply to international students.
- 1.6 If you do not have a Portfolio or a questionnaire, please contact the Admissions Office at 021 959 6256/6270 (Bellville Campus) or 021 460 3733/3861 (Cape Town Campus).

2 Admission requirements

- 2.1 Consult Faculty brochures for minimum admission and specific qualification requirements.
- 2.2 All candidates with Senior Certificate on Higher and, or Standard Grade are still accepted.
- 2.3 All candidates who comply with the minimum requirements are still subject to selection procedures.
- 2.4 In addition to the minimum requirements, all applicants for the design and architectural technology programmes must submit a prescribed portfolio. Please ensure that you obtain the portfolio requirements booklet with this application form.
- 2.5 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 under "Admissions". You may apply for Recognition of Prior Learning:
 - 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: Closing date for RPL is 31 August.

3 Documents to be submitted with your application form

- 3.1 A certified copy of the first page of your Identity Document must accompany your application.
- 3.2 A certified copy of your Senior Certificate or equivalent qualification must be submitted with your application. If you are still in Grade 12, your marks obtained in Grade 11 together with your most recent Grade 12 marks must be submitted. If you attended any other higher education institution, an original Academic Record and a Certificate of Conduct, or certified copies of other certificates/ diplomas/ degrees obtained previously, must also be submitted.
- 3.3 Should the name on the 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 paragraph 4 below.

4 International Students (non-South African citizens)

- 4.1 Certified copies of the following documents must accompany this form:
- Your passport / refugee permit / proof of permanent resident and an evaluation of your qualification (if you are an Asian undergraduate) by the South African Qualifications Authority (SAQA).
 - SAQA can be contacted at: Postnet Suite 248, Private Bag X06, Waterkloof 0145, South Africa.
Tel: +27 +12 431 5000
Website address : <http://www.saqa.org.za>
 - Your school-leaving certificate (with English translations where necessary)

5 Application Fee

- 5.1 A R100 non-refundable application fee must accompany this form. A late application fee of R150 is applicable from 1 September to 31 October. 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 at any time, directly to the Cashiers' Office on your preferred campus.
 - Bank deposit:

Account Name:	Cape Peninsula University of Technology
Bank Name:	ABSA Bank
Branch:	Public Sector Cape Town
Branch code:	632005
Account Code:	405 354 8487
Swift Code (for payment outside SA):	ABSA ZA JJ (for payments outside South Africa)
Deposit Reference:	ID Number, Surname and Initials

NB: Please attach a copy of the 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 below.

For easy reference the programmes and the campus where it is offered, is shown on the next page. Please check the campus(es) and address your completed application form to the campus where the programme is offered.

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

PLEASE NOTE:

The University is currently in the process of consolidating programmes on its campuses and service points, and, while everything will be done to accommodate you at the campus of your choice, placement remains at the discretion of the University. Certain programmes are only offered at certain campuses.

FACULTY OF APPLIED SCIENCES

Programme

Agricultural Management •
 Agriculture (Animal Production, Crop Production, Viticulture and Oenology) •
 Analytical Chemistry
 Biotechnology
 Consumer Science: Food and Nutrition
 Environmental Health/Management
 Food Technology
 Horticulture
 Landscape Technology
 Mathematical Technology
 Nature Conservation
 Oceanography

FACULTY OF BUSINESS STUDIES

Programme

Accountancy leading to
 Accounting or Cost and Management Accounting or Internal Auditing
 Entrepreneurship
 Events Management
 Financial Information Systems
 Hospitality Management: Accommodation
 Hospitality Management: Food & Beverage
 Hospitality Management: Professional Cookery
 Human Resource Management
 Management
 Marketing
 Office Management & Technology
 Printing Management
 Public Management
 Real Estate
 Retail Business Management
 Sports Management
 Tourism Management

FACULTY OF EDUCATION AND SOCIAL SCIENCES

Programme

BED: Further Education and Training (FET) Economic and Management Sciences
 BED: FET (General) or FET (Specialisation): Natural Science or Technology
 BED: General Education & Training (GET) Foundation Phase (Grade R - 3)
 BED: General Education & Training (GET) Intermediate & Senior Phases (Grade 4-9)

