



SIS CAMPUS SOLUTIONS

HOW TO GUIDE

APPLYING ONLINE

ENVISION2030 transparency • honesty integrity • respect • accountability fairness • professionalism • commitment • compassion • excellence

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TRAINING CONTENT – IMPORTANT NOTIFICATION

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The training material has been developed within the planned timeframe of the implementation project and different environments (clients) were utilised to ensure that the material was completed within the timeframe.

Every endeavour has been made to keep the material generic in nature and have been prepared in a modular manner for easier plug-and-play for specific roles. Every effort has also been made to use dummy (mock) data to abide with all applicable legislation.

Users of the material are required to familiarise themselves with the latest DUT policies, processes, operating procedures, business rules and any regulations which might govern a specific process or function and have a responsibility to ensure that they are fully aware of the above that apply to them and their business.

Whilst every effort has been made to ensure that the learning material is accurate, DUT take no responsibility for any loss or damage suffered by any person as a result of the reliance upon the information contained herein.

1. INTRODUCTION TO THE HOW TO GUIDE

The how-to guide is a paper-based guide that provides basic and generic information per functional area.

The document will include basic information regarding a specific system transaction in PeopleSoft Campus Solutions.

This can include generic information about the system transaction, important information to guide the learner in understanding the purpose of the system transaction as well as screenshots and detailed steps where required.

2. EXPECTED OUTCOME(S)

On completion after reading this module, you will have acquired the following skills using PeopleSoft Campus Solutions.

• Submit an online application.

3. IMPORTANT INFORMATION - APPLYING ONLINE

3.1 INTRODUCTION

Online applications simplify the traditional application process by allowing individuals to submit application information through internet-based platforms. This modern approach eliminates the need for physical paperwork and enables a more convenient and efficient way for people to apply for programs, or various opportunities.

4. TRANSACTIONAL INFORMATION: APPLYING ONLINE

The below information provides the learner with generic information to the specific PeopleSoft Transaction which steps will be provided below.

4.1 **POSSIBLE SCENARIOS**

You are the Applicant. You are required to submit an application online.

4.2 ACTIVITY DESCRIPTION

This process begins when you are required to submit an application online.

4.3 TRIGGER AND TERMINATION EVENTS

Please note the following trigger and termination events, as well as the expected outcome:

TRIGGER EVENT

You are required to submit an application online.

TERMINATION EVENT

The online application has been successfully created.

OUTCOME

Your information is accurately entered and submitted for consideration.

4.4 TRANSACTIONAL STEPS

DURBAN UNIVERSITY OF TECHNOLOGY INYUVESI YASETHEKWINI YEZOBUCHWEPHESHE			
Welcome to the Durban University of Technology Online Application			
Note: Your browser must have cookies, javascript, and pop-ups enabled. Please also check that your spam filter does not reject emails generated from our Institution.			
Already have an account?			
Click here to sign into your Account			
Don't have an account yet?			
Step 1			
Click the button below.			
Create Temporary ID			
Step 2			
If you have now received a temporary password for an email address previously entered, click the button below.			
Confirm Temporary Password			

STEP NUMBER	ACTION
	Note: The DUT Online Application screen is displayed. Applicants need to create an Application ID by clicking on the Create Temporary ID button. Applicants with a Temporary Application ID can log in with their credentials by clicking on the Click here to sign into your Account link.

DBUCHWEPHESHE
~

STEP NUMBER	ACTION
1.	Enter your User ID and Password.
2.	Click on the Sign In button.

\supset	Menu 👻 Search in Menu		Q	ŵ 4 : Ø
Applicant Homepage 🔻				< 2 of 7 >
	Admissions	Apply for Admission	Tasks	
			<u>,</u>	
D	No active application		No current tasks	
		3.		

STEP	ΔΟΤΙΟΝ
NUMBER	ACTION
	Note:
	The Applicant Homepage screen is displayed.
3.	Click on the Apply for Admission tile to access the Apply for Admission page.

oply for Admission		Apply for Admission	<u>۵</u> ۹	↓ :	Ø
ly for Admission				Contin	ue
ome to the Online Application.	Please select an action below to continue				
	Application Action Begin New Applic Continue Existing	Application 4.			

