



**Tshwane University  
of Technology**

*We empower people*

***Application Form  
for Postgraduate Studies***



***Business School***



**Tshwane University  
of Technology**  
*We empower people*

Thank you for your interest in the  
Business School of Tshwane University of Technology.

This application form must be used by prospective applicants for all programmes presented by  
the Business School.

Please note that the completed form, duly signed, and together with the relevant  
documentation must reach the Business School before 28 October 2011.

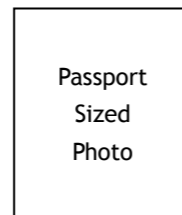
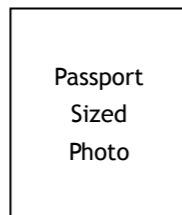
TUT - Business School  
159 Skinner Street  
(Corner of Bosman and Skinner Street)  
PRETORIA  
0001

**NB: No faxed application forms will be accepted.**

## CHECK LIST

We require the following documentation in order for your application to be considered complete:

- For admission purposes we need certified copies of the original ID, Senior Certificate and highest qualification document (hard copy, not faxed or electronic documents), and the certification must not be older than one year. Please note that it is not TUT's responsibility to obtain the required documents.
- Applicants with foreign qualifications must attach an evaluation certificate from SAQA. As indicated on page 6, Non-South Africans also need to attach study or work permits.
- If class fees are paid by the applicant's organization - an original letter, on official letterhead, confirming sponsorship by the organization must be attached.
- If subject credits are due, all details (course syllabus, programme followed, and statement of results) are required at submission of application. Requests for academic credits from other institutions must be submitted prior to commencement of the programme. The fee applicable for transfer of credits are set by Student Administration each year. RPL and exemptions will not be considered after commencement of studies. (Applicable to MBA students)
- A non refundable application/admission fee of R210.00
- A non refundable assessment test fee of R300.00 (for 2011 admission) and psychometric test booking is required when handing in an application (applicable to MBA only)
- Two recent passport sized photographs, taken within the last 12 months
- A detailed CV
- Your application essays (only applicable to MBA students). Please strictly follow the instructions on page 8 when completing both your essays.
- Should any of the above mentioned items or documentation not be included, the application will remain pending.



## BUSINESS SCHOOL APPLICATION FOR ADMISSION

**PLEASE WRITE LEGIBLY IN BLOCK LETTERS AND USE A BLACK PEN TO FILL IN THE APPLICATION FORM.  
MARK CHECK BOXES WITH A X.**

### PERSONAL DETAILS

Title:  MR  MRS  MISS  DR  Other: \_\_\_\_\_

Initials: \_\_\_\_\_

Surname: \_\_\_\_\_

Full name(s): \_\_\_\_\_

Preferred first name: \_\_\_\_\_

Date of Birth: 

D	D	M	M	Y	Y	Y	Y
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Identity number: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Passport number: 

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(Foreign Applicants)

Marital Status:  Single  Married  Divorced  Widow(er)

Gender:  Male  Female

Home language: \_\_\_\_\_

Population Group: \_\_\_\_\_

### ADDRESS AND CONTACT NUMBERS

Postal Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postal Code: \_\_\_\_\_

Suburb in which you reside: \_\_\_\_\_

Tel:(indicate office or home) \_\_\_\_\_ Cell: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Name of next of kin: \_\_\_\_\_

Next of kin cell or telephone: \_\_\_\_\_



**HOME LANGUAGE**

- English       Afrikaans       English/Afrikaans       Northern Sotho       Southern Sotho
- Swazi       Tsonga       Setswana       Venda       Xhosa
- Zulu       Ndebele       Other Specify: \_\_\_\_\_

**CHURCH AFFILIATION\***

\*We need this information for student support structures

- Anglican       Apostolic       Assemblies of God       Seventh Day Adventist
- Baptist       Church of Christ       Dutch Reformed       Faith Mission
- Full Gospel       Hindu       IPC       Jehovah’s Witness
- Lutheran       Methodist       St. Johns       St. Paul Faith Mission
- Nazarene       Protestant       Presbyterian       Pentecostal Protestant
- Catholic       St. Peters       Roman Catholic       Zion Christian Church
- Muslim       Reformed Churches of SA       Reformed (Gereformeerd)
- None       Not prepared to say       Other Specify: \_\_\_\_\_

**POPULATION GROUP\***

\*We need this information for reporting to the Government

- White       Tsonga       Colored       Indian
- Northern Sotho       Southern Sotho       Swazi       Tswana
- Venda       Xhosa       Zulu       Ndebele
- Other Specify: \_\_\_\_\_

**APPLICATION ESSAYS (ONLY APPLICABLE TO MBA STUDENTS)**

**NOTE: We will not consider your application form without these two essays.**

The application essays are your opportunity to present a clear picture of yourself, your career goals and your aspirations. They will provide the selection committee with information about your motivation, maturity, abilities and written communication skills. You should spend a significant amount of time preparing your answers to these questions because they are a critical part of our evaluation and selection process. Please use separate sheets of paper, type these essays and do not use point form exclusively. You can if you wish add to your narrative using bullet points, diagrams and any other illustrations. Each essay should be no longer than one (1) typed page and should include your name and contact details. Use font type: Times New Roman and font size: 12pt - use single line spacing.

**THE MBA ESSAYS WHICH TUT BUSINESS SCHOOL REQUIRES ARE:**

- **Essay No.1**      What has been your single most important achievement to date and why? **Please be focused. Remember you are required to focus on only ONE achievement. We are trying to determine in what way this has influenced you, your personal life or career path.**
- **Essay No.2**      Describe a situation, either personal or professional, in which you failed to reach an objective and what you learned from it.
- **Optional**      Please present only ONE example. Is there any additional information that you want the selection committee to know that is not covered elsewhere in the application form or process?

**MEMORANDUM OF AGREEMENT**

Should my application be successful -

I, \_\_\_\_\_  
(full name and title) declare that -

1. All particulars given by me in this form are true and correct;
2. The two photographs on Page 3, which I have attached, are a true and recent image of myself;
3. I will acquaint myself with the rule and regulations of the Tshwane University of Technology and will abide by them;
4. I will inform the Deputy Registrar (Academic) immediately, in writing, should I change my address or cancel or change any of my courses;
5. I am aware that my enrolment is valid only if it complies with relevant regulations of the University of Technology, notwithstanding provisional acceptance of this enrolment by the Tshwane University of Technology;
6. I am aware that fees and legal costs will be recovered from me should I fail to fulfill my financial commitments towards the University of Technology;
7. I am capable of concluding an agreement and am legally competent to sign this application and may therefore enter unassisted into an agreement with the Tshwane University of Technology; and
8. 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.
9. 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

Thus signed at \_\_\_\_\_ on this  
\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Student's signature

Tshwane University of Technology

**INDEMNITY AGAINST  
CLAIMS FOR LOSS OF 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, not 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 Tshwane University of Technology, resulting from any act or omission whatsoever during the full period of my tuition and/or practical's, or during any sport activity that I undertake, or during any time that I reside at 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, on my own responsibility; voluntarily taking on 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 dire need of, the supervisory staff may sign the necessary letters of consent on my behalf.

Thus signed at \_\_\_\_\_ on this  
\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Student's signature