FACULTY OF ENGINEERING

Programme

Building
 Cartography
 Clothing Management •
 Engineering: Chemical
 Engineering: Civil
 Engineering: Electrical
 Engineering: Industrial
 Engineering: Computer Systems
 Engineering: Mechanical
 Engineering: Mechanical: Marine
 Engineering: Mechatronics
 Maritime Studies
 Operations Management
 Surveying
 Textile Technology

FACULTY OF HEALTH AND WELLNESS SCIENCES

Programme

Biomedical Technology
 Dental Assisting
 Dental Technology
 Emergency Medical Care
 Nursing (Basic qualification)
 Optical Dispensing
 Radiography (Diagnostic, Therapy, Nuclear Medicine, Ultrasound) ••
 Somatology

FACULTY OF INFORMATICS AND DESIGN

Programme

Architectural Technology •••
 Fashion •••
 Film and Video Technology •
 Graphic Design •••
 Information Technology
 Interior Design •••
 Jewellery Design and Manufacture •••
 Journalism
 Multimedia Technology
 Photography ••
 Public Relations Management
 Surface Design •••
 Three-Dimensional Design •••
 Town and Regional Planning

Campus where programme is offered

Wellington
 Wellington
 Bellville
 Cape Town
 Cape Town
 Cape Town
 Bellville
 Bellville
 Cape Town
 Bellville
 Cape Town
 Cape Town

Campus where programme is offered

Bellville, Cape Town and Wellington
 Cape Town
 Cape Town
 Cape Town
 Granger Bay
 Granger Bay
 Granger Bay
 Cape Town
 Cape Town
 Cape Town
 Cape Town and Wellington
 Cape Town
 Cape Town
 Cape Town
 Cape Town
 Cape Town
 Mowbray
 Cape Town and Wellington

Campus where programme is offered

Mowbray and Wellington
 Mowbray
 Mowbray and Wellington
 Mowbray and Wellington

Campus where programme is offered

Bellville
 Bellville
 Bellville
 Bellville and Cape Town
 Bellville
 Bellville and Cape Town
 Bellville
 Cape Town
 Bellville
 Granger Bay
 Bellville
 Granger Bay
 Bellville
 Bellville
 Bellville

Campus where programme is offered

Bellville Campus
 Tygerberg Hospital
 Tygerberg Hospital
 Bellville Campus
 Athlone: Western Cape College of Nursing (old Nico Malan College)
 De Villiers Street Building, Cape Town
 Tygerberg Hospital (Afrikaans) and Grootte Schuur Hospital (English)
 Cape Town

Campus where programme is offered

Thomas Patullo Building: Cape Town
 Cape Town
 Bellville
 Bellville and Cape Town
 Cape Town
 Thomas Patullo Building: Cape Town
 Cape Town
 Bellville
 Bellville
 Bellville
 Cape Town
 Cape Town
 Cape Town
 Thomas Patullo Building: Cape Town

- **LETTER/ESSAY** = Applicants are required to submit a motivational letter/essay explaining why they want to study a specific course.
- **QUESTIONNAIRE** = Applicants applying for any Radiography programme must also complete the radiography questionnaire.
- **PORTFOLIO** = Applicants applying for design programmes must submit a portfolio.

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?
	If you are under 18, have you obtained your parent’s/guardian’s signature?
	Have you included your application fee? 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 room in a residence.
	Have you provided all the contact details requested in the form?
	Have you provided your ID number and attached a certified copy of your ID document?
	If you already have a Grade 12 Certificate, have you enclosed a certified copy of it?
	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?
	Have you completed a separate questionnaire for the RADIOGRAPHY qualification?
	If you are an international student, have you attached a certified copy of your passport, refugee permit or proof of permanent resident and your school leaving certificate.
	If you are an Asian undergraduate student, or Master’s and Doctorate international student did you attach the SAQA certificate.
	Have you completed the prescribed portfolio for the design or architectural technology programmes?



STUDENT NUMBER																				
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For office use only

APPLICATION FOR ADMISSION FOR THE YEAR

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Please read **GUIDE TO THE COMPLETION OF THE APPLICATION FORM**, the insert in the middle of this form, carefully before completing this application form.

Have you studied at/applied to the Cape Peninsula University of Technology before, or at the Cape or Peninsula Technikon	Yes	No
If YES, please supply your student number		

TITLE (e.g. Mr, Mrs)	INITIALS				
SURNAME					
First names					
MARITAL STATUS	SINGLE	MARRIED	DIVORCED	WIDOWED	OTHER
MAIDEN NAME					

NB: Applications will not be processed without a copy of the applicant's ID or birth certificate and the number in full entered below.

