Gather and prepare your documents

First read the important instructions:

- **Please ensure that all uploaded documents are less than 2 MB in size, and in JPEG, PDF, TIFF or GIF format.**
- ***Please do not upload documents saved in MS Word or MS Excel format***
- **Save each document separately in above formats.**

• Verify what documentation is required by you:

Application Type	Documentation Required to be uploaded	Upload / Certificate Code	Comments
SOUTH AFRICAN CITIZENSHIP (WITH SA ID)			
Currently in Grade 12 (2025)	• Final Grade 11 results / NCV results • Identity Document	G1 ID	Upload the documentation during your online application process using the Upload Certificate Codes
Currently in Grade 12 (2025) **(not yet 18 years old)**	• Final Grade 11 results / NCV results • Minor Application Declaration • Identity document	G1 W3	Download the minor declaration form under **Step 2: Gather your documents** on the website https://www.cput.ac.za/study-at-cput/undergraduate/apply/step-2 Complete, sign and upload against the Upload Certificate Code during your online application process
Currently busy with **International** Grade 12 equivalence	• English Proficiency • English Translation Final Grade 11 equivalence results • Final Grade 12 equivalence results • ID document • SAQA Evaluation Certificate (Higher Certificate, Diploma studies) OR Matriculation Boad Certificate for degree (Bachelor's, B ED etc.) seeking applicants	EP ET G1 ID SQ	Upload the documentation during your online application process using the Upload Certificate Codes
Currently busy **upgrading Grade 12 results (including upgrading at any TVET College)**	• Letter confirming registration and upgrading subjects	UM	**Please indicate YES to the question: Are you upgrading your results?** Upload the documentation during your online application process using the Upload Certificate Code
Applying towards Diploma in Grade R	• Gr R - Gr 10/Gr 12 Results • Grade R - L4,L5 ECD/N5 Edu Care	G8 GR	Upload the documentation during your online application process using the Upload Certificate Codes
Previous passed SA Matric Results/Grade 12 (pre 2025) applying towards **1st Year Intake Undergraduate studies - Diploma, Higher Certificate, Bachelor's Degree**	• Final Grade 12/NCV School Leaving Results	CE	**Academic Record is required if applicant is transferring from other institutions** Upload the documentation during your online application process using the Upload Certificate Code
Previous passed SA Matric/Grade 12 results applying towards **<u>Undergraduate Next Level of Studies</u> - Diploma, Postgraduate Certificate** **OR** **<u>Postgraduate studies</u> - Postgraduate Diploma, Bachelors Honours, Masters and Doctoral studies**	• Academic Record • Certificate of Conduct • Qualifications obtained • Final Grade 12/School Leaving Results	AC CE	Upload the documentation during your online application process using the Upload Certificate Codes
Previous passed **Non-SA Grade 12/other School Leaving Results** equivalence	• Academic Record • Certificate of Conduct and Qualifications obtained • Final Grade 12/School Leaving Results • English Proficiency • English Translation of Grade 11 equivalence results • Passport/Asylum Seeker/Permanent Residency permits	AC CE EP ET PP SQ	Upload the documentation during your online application process using the Upload Certificate Codes

	• SAQA Evaluation Certificate (Higher Certificate, Diploma studies) OR Matriculation Boad Certificate for degree (Bachelor's, B ED etc.) seeking applicants • Previous Studies & Final Grade 11 equivalence translation	ST	
PERMANENT RESIDENCY APPLICANTS			
Permanent Residency applicants	• Academic Record • Final Grade 12/NCV & School leaving results • English Proficiency • English Translation Grade 11 equivalence results • Final Grade 11 or equivalent results • ID document	AC CE EP ET G1 ID	Upload the documentation during your online application process using the Upload Certificate Codes
NON-SOUTH AFRICAN CITIZENSHIP			
Currently busy with an **International Grade 12 equivalence (2025)**	• English Proficiency • English Translation Final Grade 11 equivalence results • Final Grade 11 equivalence • Passport/Asylum Seeker Permit/Permanent Residency permit • SAQA Evaluation Certificate (Higher Certificate, Diploma studies) OR Matriculation Boad Certificate for degree (Bachelor's, B ED etc.) seeking applicants	EP ET G1 PP SQ	Upload the documentation during your online application process using the Upload Certificate Codes
Currently busy with South African Grade 12 (2025)	• Final Grade 11 results • Passport/Asylum Seeker Permit/Permanent Residency permit	G1 PP	Upload the documentation during your online application process using the Upload Certificate Codes
Passed Results Applying towards **Undergraduate and Postgraduate Studies**	• Academic Certificate • Final Grade 12 & School Leaving Results • English Proficiency • English Translation Final Grade 11 equivalence results • Final Grade 11 equivalence results • ID document (where applicable) • Passport/Asylum Seeker Permit/Permanent Residency permit • SAQA Evaluation Certificate (Higher Certificate, Diploma studies) OR Matriculation Boad Certificate for degree (Bachelor's, B ED etc.) seeking applicants • Previous Studies & Final Grade 12 equivalence Translation	AC CE EP ET ID PP SQ ST	Upload the documentation during your online application process using the Upload Certificate Codes
RPL (Recognition of Prior Learning) APPLICANTS			
SA citizenship	• Academic Record • ID Document • Passport/Asylum Seeker Permit/Permanent Residency permit • RPL E-mail correspondence	AC ID PP RP	Upload the documentation during your online application process using the Upload Certificate Codes
Permanent Residency applicants	• Academic Record • ID Document • Passport/Asylum Seeker Permit/Permanent Residency permit • RPL E-mail correspondence	AC ID PP RP SQ	Upload the documentation during your online application process using the Upload Certificate Codes
Non-SA citizenship	• Academic Record • ID Document • Passport/Asylum Seeker Permit/Permanent Residency permit • RPL E-mail Correspondence • SAQA evaluation Certificate or Matriculation Certificate for degree seeking applicants	AC ID PP RP SQ	Upload the documentation during your online application process using the Upload Certificate Codes