STEP NUMBER	ACTION
Ż	Note: The Apply for Admission screen is displayed.
4. Click on the Application Action dropdown and select the Begin New Application.	

ppiy for Admission		ш <i>Ч</i>	4 : 4
ply for Admission			Continue
come to the Online Application. Please select an action below to c	ontinue		
Application Action	Begin New Application ~		
Applicant ID	ROBYN.C.MIT		
Residency Type	International		
Application Type	Postgraduate International Undergraduate International		

STEP NUMBER	ACTION
F	Click on the Application Type dropdown and select the relevant
5.	application type, in this guide we will be selecting Postgraduate
	International.

Apply for Admission	Apply for Admission	6
Apply for Admission	ase select an action below to continue	7. Continue
	Application Action Begin New Application Applicant ID ROBYN.C.MIT Residency Type International Application Type Postgraduate International Cademic Year 2024 Academic Year 6.	

STEP NUMBER	ACTION	
6	Click on the Academic Year dropdown and select the relevant	
application type, in this guide we will be selecting 2024 Academ		
	Year.	
7.	Click on the Continue button.	

Welcome Visited Welcome Visited Personal Details Not Started Study Choices Not Started Welcome to Durban University of Technology Online Application University/Institutions To DUT Application for Further And Postgraduate Studies We are excited that you have chosen to explore your academic journey with us as a returning transfer, or postgraduate student. At DUT, we are committed to providing and enriching educational experience that will not only expand your horizons but also empower you to achieve your goals and appirations. This online application page is greavy to a world of possibilities. Here, you will find the tools are outerate you need to embark on your academic journey with us. Our application process is designe friendly and efficient, ensuring that you can focus on what truly matters: your education and your future. We look forward to being a part of your educational journey and helping you achieve your goals. DT Students Transferring One Faculty/Department to Another . Do you make the admission requirements for your programme of choice? • Drou meet the admission requirements for your programme of choice? • Do you makes as they appear on your ID book/card or passport (for international students only). Do not use initials or nicknames. • A desiled motivation for your change of areare path and: . A detailed motivation for your change of areare path and: . A detailed motivation for your change of areare path and: . O the Droupset/ Encourder (for international students only). Do not use initials or nicknames. <th>(ROBYN.C.MIT)</th> <th>Exit</th>	(ROBYN.C.MIT)	Exit
Welcome Wisted Personal Details Not Started Study Choices Not Started Permanent Address Not Started Welcomet the admission requirements on your portained studies you and resource you reademic journey with us as a returning transfer, or postgraduate student. At DUT, we are committed to providing and enriching educational experience that will not only expand your horizons but also empower you to achieve your goals and aspirations. This online application process is designed finally and efficient, ensuring that you and resources you need to embark on your academic journey with us. Our application process is designed finally and efficient, ensuring that you and focus on what truly matterix your educational advertive your goals. We look forward to being a part of your educational journey and helping you achieve your goals. DUT Students Transferring One Faculty/Department to Another • Do you meet the admission requirements for your programme of choice? • Started Mailing Address Not Started • Contact Details • Contact Details • Adstiled motivation for your change of career path and: • A detailed motivation for your in the page of career path and: • A detailed motivation for your: • Diversery (for international students only). Do not use initials or nicknames. • Adstated	8. Nex	
Welcome to Durban University of Technology Online Application Personal Details Not Started Study Choices Not Started Not Started Permanent Address Not Started Not Started We are excited that you have chosen to explore your academic journey with us as a returning, transfer, or postgraduate student. At DUT, we are committed to providing and enriching educational experience that will not only expand your horizons but also empower you to achieve your goals and aspirations. This online application process is designed friendly and efficient, ensuring that you can focus on what truly matters; your education and your future. We look forward to being a part of your educational journey and helping you achieve your goals. Home Address Not Started Mailing Address Not Started Op your mate the admission requirements for your programme of choice? Ensure you apply before the closing date. Apply using your names as they appear on your ID book/card or passport (for international students only). Do not use initials or nicknames. Optication for your change of career path and: A detailed motivation for your change of career path and: Durberser (for proget (for international students only). Do not use initials or nicknames.	me	Welcome Visited
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Home Address We look forward to being a part of your educational journey and helping you achieve your goals. Home Address DUT Students Transferring One Faculty/Department to Another Not Started Do you meet the admission requirements for your programme of choice? Insure you apply before the closing date. • Apply using your names as they appear on your ID book/card or passport (for international students only). Do not use initials or nicknames. Void Started • A detailed motivation for your change of career path and: • A detailed motivation for your change of career path and: • A certified copy of your: • ID Decourset (for international students only). • ID comment (for international students only).	rience that will not only expand your horizons but also empower you to achieve your goals and aspirations. This online application page is your i.es. Here, you will find the tools and resources you need to embark on your academic journey with us. Our application process is designed to be us hat you can focus on what truly matter: your education and your future.	Permanent Address
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Mailing Address Not Started - Do you make the admission requirements for your programme of choice: Contact Details Not Started - Ensure you apply before the closing date Violad supporting documents - A detailed motivation for your change of career path and: - A detailed motivation for your: - A certified copy of your: - D Document (for international students only).	One Faculty/Department to Another	Home Address Not Started
Contact Details Upload supporting documents Not Started - A detailed motivation for your change of career path and: - A certified copy of your:	n requirements for your programme or choice: e closing date. they appear on your ID book/card or passport (for international students only). Do not use initials or nicknames.	Mailing Address Not Started
A certified copy of your: A certified copy of your: A certified copy of your:	ants	Contact Details
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Demographic Details Not Started Not Started Details Not Started Dut academic transcript Not Started Dut academic transcript	r: (for international students only) ertificate/ Matriculation Certificate / School Leaving Certificate anscript	Demographic Details Not Started
Next of Kin Students that are transferring from other Institutions (except DUT) must provide an original copy of their academic transcript and a certificate of conduct.	transferring from other Institutions (except DUT) must provide an original copy of their academic transcript and a certificate of	Next of Kin