IDENTITY NUMBER																				
PASSPORT NUMBER																				
DATE OF BIRTH	D	D	M	M	Y	Y	Y	Y	GENDER	M	F									

NB: The following question allows the institution and the Government to track the progress of transformation in Higher Education.

ETHNIC GROUP	AFRICAN	COLOURED	INDIAN	WHITE
HOME LANGUAGE				

PROPOSED QUALIFICATION (e.g. ND: Mechanical Engineering)			
Choice 1		Full-time	Part-time
Choice 2		Full-time	Part-time

NB Please note that the second choice qualification will only be processed if the first choice application has not been successful.

STUDY PERIOD	e.g. 1st, 2nd, or 3rd year of attendance	Are you applying for RPL	Yes	No
Are you applying for residence		Yes	No	If YES please complete the Residence Application and Contract on page 5

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Choice 1	Accepted	Provisionally accepted	Not accepted	Waiting list	Signature	Date
Choice 2	Accepted	Provisionally accepted	Not accepted	Waiting list	Signature	Date
Reason for rejection (compulsory)						
Comment						

Receipt number	Date	Amount	Cashier

ARE YOU AT PRESENT:			
UNIVERSITY STUDENT		GRADE 12 STUDENT	
UNIVERSITY OF TECHNOLOGY STUDENT		OTHER (e.g. housewife, travelling, employed, unemployed) Please specify	
FET COLLEGE STUDENT			

CONTACT DETAILS

ADDRESS (where you live permanently or where you can be contacted)																				
													POSTAL CODE							
Telephone (home)																				
Telephone (work)																				
Cell phone																				
Email address																				

ACCOUNT ADDRESS (Name and address of person responsible for payment of fees)	SURNAME																				
	Title and initials																				
	Address																				
														POSTAL CODE							
Telephone (home)																					
Telephone (work)																					
Cell phone																					
Email address																					

CONTACT DETAILS OF PARENT/LEGAL GUARDIAN/FRIEND/RELATIVE											RELATIONSHIP (e.g. father)									
TITLE (e.g. Mr, Mrs)					INITIAL					SURNAME										
POSTAL ADDRESS (where abovementioned person lives permanently or can be contacted)																				
													POSTAL CODE							
Telephone (work)																				
Telephone (home)																				
Cell phone																				
Email address																				

NON SOUTH AFRICAN CITIZENS

PLEASE SPECIFY YOUR COUNTRY OF ORIGIN																				
CITIZENSHIP																				
IF NOT A SOUTH AFRICAN CITIZEN, PLEASE TICK ONE OF THE OPTIONS BELOW:																				
(A) AFRICAN (African countries)					(E) EXCHANGE STUDENT															
(F) FOREIGN (outside Africa)					(N) PERMANENT RESIDENT															
(R) REFUGEE (Refugee permit)																				

Please note that international applicants will be required to be in possession of a Study Permit in order to register.

HIGH SCHOOL OR EQUIVALENT INFORMATION

GRADE 12 EXAMINATION NUMBER																				
DATE OF GRADE 12 EXAM	Y	Y	Y	Y	M	M														
NAME OF HIGH SCHOOL/COLLEGE																				
VERY IMPORTANT: if you are currently in Grade 12, please submit a certified copy of the following results: Grade 11 final results and Grade 12 results if available.																				

PREVIOUS HIGHER EDUCATION

If you have already been a student at a Higher Education Institution (for eg. at a Technikon, University, University of Technology or College), please complete this section. Provide the details of your most recent enrolments.

PERIOD		NAME OF INSTITUTION	NAME OF QUALIFICATION	STUDY SUCCESSFULLY COMPLETED (Yes or No)	STUDENT NUMBER
From year	To Year				

Please attach certified copies of academic record and certificate of conduct.

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

Include with your application an original academic record and a certificate of conduct; or a certified copy of your previously obtained certificate / diploma / degree.

DISABILITY STATUS

This information will not disadvantage your application.

