



2024

# Guidelines to Apply Online



Enquiries

Admissions Office

[applications@spu.ac.za](mailto:applications@spu.ac.za)

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# Applying for the first time (Under- and Postgraduates)

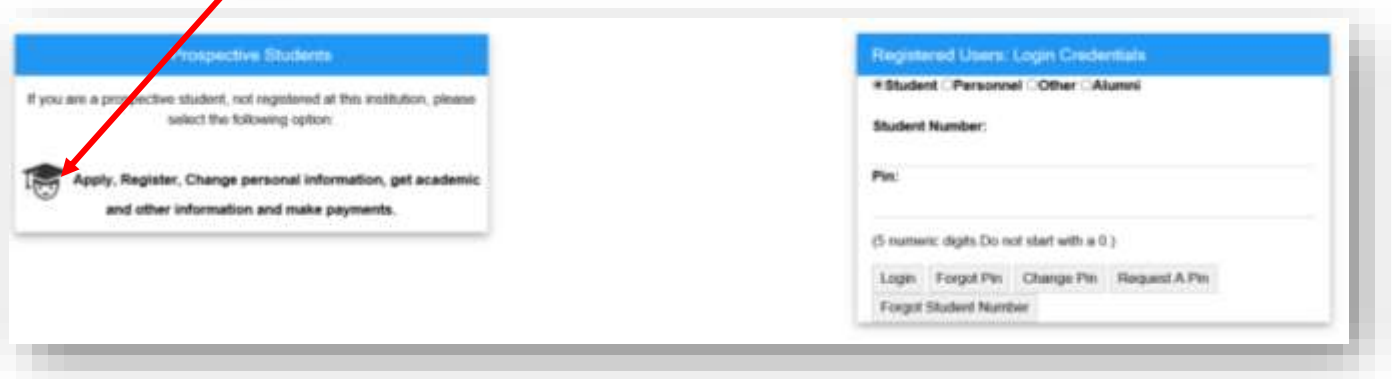
## Please Note the following:

- Use a computer or laptop to apply online. **(NOT A CELLPHONE)**
- Visit our website: [www.spu.ac.za](http://www.spu.ac.za)  
or  
use the following link [https://ienabler.spu.ac.za/pls/prodi41/w99pkg.mi\\_login?numtype=S](https://ienabler.spu.ac.za/pls/prodi41/w99pkg.mi_login?numtype=S) to apply online.
- After you capture your biographical information, your student number will be displayed on the screen.

## New Prospective student: Capture your biographical information.

### STEP 1.

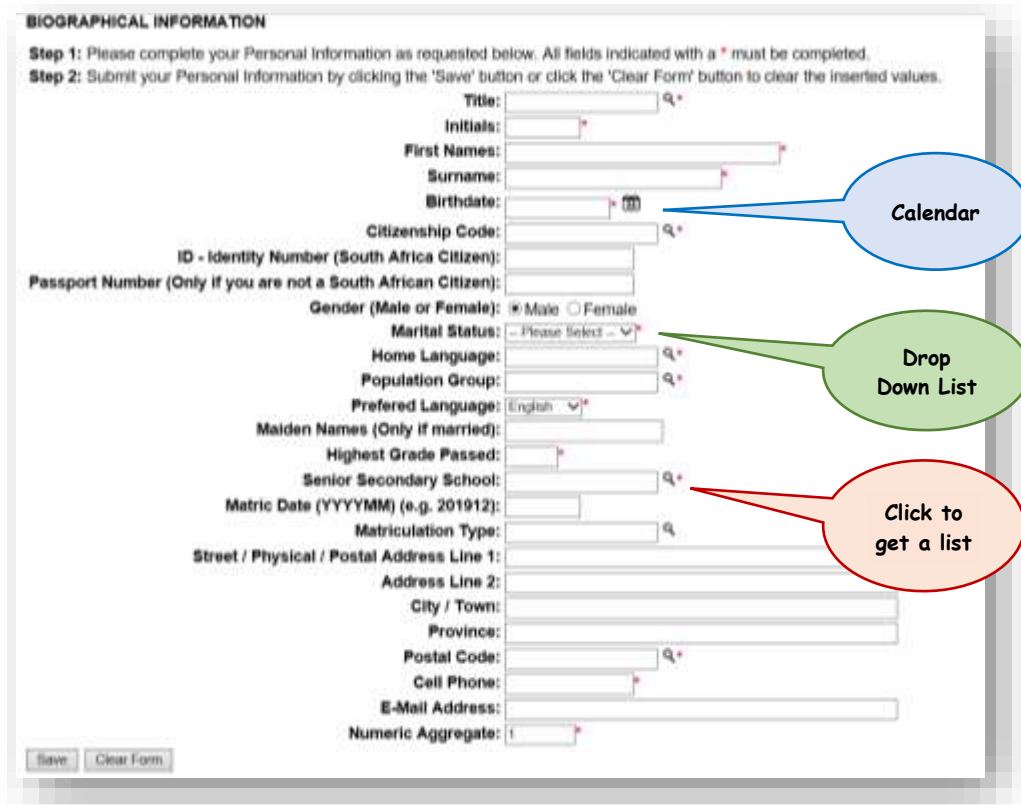
Click on the icon  to Apply Online.



The screenshot shows two main sections. On the left, under 'Prospective Students', there is a blue header and a text area that says 'If you are a prospective student, not registered at this institution, please select the following option:'. Below this is a graduation cap icon and a button labeled 'Apply, Register, Change personal information, get academic and other information and make payments.'. A red arrow points from this icon to the button. On the right, under 'Registered Users: Login Credentials', there are radio buttons for 'Student', 'Personnel', 'Other', and 'Alumni'. Below these are input fields for 'Student Number:' and 'Pin:', with a note '(5 numeric digits Do not start with a 0)'. At the bottom are buttons for 'Login', 'Forgot Pin', 'Change Pin', 'Request A Pin', and 'Forgot Student Number'.