- **Verify for any additional documentation that is required for the programmes that you want to apply for:**

Qualification	Code Additional Requirements (Supporting Documentation)	Faculty
1st year intake Undergraduate Programmes		
Diploma in Business & Info Administration (D3BIAS)	• Employment Letter (PL) • 2-page Curriculum Vitae (CU) ****Only applicable to applicants applying for PART-TIME studies****	Business
Diploma in Clothing & Textile Technology (D3CLOT) Diploma in Clothing & Textile Technology (Extended) (D3CLOX)	• Clothing Motivational Letter (ML)	Engineering & Built Environment
Diploma in Event Management (D3EVMT) Diploma in Event Management (Extended) (D3EVTX)	• Event Management Motivational Letter (EM) **Applicants must submit a motivational letter explaining why they want to follow this programme and indicating their understanding of the industry and possible career options.** Please download the motivational letter template from the CPUT website link **https:// www.cput.ac.za/study-at-cput/undergraduate/apply/step-2** Complete, sign and upload against the Upload Certificate Code during your online application process	Business
Diploma in Grade R Teaching (DPEDGR) **APPLICATIONS MAY NOT BE SUBMITTED FOR SELECTION UNLESS ALL DOCUMENTATION HAS BEEN SUBMITTED**	• Gr10/Gr 12 School Results (G8)* • L4,L5 /ECD /N5 Edu Care Qualification obtained (GR)* • Employment Confirmation Letter (TA) **All above requirements are compulsory and the application will not be processed until all documentation has been submitted**	Education
Diploma in Early Childhood Care and Education (D3ECCE) **APPLICATIONS MAY NOT BE SUBMITTED FOR SELECTION UNLESS ALL DOCUMENTATION HAS BEEN SUBMITTED**	• Gr10/Gr 12 School Results (G8)* • L4,L5 /ECD /N5 Edu Care Qualification obtained (GR)* • Employment Confirmation Letter (TA) **All above requirements are compulsory and the application will not be processed until all documentation has been submitted**	Education
Diploma in Human Resource Management (D3HRMT)	• Employment Letter (PL) **** Only applicable to applicants applying for PART-TIME studies. Applicants must provide a letter of full-time employment, preferably in a HR environment.****	Business
Diploma in Management (D3MNGT)	• Employment Letter (PL) **** Only applicable to applicants applying for PART-TIME studies. Applicants must provide proof of full-time employment and preferably have relevant practical (supervisory, management) experience****	Business
Diploma in Marketing (D3MRKG)	• Employment Letter (PL) **** Only applicable to applicants applying for PART-TIME studies. Applicants must be full-time employed and have relevant practical experience (marketing-related).****	Business

Diploma in Public Administration (D3PBAD)	• Employment Letter (PL) **** Only applicable to applicants applying for PART-TIME studies and should preferably be full-time employed in the public sector environment****	Business
Diploma in Sport & Leisure Management (D3SPMT) Diploma in Sport & Leisure Management (Extended) (D3SPMX)	• Sport Management Questionnaire (SM) **Applicants are required to complete the form entitled "Non-Academic Review Component for Sport Management" to inform the prospective student about the Sport Industry, and allow them to indicate their involvement in sport, as well as cultural and leadership activities.** The questionnaire is available on the CPUT website link **https://www.cput.ac.za/study-at-cput/undergraduate/apply/step-2** Complete, sign and upload against the Upload Certificate Code during your online application process	Business
Diploma in Tourism (D3TMNG) Diploma in Tourism (Extended) (D3TMNX)	• Tourism Management Motivation Letter (TM) **Applicants must submit a motivational letter explaining why they want to follow this qualification and indicating their understanding of the industry and possible career options** The questionnaire is available on the CPUT website link **https://www.cput.ac.za/study-at-cput/undergraduate/apply/step-2** Complete, sign and upload against the Upload Certificate Code during your online application process	Business
UNDEGRADUATE STUDIES – NEXT LEVEL OF STUDIES (Postgraduate Certificate, Advanced Diploma)		
Advanced Certificate in Medical Rescue (ACMDRC) ****not offered in 2027****	• Academic Record (AC) • ID Document (ID) • Final Grade 12 Results (CE) • Previous qualifications obtained (CE)	Health & Wellness Sciences
Post Graduate Certificate in Education: FET (PGCFET)	• Academic Record (AC) • ID Document (ID) • Final Grade 12 Results (CE) • Previous qualifications obtained (CE)	Education
Postgraduate Certificate in Education in Senior Phase and FET (PGCSFT)	• Academic Record (AC) • ID Document (ID) • Final Grade 12 Results (CE) • Previous qualifications obtained (CE)	Education
Advanced Diploma in Adult and Community Education and Training Teaching (ADACET)	• Academic Record (AC) • ID Document (ID) • Final Grade 12 Results (CE) • Previous qualifications obtained (CE)	Education
Advanced Diploma in Technical and Vocational Teaching (ADTVET)	• Academic Record (AC) • ID Document (ID) • Final Grade 12 Results (CE) • Previous qualifications obtained (CE)	Education
POSTGRADUATE STUDIES		
Postgraduate Diploma in Business Administration (PDBADM)	• Employment Letter (PL) • 2-page Curriculum Vitae (CU) • ****Only applicable to applicants applying for PART-TIME studies****	Business

