

Year for which you are applying: _____
(Office Use) Student Number: _____

APPLICATION CHECKLIST

1 APPLICATION FOR ADMISSION - 2 APPLICATION CHECKLIST

STUDENT DETAILS

Name: _____

Signature: _____

Please note that incomplete applications are not considered. Before you submit your application, please go through the checklist below to ensure that you have completed every section and included all information that is relevant to you. Cross off each block once you have checked it.

1. Documents

1.1 A certified copy of the first page of your identity document (or certified copy of your passport), must accompany this document.

1.2 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 results, must be submitted. If you attended any other tertiary institution, an original academic record and certificate of conduct, must be submitted.

2. Application Fee (Refer to Fees Schedule)

2.1 A non-refundable application fee must accompany the form. Only cheques, direct bank deposits or credit card payments will be accepted. In the event of a direct deposit or EFT (electronic funds transfer), proof of such transaction must accompany the form. Please quote your surname as a reference number.

3. General

3.1 The application for admission form must be completed by all applicants applying to FEDISA (Pty) Ltd for the first time.

3.2 It is in your own interest to ensure that the form is completed in full and that the certified copies of all the supporting documentation are enclosed. If any questions are left unanswered, or certified documents are not enclosed, or the contract is not signed, it will cause delay as the form will be returned to you for completion.

3.3 Write only in black or blue ink.

CHECKLIST

- 1. Have you filled in every section of the application form that applies to you?
- 2. Have you included the following documents:
 - ♦ Certified copy of Identity Document/Passport
 - ♦ Certified copy of final Senior Certificate results or previous tertiary education results
- 3. Have you signed Section 6 - the declaration and legal undertaking, which states that the information you have given is complete and correct?
- 4. If you are under the age of 18, have you obtained your parent or legal guardian's signature on the form?
- 5. Have you included the application fee, or proof of payment thereof? (Please note that this is an administrative fee and is non-refundable)
- 6. Have you provided all the contact details requested on the form?
- 7. If you already have a Senior Certificate, have you attached a certified copy of it to the application form? (1st year applications only)
- 8. Have you made sure that you meet the minimum admission requirements for the course that you are applying for?
- 9. Have you included an Academic Portfolio? (*Honours applicants only*)
- 10. Have you included a Study Motivation? (*Honours applicants only*)

Initial: _____