### STEP 2.

Read Step 1 and 2 on the screen below. Capture your Biographical information and click on the SAVE button.



The screenshot shows a form titled 'BIOGRAPHICAL INFORMATION'. It includes instructions: 'Step 1: Please complete your Personal Information as requested below. All fields indicated with a \* must be completed.' and 'Step 2: Submit your Personal Information by clicking the 'Save' button or click the 'Clear Form' button to clear the inserted values.' The form fields are: Title, Initials, First Names, Surname, Birthdate (with a calendar icon), Citizenship Code, ID - Identity Number (South Africa Citizen), Passport Number (Only if you are not a South African Citizen), Gender (Male or Female) with radio buttons, Marital Status (with a dropdown arrow), Home Language, Population Group, Preferred Language (with a dropdown arrow), Maiden Names (Only if married), Highest Grade Passed, Senior Secondary School, Matric Date (YYYYMM) (e.g. 201912), Matriculation Type, Street / Physical / Postal Address Line 1, Address Line 2, City / Town, Province, Postal Code, Cell Phone, E-Mail Address, and Numeric Aggregate. At the bottom are 'Save' and 'Clear Form' buttons. Three callout boxes are present: a blue one labeled 'Calendar' pointing to the Birthdate field, a green one labeled 'Drop Down List' pointing to the Marital Status field, and a red one labeled 'Click to get a list' pointing to the Matric Date field.

## How to process the Matriculation type?

Those possessing a *Senior Certificate* should select the following:

- *Certificate of complete exemption (Code 01) or School leaving certificate (Code: 09)*

Those possessing a *National Senior Certificate* or is *currently in matric*, should select the following:

- **NSC Gr12: Admission to Bachelors:** (Matriculation Type = Z)
- **NSC Gr12: Admission to Diploma:** (Matriculation Type = X)
- **NSC Gr12: Admission to Cert:** (Matriculation Type = Y)

### How to create a pin?

STEP 3.

#### How to create a pin as a new prospective student?

If you are a new prospective student, following the heading “New prospective students” below.

#### How to create a pin as an existing student?

- Type in your student number and click on **Request a Pin** or click on **Forgot Pin**.
- A web pin will be sent directly to your email address. If your email address has changed, please notify the following departments to update it:
  - **Potential undergraduate students:** Application/Admissions office [applications@spu.ac.za](mailto:applications@spu.ac.za)
  - **Potential postgraduate students:** School Registrar/Administrator, see page 12.
- If the system blocks you after 3 attempts of unsuccessful logins, contact the Application/Admissions office [applications@spu.ac.za](mailto:applications@spu.ac.za) or your School Registrar/Administrator to reset your login.
- Login, read then **accept application rules** to proceed with your application.

#### If ID number already exists.

- Click on **Forgot Student Number**, enter **ID number** and **SEARCH**. Student number will be sent to your email address.
- If the email address has changed, notify the applications office on [applications@spu.ac.za](mailto:applications@spu.ac.za). Quote full name/s, surname, and ID number together with the changed email address.

### New prospective students

**NB:** System created a reference number that will become the student number once your biographical data have been saved.

Integrated Tertiary Software Friday, 29th May 2020

Academic Application : Pin Creation

You have been issued with the following reference number : 20 [REDACTED]  
All future interaction with our institution must be conducted using this reference number.

The next phase of the application process requires the creation of a pin which will be used in conjunction with your new reference number for future interaction with our institution. Please record this reference number and pin in a safe place for future reference.

Please Enter Your Pin and Pin Confirmation And Press **Create Pin**.

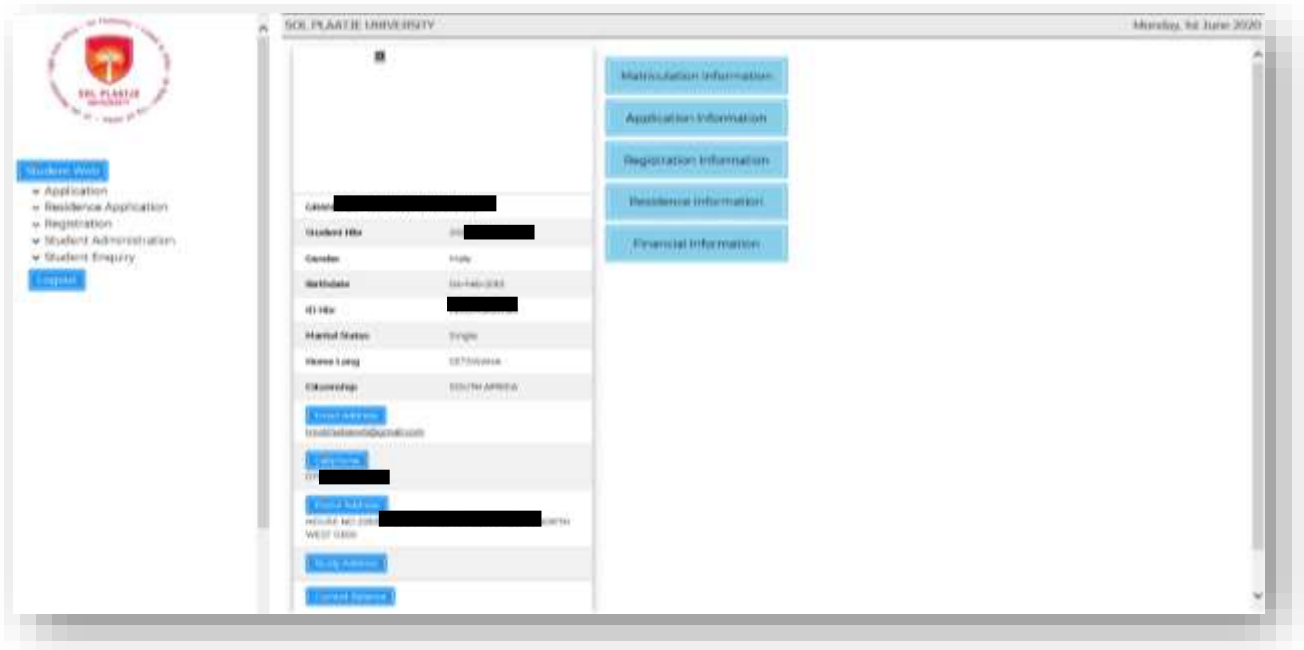
Pin : [REDACTED] \* 9 numeric digits. Do not start with a 0.