STEP	ACTION	
NUMBER		
	Note:	
	The Welcome screen is displayed.	
8.	Click on the Next button to navigate to the Personal Details step.	

	Previous Next 3
Academic Year	Save Validate Ar
*Title	9.
*Last Name 'Date of Birth Gender	
of Citizenship South Africa 2 No	
iport Number	
at	ion Student No 🗊

STEP NUMBER	ACTION
	Note:
=0	Your Personal Information and National ID will be shown, these fields are
	display only meaning that they cannot be edited. The only item that is editable is
	the First Generation Student toggle. If selected Yes, it means that you are the
	first generation to complete tertiary education in your family.
	You can save the application at any point in the process by clicking the Save
	button. You can validate your information at any point in the process by clicking
	the Validate Application button. At the end of the application, you will be
	required to validate the application.
9.	Click on the Next button to navigate to the Study Choices step.

Exit	(ROBYN.C.MIT)	۵
	Bridge Structured DULT	Previous Next >
Welcome Complete	Have you previously studied at Durban University of Technology? No 10.	
Personal Details Visited	Study Choices	
Study Choices	Programme 1	
Complete	*Campus Durban ~ 11.	
Permanent Address	*Academic Program Durban ng Hon	
Visited	*Academic Plan Pietermaritzbburg n Mgnt ~	
Home Address Visited	*Mode of Attendance Full	
Mailing Address	Programme 2 - Optional	
Visited	Campus 12.	
Contact Details	Programme 3 - Optional	
Visited	Campus	
Demographic Details	Programme 4 - Optional	
visited	Campus	
Next of Kin	v	

STEP NUMBER	ACTION
10.	Click on the Have you previously studied at Durban University of
	Technology? Button to select if you have studied at DUT before.
Ż	Note: You can add up to four different study choices.
11.	Click on the drop-down list button in the Campus field.
12.	Click on the Relevant Campus in the Item list to select it.