Do you have any disabilities/special needs	Yes	No
If yes, please indicate by ticking the relevant blocks:		
NONE	000	MULTIPLE
SIGHT	001	DISABLED BUT UNSPECIFIED
HEARING (WITH HEARING AID)	002	ASTHMA
COMMUNICATION (TALK, LISTEN)	003	EXTRA TIME CONCESSION
PHYSICAL (MOVE, STAND, GRASP)	004	UNKNOWN DISABILITY
INTELLECTUAL (LEARNING DIFFICULTY)	005	
EMOTIONAL (BEHAVIOUR, PSYCHO)	006	

PROCESSING OF APPLICATION AND/OR RESIDENCE APPLICATION FORM

- Applications will not be processed without the required copies of documents listed in the GUIDE TO THE COMPLETION OF THE APPLICATION FORM (see the insert in the middle of this Application Form).
- Applications will not be processed unless the Legal Undertaking on page 4 of this Application form has not been completed and signed by all the parties concerned.
- Applications for Accommodation in a University Residence will not be processed unless the Contract on page 5 of this Application form has not been completed and signed by all the parties concerned.

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 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 Faculty Office immediately if I abandon my qualification of studies and/or change my address;
- 1.3 to acquaint myself with and adhere to all the rules and general regulations applicable to the qualification for which I wish 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 valid only if it complies with the regulations governing the qualification concerned, notwithstanding the acceptance of this enrolment by the University.
4. I accept that, if I abandon or change my qualification of study 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 that the university may provide me with statements of account and any other communiqués by way of electronic communication through data messages. These data messages may be sent to the cellular number provided by me. I am also prepared to accept such messages at my CPUT student e-mail address or at an alternative e-mail address nominated by myself in writing.

SIGNED AT ON THIS DAY OF20.....

.....
SIGNATURE OF APPLICANT

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

I,.....ID/Passport Number
the undersigned, hereby acknowledge myself to be jointly and separately responsible for monies which the above-mentioned applicant may at any stage be owing to the Cape Peninsula University of Technology in terms of the agreement that he/she concluded with the Cape Peninsula University of Technology, as set out above, including any change thereto.

SIGNED AT ON THIS DAY OF20.....

.....
SIGNATURE OF PARENT/LEGAL GUARDIAN

N.B It is compulsory that this contract is signed by all parties concerned.

WHERE TO SEND YOUR APPLICATION

Address your application to the ADMISSIONS OFFICE at the postal address as indicated.

For easy reference the programmes and the campus where it is offered, is shown on page 3 of the GUIDE TO THE COMPLETION OF THE APPLICATION FORM (see the insert in the middle of this Application Form). Please check the campus(es) and address your completed application form to the campus where the programme is offered.

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



STUDENT NUMBER																			
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RESIDENCE APPLICATION AND CONTRACT

If you require accommodation in a University residence, please indicate the period, complete the form below and sign the contract	Full year	Semester 1	Semester 2
TITLE (e.g. Mr, Mrs)			
SURNAME			
First names			
ID/PASSPORT NUMBER			
ADDRESS			
POSTAL CODE			
	TELEPHONE CODE & NUMBER (h)		
	TELEPHONE CODE & NUMBER (w)		

I, the undersigned, (the Applicant), hereby apply for admission to Residence for the abovementioned period, and undertake:

1. To pay the required deposit within 14 days from the date of the notification of the reservation of accommodation for me in the Residence, failing which the reservation may be cancelled.
2. To give the Registrar of the University notice, in writing, at least thirty (30) days before the proposed date of admission, 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.
3. 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 and I accept that I shall forfeit the deposit as liquidated damages if I fail to take up the said accommodation.
4. 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 for me in the Residence. This deposit will be offset against my residence fees on my recommending such accommodation and I accept that I shall forfeit this deposit as liquidated damages if I fail to take up the said accommodation.
5. 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.
6. In the event of having booked accommodation for both semesters in any year, to give the Registrar 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.
7. To accept the tariff of residence fees and other charges laid down by the University from time to time.
8. 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.
9. 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.
10. To accept and comply with the House Rules 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 OF20.....

.....
SIGNATURE OF APPLICANT

I, the undersigned ID/Passport Number
(the legal guardian of the Applicant), do hereby assist the Applicant as far as may be necessary in contracting with the University on the terms above stated, and I undertake personally to the University to fulfill all the financial obligations of the Applicant to the University in respect of the period while the Applicant is still under the age of eighteen (18) years.

SIGNED AT ON THIS DAY OF20.....

.....
SIGNATURE OF PARENT/LEGAL GUARDIAN