Re-enter Pin : [REDACTED]

[Create Pin] [Help]

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**Congratulations!!** You have accessed the Student Online System.

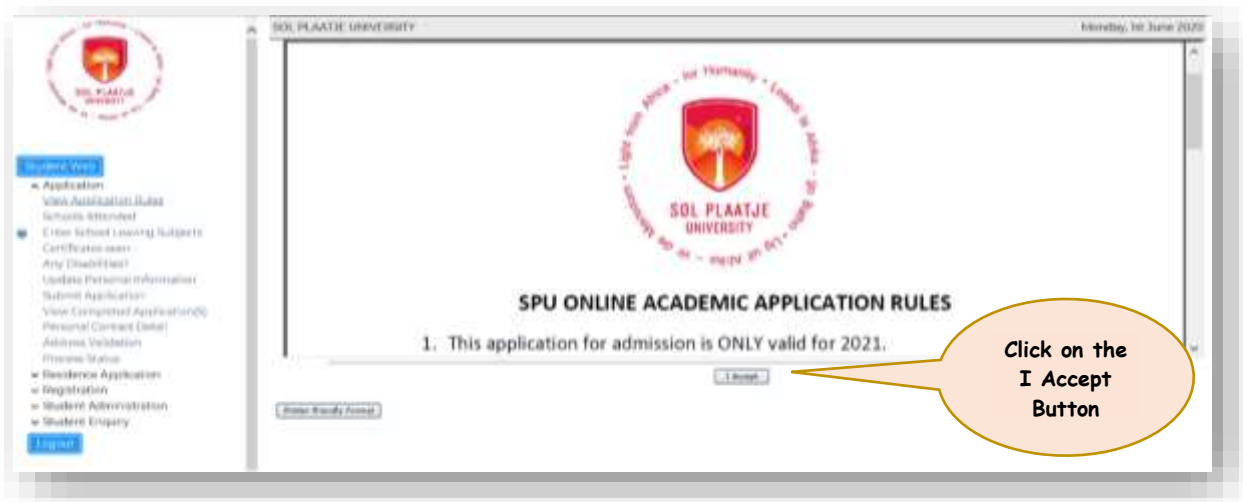


### Read and Accept the Application Rules.

#### STEP 4.

Click on **Application**, then click on **View Application Rules**.

**NB:** Read the **SPU Online Academic Application Rules**, scroll down and click on the **[I Accept]** Button.



After accepting the **Application Rules**, you are now ready to proceed to the next step.

### Complete the following pages.

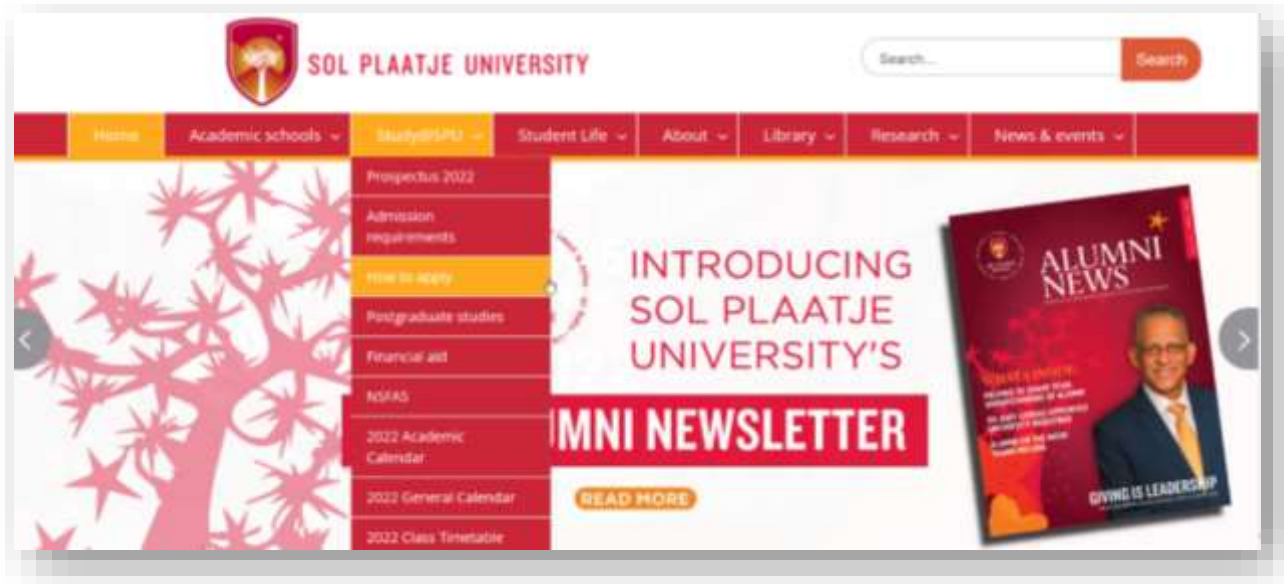
- **School Attended** (e.g., if currently in matric or where you matriculated) See page 6.
- **School Leaving Subjects** (capture one subject at a time and save the record)
- **Certificates Seen** (Please use **“Upload All required documents”**, such as ID, Affidavit, Matric Certificate, Academic Transcript, Qualification(s) obtained at another University, etc.)  
**NB: Your affidavit should state whether you studied at any tertiary institution after completion of your matric, prior to the current year.**
- **Enter Previous Qualification** used only if you have previously studied at a different institution and
  - obtained a degree or certificate, or
  - the degree was not yet awarded**NB: Please upload your supporting documents (Certificate Seen: “PQ – Degree/Certificate Achieved”).**
- **Any Disabilities**