Exit	(R	BASH4 - Bachelor Applied Sciences Hon BBEH5 - Bachelor Built Environment Hon BDH3H - Bachelor Design Hon		<pre></pre>
Welcome Visited	Postgraduate Programmes Handbooks	BEGTH - Bachelor Eng Tech Hons BENGH - Bachelor Eng Hon BH310 - Bachelor Honours BH340 - Bachelor Honours		•
Personal Details Visited	Prior Study at DUT Have you previously studied at Durban	BHL35 - Bachelor Honours Eng BICTH - Bachelor Info & Comm Tech Hon M3103 - Masters		
3 Study Choices Visited	Study Choices 14.	M3104 - Masters M3105 - Masters M3106 - Masters M3201 - Masters M3202 - Masters		
Permanent Address Not Started	Programme 1	M3203 - Masters M3204 - Masters M3205 - Masters		
5 Home Address Not Started	*Academic Program	M3207 - Masters	13.	
Mailing Address	Programme 2 - Optional Campus	~		
Contact Details	Programme 3 - Optional			
Not Started Demographic Details	Campus	~		
Not Started	Campus	~		

STEP NUMBER	ACTION
13.	Click on the drop-down list button in the Academic Program field.
14.	Click on the Relevant Academic Program in the Item list to select it.
Ż	Note: You can view the catalogue of Postgraduate Programmes by clicking on the Postgraduate Programme Handbooks link.

Exit	(ROBYN.C.MIT)	<u> </u>
		<pre></pre>
Welcome Visited	Postgraduate Programmes Handbooks	
2 Personal Details	Prior Study at DUT	
Visited	Have you previously studied at Durban	17.
3 Study Choices Visited	Study Choices	
4 Permanent Address	Programme 1	
Not Started	*Campus Durban ~	
5 Home Address	*Academic Program BENGH - Bachelor Eng Hon	
6 Mailing Address Not Started 7 Contact Details Not Started	*Academic Plan Programme 2 - Optic 16. Us BEHCE1 Chemical Eng BEHCM1 Construction Mgnt	
Demographic Details	Programme 3 - Optional	
Not Started	Campus V	
Next of Kin	Programme 4 - Optional	

STEP NUMBER	ACTION	
15.	Click on the drop-down list button in the Academic Plan field.	
16.	Click on the Relevant Academic Program in the Item list to select it.	
17.	Click on the Next button to navigate to the Permanent Address step.	

< Exit	(ROBYN.C.MIT)	4
		Previous
Welcome Visited	Postgraduate International 2024 Academic Year	Save Validate Apr
Personal Details	Permanent Address	10
Visited	*Country South Africa ~	
Study Choices	*Address Line 1	
Visited	Address Line 2	
Permanent Address	Address Line 3	
Not Started		
Home Address	Address Line 4	
 Not started 	*City	
Mailing Address	*Postal Code	
 Not started 	*Province	
Contact Details		
Not Staned		
Demographic Details		
Hor Glatter		
Next of Kin	V	

STEP NUMBER	ACTION
ľ	Note: You can add/update your Permanent Address here, if required.
18.	Click on the Next button to navigate to the Home Address step.

Exit	(ROBYN.C.MIT)	A :
		<pre></pre>
Welcome Visited	Postgraduate International 2024 Academic Year	Save Validate A
Personal Details Visited	Same as	19.
Study Choices Visited	*Country South Africa ~	
Permanent Address	Address Line 2	
Home Address Visited	Address Line 3	
Mailing Address	*City	
Contact Details	*Postal Code	
B Demographic Details Not Started		
Novt of Kin	v	

STEP NUMBER	ACTION
	Note: You can add/update your Home Address here. If your Home Address is the same as your Permanent Address, click on the drop-down list button in the Same as field and select Permanent .
19.	Click on the Next button to navigate to the Mailing Address step.

× Exit	(ROBYN.C.MIT)	۵
		Previous Next >
1 Welcome Visited	Postgraduate International 2024 Academic Year	Save Validate Apr
2 Personal Details Visited	Same as	20.
3 Study Choices Visited	*Country South Africa ~	
4 Permanent Address Visited	Address Line 1	
5 Home Address Visited	Address Line 3	
6 Mailing Address Not Started	*City	
7 Contact Details Not Started	*Postal Code *Province ~	
8 Demographic Details Not Started		
 Next of Kin 	v	

STEP	ΔΟΤΙΟΝ	
NUMBER	ACTION	
	Note:	
=⁄	You can add/update your Mailing Address here. If your Mailing Address is the	
	same as your Permanent Address or Home Address, click on the drop-down list	
	button in the Same as field and select the relevant option.	
20.	Click on the Next button to navigate to the Contact Details step.	

