



**Tshwane University  
of Technology**

*We empower people*

# ***Business School Application Form***

***Postgraduate Studies***







**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 15 October 2015.

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

**NB: No faxed or scanned 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. Non-South Africans also need to attach study or combined work-study permit as well as a South African Medical Aid certificate paid up for the whole year (12 months).
- If class fees are paid by the applicant's organization - an original letter, on official letterhead, confirming sponsorship by the organization must be attached.
- A non refundable application/admission fee of R240.00.
- A non refundable assessment test fee of R378.00. A date for your psychometric testing will be communicated to you via e-mail.
- 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 7 when completing both your essays.
- Should any of the above mentioned items or documentation not be included, the application will remain pending.



- If you are applying for exemption for any subject passed at Master's level, please indicate their title(s) here. You will not be allowed to add new items after commencing of your studies.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Date of Application: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

# 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
---	---	---	---	---	---	---	---

Identity number: 

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

Passport number: 

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

  
(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: \_\_\_\_\_



Total number of years in a career position \_\_\_\_\_

Total number of years of management position(s) held \_\_\_\_\_

Briefly summarise management responsibilities in the last two years. Do you have:

- 1. Budgetary Responsibilities:  Yes  No If yes, how much? \_\_\_\_\_
- 2. People Management:  Yes  No If yes, how many? \_\_\_\_\_
- 3. Marketing Responsibilities:  Yes  No If yes, internal or external? \_\_\_\_\_
- 4. Sales Responsibilities:  Yes  No If yes, how much in turnover? \_\_\_\_\_  
No. of services or product lines? \_\_\_\_\_

### CITIZENSHIP

If you are not a South African citizen, please indicate your country of citizenship

Country: \_\_\_\_\_

Study permit number:

Expiry date:

Country of origin: \_\_\_\_\_

### GENERAL

Do you have access to a computer?

At work:  Yes  No At home:  Yes  No

Do you have access to e-mail and the internet?

At work:  Yes  No At home:  Yes  No

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

Will you definitely have a laptop for the duration of your MBA?  Yes  No

### ACTIVITIES AND INTERESTS

Activity (Societies, Sports, Voluntary, etc.)	Duration		Position/level/office held if any
	From mm/yy	To mm/yy	

### WHERE DID YOU HEAR ABOUT US?

- Friend  Radio Programme  Family member  Current student
- Former student  Career Exhibition  Newspapers  Open day
- Internet  Word of Mouth  MBA.co.za  Other Specify: \_\_\_\_\_

## HOME LANGUAGE

- |                                  |                                    |   |   |   |
|----------------------------------|------------------------------------|---|---|---|
| <input type="checkbox"/> English | <input type="checkbox"/> Afrikaans | <input type="checkbox"/> English/Afrikaans    | <input type="checkbox"/> Northern Sotho | <input type="checkbox"/> Southern Sotho |
| <input type="checkbox"/> Swazi   | <input type="checkbox"/> Tsonga    | <input type="checkbox"/> Setswana             | <input type="checkbox"/> Venda          | <input type="checkbox"/> Xhosa          |
| <input type="checkbox"/> Zulu    | <input type="checkbox"/> Ndebele   | <input type="checkbox"/> Other Specify: _____ |   |   |

## CHURCH AFFILIATION\*

\*We need this information for student support structures

- |                                      |  |  |   |
|--------------------------------------|--|--|---|
| <input type="checkbox"/> Anglican    | <input type="checkbox"/> Apostolic               | <input type="checkbox"/> Assemblies of God       | <input type="checkbox"/> Seventh Day Adventist  |
| <input type="checkbox"/> Baptist     | <input type="checkbox"/> Church of Christ        | <input type="checkbox"/> Dutch Reformed          | <input type="checkbox"/> Faith Mission          |
| <input type="checkbox"/> Full Gospel | <input type="checkbox"/> Hindu                   | <input type="checkbox"/> IPC                     | <input type="checkbox"/> Jehovah's Witness      |
| <input type="checkbox"/> Lutheran    | <input type="checkbox"/> Methodist               | <input type="checkbox"/> St. Johns               | <input type="checkbox"/> St. Paul Faith Mission |
| <input type="checkbox"/> Nazarene    | <input type="checkbox"/> Protestant              | <input type="checkbox"/> Presbyterian            | <input type="checkbox"/> Pentecostal Protestant |
| <input type="checkbox"/> Catholic    | <input type="checkbox"/> St. Peters              | <input type="checkbox"/> Roman Catholic          | <input type="checkbox"/> Zion Christian Church  |
| <input type="checkbox"/> Muslim      | <input type="checkbox"/> Reformed Churches of SA | <input type="checkbox"/> Reformed (Gereformeerd) |   |
| <input type="checkbox"/> None        | <input type="checkbox"/> Not prepared to say     | <input type="checkbox"/> Other Specify: _____    |   |

## POPULATION GROUP\*

\*We need this information for reporting to the Government

- |   |   |                                  |                                  |
|---|---|----------------------------------|----------------------------------|
| <input type="checkbox"/> White                | <input type="checkbox"/> Tsonga         | <input type="checkbox"/> Colored | <input type="checkbox"/> Indian  |
| <input type="checkbox"/> Northern Sotho       | <input type="checkbox"/> Southern Sotho | <input type="checkbox"/> Swazi   | <input type="checkbox"/> Tswana  |
| <input type="checkbox"/> Venda                | <input type="checkbox"/> Xhosa          | <input type="checkbox"/> Zulu    | <input type="checkbox"/> Ndebele |
| <input type="checkbox"/> Other Specify: _____ |   |                                  |                                  |



**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.

**We are trying to determine in what way this has influenced you, your personal life or career path.**

**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 not be 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.

**ADDITIONAL INFORMATION**

If you want to provide any additional information that you want the selection committee to know which is not covered elsewhere in the application form or process, please set these out on a separate sheet marked "Additional Information".

## 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 Tshwane 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