- Update Personal Information
- Submit Application
- View Completed Applications
- Academic Admission Status

### How to access website:

SPU Website: [www.spu.ac.za](http://www.spu.ac.za)

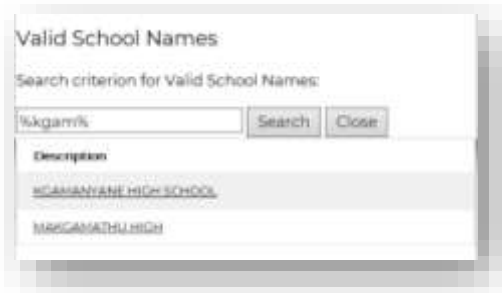
Click on **“Study@SPU”**, then click on **“How to apply”** to access the Online Application Guide and link to access the Online Student System.



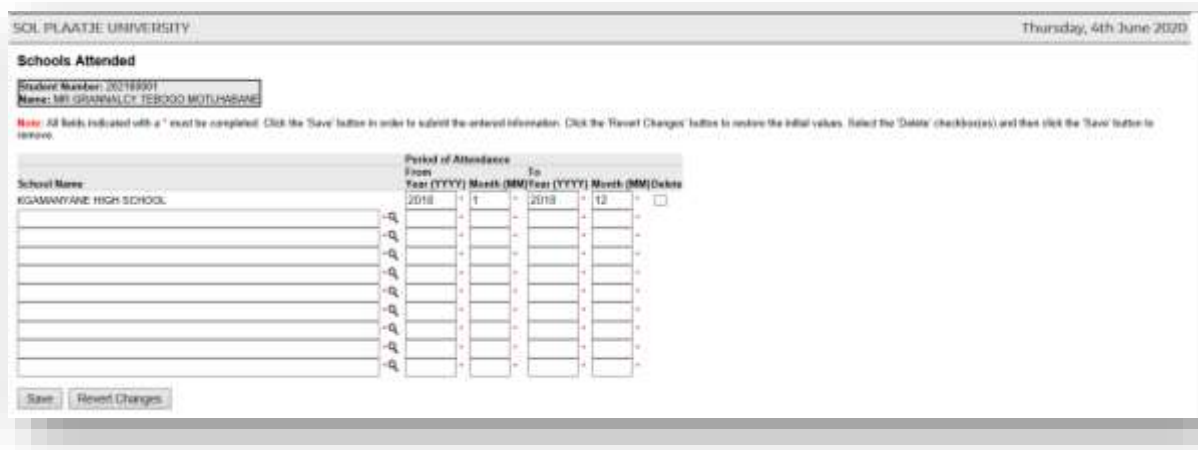
### Capture your senior secondary school information.

#### STEP 5.

Click on **Schools Attended**, then click on the list of values to search for your Senior Secondary School. See example below.



Click on the correct school. Capture the start year and month then the end year and month and **SAVE**. If you made a mistake, click on the **Delete** button and **SAVE**.



## Capture your school leaving subjects.

### STEP 6.

Click on **Enter School Leaving Subjects**.

Please make use of the **list of values** linked after your **School Leaving Subjects, Grade** and **Symbols**. Click on the correct Subject and **SAVE**.

Example on how to search for a school leaving subject:

Capture **%math%hg%** or **%MATH%HG%** or **%math%** and click on the **SEARCH Button**. Select from the list.

The image shows a search window titled 'Valid Matric Subjects' with a search criterion of '%math%hg%'. The search results list three subjects: MATHEMATICS (HG), ADDITIONAL MATHEMATICS (HG), and FUNCTIONAL MATHEMATICS (HG). Below this is a screenshot of the 'Enter School Leaving Subjects' form for SOL PLAAATJE UNIVERSITY. The form includes a student number field and a table with columns for Date, Type, Subject, Grade, and two sets of Symbol and Percentage fields for Pre-Final and Final years. Two callout boxes highlight the 'Final' columns: a blue box for 'Pre-Final' and a green box for 'Final'.

Date [YYYYMM]	Type	Subject	Grade	Symbol Pre-Final Year	Percentage Pre-Final Year	Symbol Final Year	Percentage Final Year	Symbol Final Year	Percentage Final Year	Delete
2011	B	ENGLISH FIRST ADDITIONAL LANGUAGE	Z	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	6	75	<input type="checkbox"/>
			Rating					6		
2011	B	SETSWANA HOME LANGUAGE	Z	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	6	70	<input type="checkbox"/>
			Rating					6		
2011	B	MATHEMATICS	Z	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	3	42	<input type="checkbox"/>
			Rating					3		
2011	B	LIFE ORIENTATION	Z	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	6	75	<input type="checkbox"/>
			Rating					6		
2011	B	GEOGRAPHY	Z	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	6	70	<input type="checkbox"/>
			Rating					6		
2011	B	LIFE SCIENCES	Z	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	6	70	<input type="checkbox"/>
			Rating					6		
2011	B	PHYSICAL SCIENCES	Z	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	2	35	<input type="checkbox"/>
			Rating					2		

## Upload supporting documents.

### STEP 7.

Click on **Certificates seen**. Click on ID, upload certified scanned document and **SAVE**.