Exit	(R	OBYN.C.MIT)	۵
			Previous Next >
Welcome Visited	Postgraduate International 2024 Academic Ye	ar	Save Validate Ar
	Email Address and Phone Numbers		
Personal Details Visited	*Email Address		21.
Study Choices	*Country Code / Mobile Phone	+27	
	Country Code / Home Phone	+27	
Permanent Address			
Visited	Country Code / Work Phone	+27	
Home Address Visited			
Mailing Address Visited			
Contact Details Not Started			
Demographic Details Not Started			
Next of Kin	-		

STEP NUMBER	ACTION
Ż	Note: You can add/update your Contact details here, if required.
21.	Click on the Next button to navigate to the Demographic Details step.

Exit	(ROBYN.C.MIT)	Δ
		Previous
Welcome Visited	Postgraduate International 2024 Academic Year	Save Validate Ar
Personal Details Visited	*Marital Status	22.
Study Choices Visited	*Race ~	
Permanent Address Visited	*Religious Affiliation	
Home Address Visited	Do you require residence? No	
Mailing Address Visited	Have you applied at NSFAS to study at Durban University of Technology? Do you have a disability? No	
Contact Details Visited		
Demographic Details Visited		
Next of Kin	v	

STEP NUMBER	ACTION
	Note:
	You can add/update your Demographic details here, these include:
	- Marital Status
	- Race
	- Home Language
	- Religious Affiliation
	You should also answer the following questions:
	- Do you require residence?
	- Do you require financial aid?
	- Have you applied for NSFAS to study at Durban University of Technology?
	- Do you have a disability?

	If you do have a disability, you are required to provide more information on the
	nature of the disability.
22.	Click on the Next button to navigate to the Next of Kin step.

< Exit	(ROBYN.C.MIT)	<u>Д</u> ;
		<pre></pre>
1 Welcome Visited	Postgraduate Local 2024 Academic Year	Save Validate Applic
	Page Instructions	
2 Personal Details Visited	Please indicate the name and contact information of your closest living relative. Please note that the mobile number for your next of kin cannot be the same as your ment of kin are not compulsory.	obile number. The home phone number and email addree 23.
3 Study Choices Visited	Next of Kin	
4 Permanent Address	*Name Title V	
Visited	*First Name	
5 Home Address Visited	*Last Name	
6 Mailing Address Visited	*Country Code / Mobile Phone +27	
	Country Code / Home Phone +27	
7 Contact Details Visited	*Relationship to Applicant V	
8 Demographic Details	Email Address	
~	Next of Kin Address	
9 Next of Kin Visited	Same as Applicant ~	

STEP NUMBER	ACTION
ر مور	Note:
	You can add/update your Next of Kin's details here, if required.
23.	Click on the Next button to navigate to the Emergency Contact step.

Exit	(ROBYN.C.MIT)	۵
		Previous Next
Visited	Postgraduate International 2024 Academic Year	Save Validate Apr
Study Choices	Emergency Contact	
Visited	Use same details as Next of Kin No	24
Permanent Address Visited	*Relationship to Applicant	
Hanse Address	*Contact Name	
Visited	*Country Code / Mobile Phone +27	
Mailing Address	Additional Emergency: Contact Bhone 127	
Visited		
Contact Details Visited		
Demonstration Defette		
Visited		
Next of Kin		
Visited		
Emergency Contact	v	

STEP	ACTION	
NUMBER		
Ż	Note: You can add/update your Emergency Contact's details here, if required. If your Emergency Contact is the same as the Next of Kin, you can indicate so here.	
24.	Click on the Next button to the Current Activities step.	