Postgraduate Diploma in Public Administration (PDPBAD)	• Employment Letter (PL) • 2-page Curriculum Vitae (CU) • ****Only applicable to applicants applying for PART-TIME studies****	Business
B ED Honours in Educational Management and Leadership (BEHEML) ****APPLICATIONS MAY NOT BE SUBMITTED FOR SELECTION UNLESS ALL DOCUMENTATION HAS BEEN SUBMITTED****	• Academic Record (AC) • Short CV (CB) • B Ed Honours Motivational Letter (BM) • Final Grade 12 results (CE) • Qualifications Obtained (CE)	Education
B Ed Honours in Teaching & Learning (BEHTAL) ****APPLICATIONS MAY NOT BE SUBMITTED FOR SELECTION UNLESS ALL DOCUMENTATION HAS BEEN SUBMITTED****	• Academic Record (AC) • Short CV (CB) • B Ed Honours Motivational Letter (BM) • Final Grade 12 results (CE) • Qualifications Obtained (CE)	Education
Postgraduate Diploma in Health Services Management (PDHSMG)	• Highest Nursing Science Qualifications/NQF level 7 equivalence. (HN) • Proof of current registration with the South African Nursing Council (SANC) as a Professional Nurse or a General Nurse with a Midwifery qualification/ or registration with Health Professions Council of South Africa (HPCSA); South African Pharmacy Council (SAPC) or South African Dental Technicians Council (SADTC); or other relevant health professional bodies. (SN) • Proven evidence of at least 2 years' clinical experience as a registered Professional Nurse or a registered General Nurse and Midwife, or Health Professional, Pharmacist or Dental technician/technologist or other relevant health professionals after completing the required years of community service (where required) (CP)	Health & Wellness Sciences
Postgraduate Diploma in Nursing Education (PDNURE)	• Highest Nursing Science Qualifications/NQF level 7 equivalence. (HN) • Proof of current registration with the South African Nursing Council (SANC) as a Professional Nurse or a General Nurse with a Midwifery qualification (SN) • Proven evidence of at least 2 years' clinical experience as a registered Professional Nurse or a registered General Nurse and Midwife after completing the required years of community service (where required) (CP)	Health & Wellness Sciences
Postgraduate Diploma in Primary Care Nursing (PDPCNS)	• A relevant diploma or degree or the equivalent qualification in Nursing Science at NQF Level 7.- (HN) • Proof of current registration with the South African Nursing Council (SANC) as a Professional Nurse and midwife or a General Nurse with a Midwifery qualification (SN) • Proven evidence of 1 year of clinical experience as a Professional Nurse or a General Nurse and Midwife after completing the required years of community service. (CP) • Placement in a clinical practice setting relevant to primary care nursing. (HB)	Health & Wellness Sciences
Postgraduate Diploma in Oncology & Palliative Nursing (PDOPNS)	• Highest Qualification obtained including Undergraduate qualifications. (HN) • Proof of current registration with the South African Nursing Council (SANC Receipt) (SN)	Health & Wellness Sciences

	• Proof of clinical practice evidence for 2 years post community service. (CP) • Proof of Hepatitis B vaccination (HB)	
Postgraduate Diploma in Occupational Health Nursing (PDOHNS)	• A relevant diploma or degree or the equivalent qualification in Nursing Science at NQF Level 7. (HN) • Proof of current registration with the South African Nursing Council (SANC) as a professional nurse or a General Nurse with a Midwifery qualification. (SN) • Proven evidence of 1 year of clinical experience as a Professional Nurse or a General Nurse and Midwife after completing the required years of community service. (CP) • Placement in a clinical practice setting relevant to occupational health nursing. (CP)	Health & Wellness Sciences
Postgraduate Diploma in Sport & Leisure Management (PDSPMT)	• Curriculum Vitae (CU) • Employment Letter (PL) ****Only applicable to applicants applying for PART-TIME studies****	Business

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