**Please note:** All uploaded documents will be validated against the original document(s).

## Certificates seen

Student Number: [REDACTED] Certificates seen

- You need electronic copies of your documents.
- Click on the blue Load/View document Hyperlink.
- On the next window click on the Load Document Button and browse to the correct location of your document.
- Note:** Choose the document that corresponds to the certificate description of the link you clicked on and Save.
- Repeat the process for all the certificates on the page.
- Do not upload all documents under the same certificate link.

Certificate	Uploaded	Expiry Date	Details	Load/View	Uploaded via the web
AI	ACKNOWLEDGEMENT OF DEBT (AOD)	Yes		<a href="#">Load/View Document</a>	Yes
BI	PROOF OF BANKING DETAILS	No		<a href="#">Load/View Document</a>	No
AI	I-ACCEPT APPLICATION RULES A/R	Yes		<a href="#">Load/View Document</a>	Yes
LI	UPLOAD BANKING DETAILS	No		<a href="#">Load/View Document</a>	No
BI	PROOF OF REGISTRATION-PAYMENT	No		<a href="#">Load/View Document</a>	Yes
FI	ACKNOWLEDGEMENT OF FUNDING	No		<a href="#">Load/View Document</a>	No
LI	UPLOAD ALL REQUIRED DOCUMENTS	No		<a href="#">Load/View Document</a>	Yes
VI	VACCINATION CERTIFICATE	No		<a href="#">Load/View Document</a>	No

## Capture disability information if applicable.

### STEP 8.

Click on **Disabilities**, then click on the dropdown list to select and disclose if applicable and **SAVE**.

SOL PLAAZIE UNIVERSITY Friday, 5th June 2020

### Any Disabilities?

Student Number: [REDACTED]  
Name: [REDACTED]

**Note:** All fields indicated with a \* must be completed. Click the 'Save' button in order to submit the entered information. Select the 'Cancel' checkbox and then click the 'Save' button to return.

Disability	Remarks	Delete

## Update your personal information.

### STEP 9.

Click on **Update Personal Information** to update your Senior Secondary School, requiring accommodation, etc.

SOL PLAAZIE UNIVERSITY Thursday, 18th June 2020

### Update Personal Information

Student Number: [REDACTED]  
Name: MR G [REDACTED]

**Note:** Use the calendar button provided to select a date in the appropriate format. All fields indicated with a \* must be completed. Click the 'Save' button in order to submit the entered information. Click the 'Reset Changes' button to restore the initial values.

Title: MR  
Initials: GT  
First Names: GRANNALCY TEBOGO  
Surname: MOTLHABANE  
Birthdate: 04-FEB-2001  
Citizenship Code: SOUTH AFRICA  
ID - Identity Number (South Africa Citizen): 010204565292  
Passport Number (Only if you are not a South African Citizen):  
Gender (Male or Female): Male  
Marital Status: Single  
Home Language: (Z) Zulu  
Population Group: AFRICAN  
Preferred Language: English  
Maiden Names (Only if married):  
Activity Last Year: TECHNICAL COLLEGE STUDENT  
Highest Grade Passed: 0  
Senior Secondary School: [REDACTED]  
Matric Date (YYYYMM) (e.g. 201812): 201811  
Matriculation Type: NSC - Bachelor's Degree  
Do you require residence accommodation?:  Yes  No

Senior Secondary School

Search criterion for Senior Secondary School

TC0001

Code	Description
0001	WINNERS SCHOOL
0002	GLENBACH JUNIOR SECONDARY SCHOOL
0003	KHON HERMHOOD
0004	AFRIBANE MEGIES HERMHOOD
0005	AFRIBANE SEBES HERMHOOD
0006	DUNBAR NORTH COLLEGE
0007	AFRIBANE HERMHOOD SEMINAR



## How to submit and apply?

### STEP 10.

Click on **Submit Application**.

To find a programme or qualification, capture the following:

- %EDU% for Bachelor of Education
- %BSC% for Bachelor of Science
- %BAG% for Bachelor of Arts
- %ADV% for Advance Diplomas
- %DIP% for Diplomas
- %CERT% for Higher Certificates
- %Retail% for Diploma in Retail Business Management, etc.

### Example:

The Online System will automatically insert your Academic Preference (e.g. Choice 1, Choice 2, etc.)

SOL PLAATJE UNIVERSITY Friday, 5th June 2020

Process Trail: [Qualification](#)

### Choice of Programme or Qualification

Student Number: [REDACTED]  
Name: MR [REDACTED]

Note: Select your intended year of study from the "Academic Year" list provided. Enter a word or phrase pertaining to your intended field of study. This function will perform a search for an exact match of the text entered. All fields indicated with a \* must be completed.

Academic Year: 2021

Find A Programme or Qualification Containing: %retail% ←

Restrict the Search to: Do not restrict any programme

Search

SOL PLAATJE UNIVERSITY Friday, 5th June 2020

### Submit Application

Student Number: [REDACTED]  
Name: MR GRA [REDACTED]

Note: Click on the Qualification to proceed with your application.