ċt	(ROBYN.C.MIT)	¢
		Previous Next >
Visited Postgra Home Address Visited Current	aduate International 2024 Academic Year : Activities	Save Validate Av
Mailing Address Visited	*Main Activity ~ *Employment ~	25.
Contact Details Visited	ingt	
Demographic Details Visited		
Next of Kin Visited		
Emergency Contact Visited		
Current Activities Visited		
Tertiary Education Not Started		

STEP	ACTION	
NUMBER		
	Note:	
	You can add/update your Current Activities here, if required.	
25.	Click on the Next button to the Tertiary Education step.	

Exit	(ROBYN.C.MIT)	\Diamond
		< Previous Next >
Visited	Postgraduate International 2024 Academic Year	Save Validate Ar
Home Address	Tertiary Education	
Visited	Do you have any previous or current tertiary	26.
Mailing Address Visited	education, including at this institution/university?	
Contact Details Visited		_
Demographic Details Visited		
Next of Kin Visited		
Emergency Contact Visited		
Current Activities Visited		
Tertiary Education	_	

STEP NUMBER	ACTION	
Ż	Note:You will only view additional details if the answer to the Do you have anyprevious or current tertiary education, including at thisinstitution/university? question is Yes.	
	If you want to change the details of the tertiary education, click on the Change button. The following details are editable:	
	- Institution	
	- Degree Description	
	- Start Date	
	- End Date	
	- Degree Status	
	- Cumulative GPA	

	If any of the above details are changed click on the OK button if no changes are made click on the Cancel button.
	You can capture additional information pertaining to your previous or current post-secondary education, including exclusions and intentions to enrol at other institutions.
26.	Click on the Next button to navigate to the Previous Tertiary Study Declaration step.

Exit	(ROBYN.C.MIT) 🏠
	28. Next
Demographic Details Visited	Step 13 of 19: Previous Tertiary Study Declaration Yes I have No I have n
Next of Kin Visited	Previous Tertiary Study Declaration Have you studied at another tertiary institution previously? This includes any institution and any programme whether the qualification was completed
B Emergency Contact Visited	27.
Current Activities Visited	
Tertiary Education Visited	
Previous Tertiary Study Declaration Visited	
Employment Not Started	
References Not Started	

STEP	ACTION		
NUMBER			
ľ	Note: This step will only appear on post graduate applications.		
27.	Click the relevant option pertaining to your previous tertiary studies.		
28.	Click on the Next button to navigate to the Employment step.		

Exit	(ROBYN.C.MIT)	<u>۵</u>
		30. Next :
Demographic Details	tgraduate International 2024 Academic Year	Save Validate Application
Em	ployment	
Next of Kin A	dd Employment	
		20
Emergency Contact Visited		29.
Visited		
Tertiary Education		
Visited		
Previous Tertiary Study		
Declaration Visited		
Employment		
Visited		
References		
Not Started		

STEP NUMBER	ACTION
	Note: This step will only appear on post graduate applications and is optional information.
29.	Click the relevant option pertaining to your employment.
30.	Click on the Next button to navigate to the References step.

		Previous
Visited	Postgraduate International 2024 Academic Year	Save Validate Art 1
8 Demographic Details Visited	Academic References	
9 Next of Kin Visited	Add Academic Reference	31.
10 Emergency Contact Visited		
11 Current Activities Visited		
12 Tertiary Education Complete		
13 Previous Tertiary Study Declaration Visited		
14 Employment Complete		
15 References Complete	,	

STEP NUMBER	ACTION
	Note:
	This step will only appear on post graduate applications and is optional
	information. If you want to add an academic reference, click on the Add
	Academic Reference button. The following details are editable:
	 First Name Last Name Job Title Email Address Country Code/Work Phone
	If any of the above details are changed click on the OK button, if no changes are made click on the Cancel button.