Qualification: [REDACTED]

Faculty - SCHOOL OF ECONOMICS & MAN SCIE

DIPLOMA IN RETAIL MANAGEMENT ←

SOL PLAATJE UNIVERSITY

Process Trail: [Qualification](#) » [Study Choices](#)

### Qualification Study Choices

Student Number: 20[REDACTED]  
Name: MR GRA [REDACTED]

- Step 1: Select how you would like to study for the qualification from the list provided.
- Step 2: Select when you would like to study for this qualification from the list provided.
- Step 3: Select your intended study period (e.g. First Year, Second Year etc).
- Step 4: Enter a number representing your order of preference for this application (i.e. 1 = First Choice, 2 = Second Choice etc.)
- Step 5 (Optional) Click 'View Calendar Information' to view year book/calendar information based on your selection.
- Step 6: Confirm your acceptance of the application process rules and regulations and submit your application by clicking the 'Save and Continue' button.

Academic Year: 2021  
Qualification: RBM600: Dip IN RETAIL BUSINESS MANAGEMENT

How would you like to study for the qualification? CENTRAL CAMPUS - FULL TIME ↓

When would you like to study for the qualification? YEAR BLOCK ↓ ←

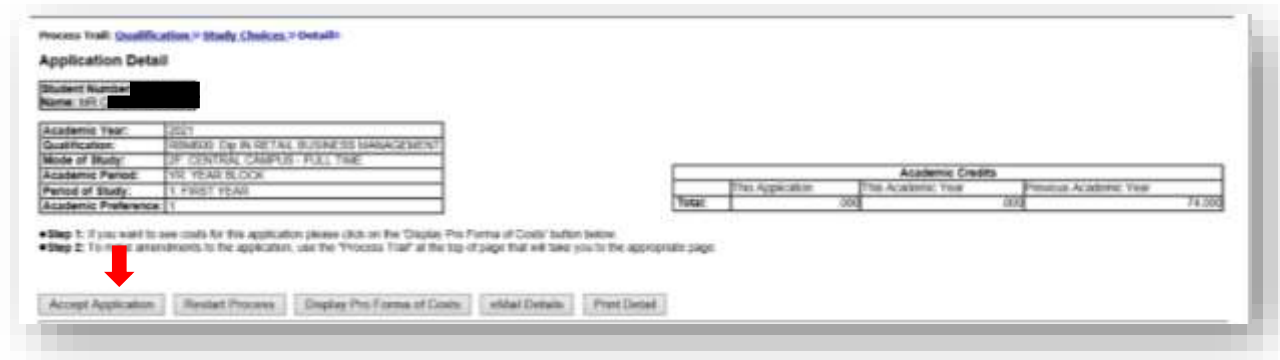
In which period are you intending to study? FIRST YEAR ↓

Academic Preference: 1

Save and Continue Restart Process View calendar information

Click on **SAVE and Continue**.

Click on **Accept Application** or **Restart Process** if you **DID NOT SAVE YET**, then search for a different qualification.



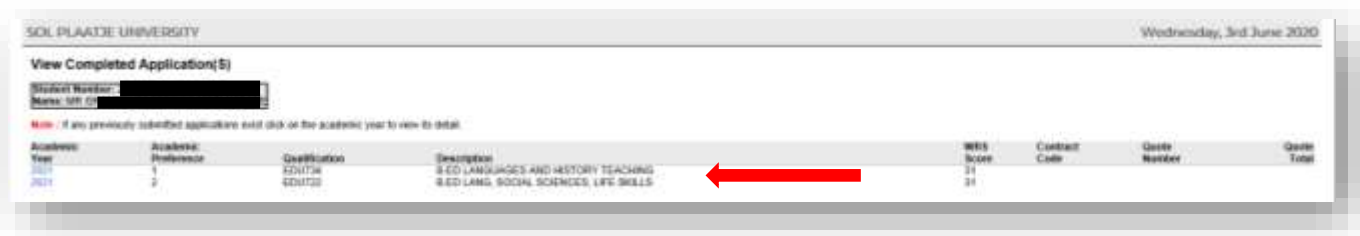
Repeat the above process to apply for another qualification.

***Please note: You may only apply for a maximum of three (3) qualifications!***

### How to view your completed application records?

#### STEP 11.

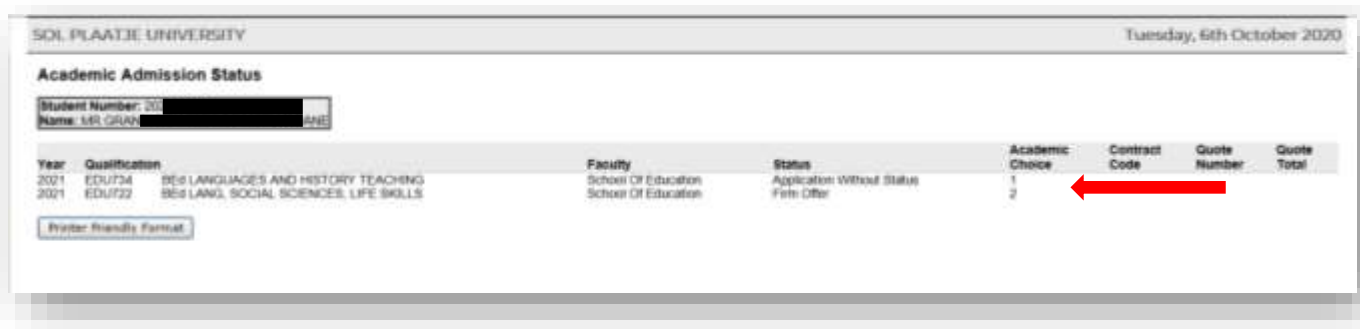
Click on **View Completed Application(s)**. To view the qualification(s) you have applied for.



### How to view your academic application status?

#### STEP 12.

Click on **Academic Application Status** to view your status (e.g. Firm Offer, Waitlisted, Unsuccessful, etc.).



### How to update your communication detail?

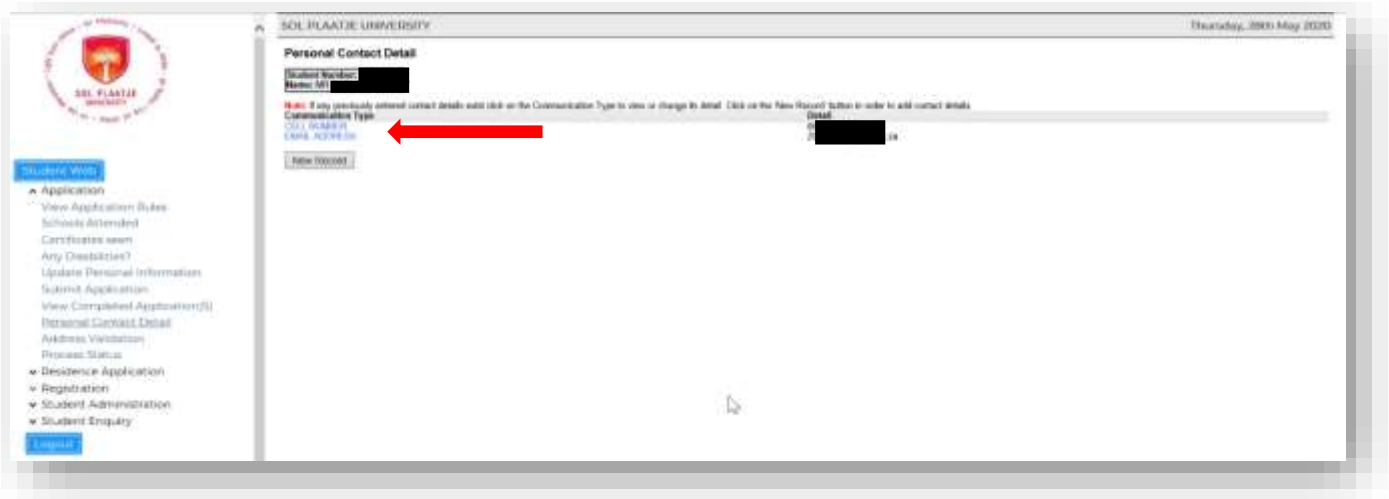
#### STEP 13.

Click on **Personal Contact Detail**.

You can now update you're the following communication detail online:

- Your cell number
- Email address
- Next of Kin Cell Number, etc.

Click on **CELL NUMBER**, capture or override it with your new cell number and **SAVE**. The same applies to your **EMAIL Address**.



## How to update your address detail?

### STEP 14.

Click on **Address Validation**. Click on the list of values to link your Next of Kin or Account address. **SAVE** after creating new addresses.

### List of Values



If you are:

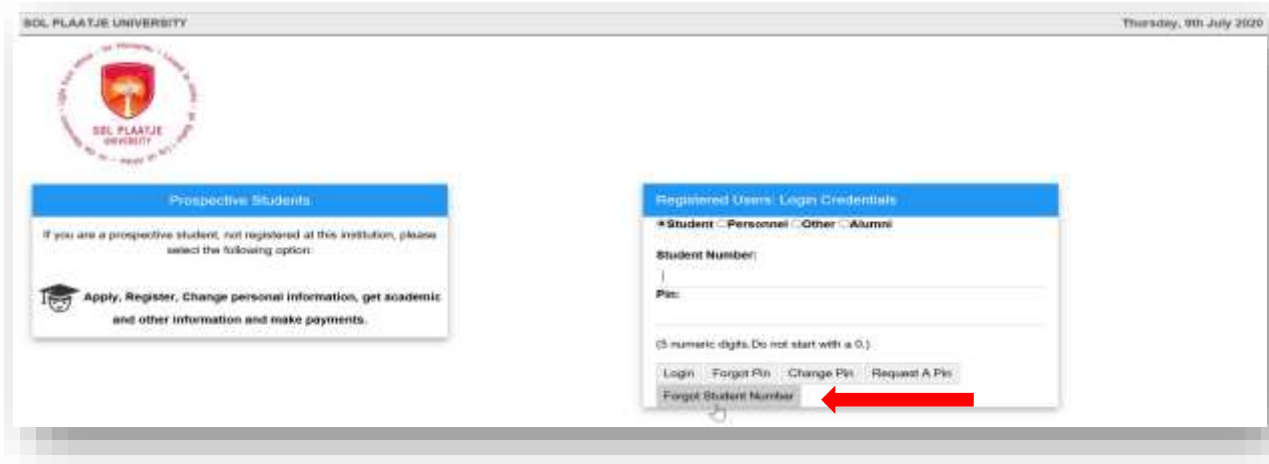
- A prospective student who applied previously?
- A graduate of SPU?
- A registered student currently?  
(Under- and Postgraduates)