31. Click on the **Next** button to navigate to the **Research Details** step.

K Exit	(ROBYN.C.MIT)	۵
		< Previous Next >
V VIDICU	Postgraduate International 2024 Academic Year	Save Validate Ar
9 Next of Kin Visited	Research Details	
Emergency Contact	School of Proposed Research 🗸 🗸	32.
Visited	Proposed Field of Study	
Current Activities Visited	Proposed Title of Research	6
2 Tertiary Education	Proposed Supervisor	
Visited	Name	
Previous Tertiary Study Declaration Visited	Email Address	
4 Employment Visited		
5 References Visited		
Research Details Not Started		

STEP NUMBER	ACTION
Ż	Note:
	This step will only appear on post graduate applications and is optional
	information. The following Research details are editable:
	- School of Proposed Research
	- Proposed Field of Study
	- Proposed Title of Research
	Your proposed supervisor's name and email address can also be captured here.
32.	Click on the Next button to navigate to the Documents step.

Exit		(ROBYN.C.MIT)			\$
				<pre>< P</pre>	Previous Next >
Visited	Postgraduate International 202	24 Academic Year		Save	Validate Applic
Emergency Contact Visited	Page Instructions				
Current Activities Visited	Please upload the required documen documents. Please note applications will not be p	ts in the fields below. Applicants may save their appl rocessed unless all required documentation has bee	lication and log back into the Appli en submitted.	icant Self-Service Por	tal to subm 33.
Tertiary Education Visited	Please ensure the files you upload If you require assistance, please cont *Documents	are less than 2MB in size and is one of the valid tact Student Admissions Department, Monday to Frid	formats of '.jpg','jpeg','png','pd day during regular office hours 8:3	f' only. 60 a.m 4:00 p.m.	
Previous Tertiary Study					
Previous Tertiary Study Declaration					10 rows
Previous Tertiary Study Declaration Visited	Document	File Name (click to View)	Required	Add	10 rows Delete
Previous Tertiary Study Declaration Visited Employment	Document Passport	File Name (click to View)	Required Required	Add Add	10 rows Delete Delete
Previous Tertiary Study Declaration Visited Employment Visited	Document Passport Tertiary Cert/Diploma/Degree	File Name (click to View)	Required Required Required	Add Add Add	10 rows Delete Delete Delete
Previous Tertiary Study Declaration Visited Employment Visited References Visited	Document Passport Tertiary Cert/Diploma/Degree Tertiary Transcript	File Name (click to View)	Required Required Required Required	Add Add Add Add	10 rows Delete Delete Delete Delete
Previous Tertiary Study Declaration Visited Employment Visited References Visited Research Details Visited	Document Passport Tertiary Cert/Diploma/Degree Tertiary Transcript Asylum Seeker Permit ID	File Name (click to View)	Required Required Required Required Required Later	Add Add Add Add Add Add	10 rows Delete Delete Delete Delete Delete
Previous Tertiary Study Declaration Visited Employment Visited References Visited Research Details Visited	Document Passport Tertiary Cert/Diploma/Degree Tertiary Transcript Asylum Seeker Permit ID Matric Board Evaluation	File Name (click to View)	Required Required Required Required Required Later Required Later	Add Add Add Add Add Add Add	10 rows Delete Delete Delete Delete Delete

STEP NUMBER	ACTION
	Note: This step will only appear on both undergraduate and post graduate applications.
	A list of documents that are required will be displayed, the items on this list will be dependent on what has been populated in previous steps.
	To add a document, click on the Add button. To delete a document, click on the Delete button.
33.	Click on the Next button to navigate to the Student Declaration and Agreement step.



STEP NUMBER	ACTION
	Note:
	This step will display the student agreement.
34.	Click on the Accept button.
	Note:
	Once you have accepted the student agreement, the Agreement Date and
	Agreement Status will be updated and displayed.
35.	Click on the Next button to navigate to the Submit step.



STEP NUMBER	ACTION
36.	Click on the Validate Application button.
	Note: If there is any information that is not valid on your application, it will take you to the page that requires updating. If there are multiple fields that are not valid, a summary of the information that is not valid will be provided. If all the fields are valid you will be informed, and you can proceed to click on the OK button. The submit button will be greyed out and will not be clickable until the application has been validated.
37.	Click on the Submit Application to the University button.

Note:
A pop-up screen with appear with information regarding the processing of the
application. You can proceed to click on the OK button.
A summary screen will appear with details pertaining to your information.
You will receive an email confirming that the application has been successfully
submitted. The email will include login details.