**Then please follow the steps below to complete your application:**

## Did you forget your student number?

### STEP 1.

Click on **Forgot Student Number**

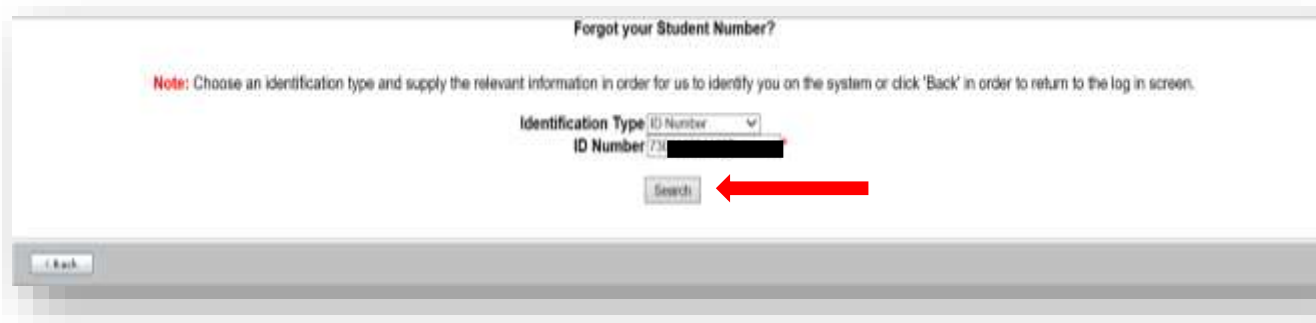


**STEP 2.**

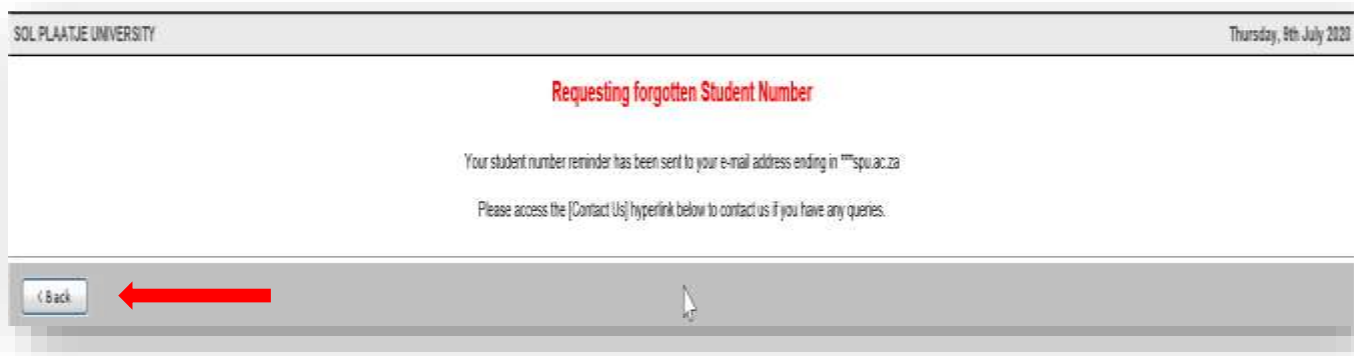
Click on the **dropdown** list to choose an identification type (e.g. ID Number, Passport Number or Email Address).



Capture your Identification Number when your selection type is (ID Number) and click on the Search button for the system to identify you.

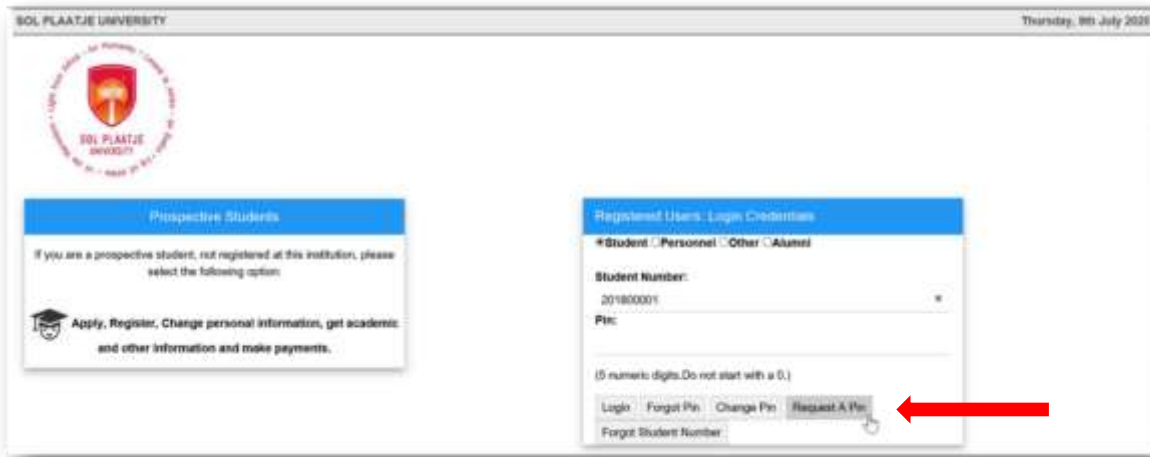


Your request will be routed to your active email address ending with ....@spu.ac.za (e.g. [201400001@spu.ac.za](mailto:201400001@spu.ac.za)). Click on the **Back Button** to return to the first screen.



**STEP 3.**

After returning to the first screen and after you received your student/reference number, key in your student/reference number, then click on Request pin. Your new pin number will be routed to the same active email address ...@spu.ac.za, as in Step 2.



**Need assistance to access the Online Application system, or to change your email address? Please contact:**

**Undergraduates**

**Admissions Office:** [applications@spu.ac.za](mailto:applications@spu.ac.za)

**Postgraduates**

**School of Education:** [postgrad.edu@spu.ac.za](mailto:postgrad.edu@spu.ac.za)

**School of Applied and Natural Sciences:** [postgrad.nas@spu.ac.za](mailto:postgrad.nas@spu.ac.za)

**School of Humanities:** [postgrad.hum@spu.ac.za](mailto:postgrad.hum@spu.ac.za)

**School of Economics and Management Sciences:** [postgrad.ems@spu.ac.za](mailto:postgrad.ems@spu.ac.za)



**Thank you for applying online!**