Apply Online



2023

Enquiries
Admissions Office
applications@spu.ac.za

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Applying for the first time (Under- and Postgraduates)

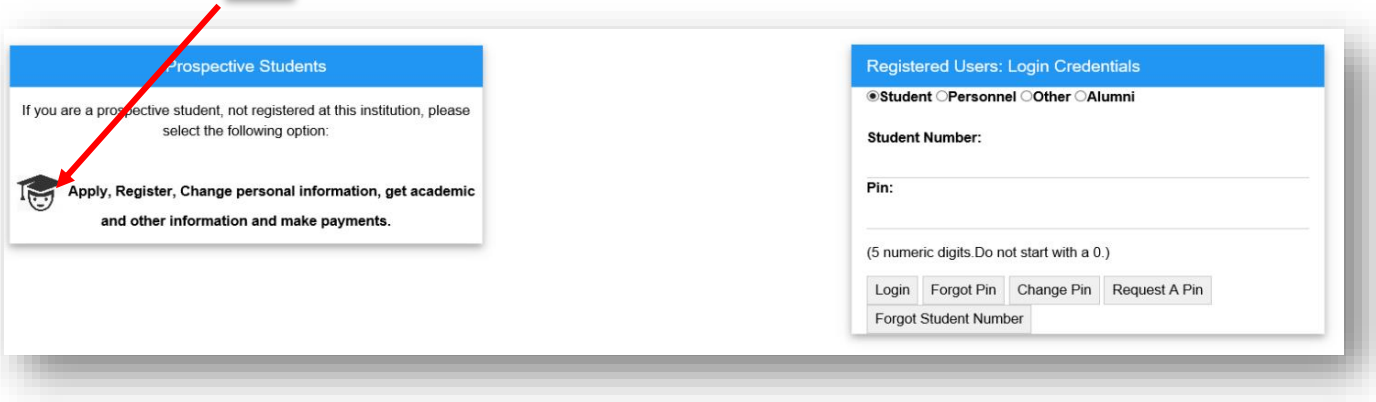
Please Note the following:

- Use a computer or laptop to apply online. **(NOT A CELLPHONE)**
- Visit our website: www.spu.ac.za
  or
  use the following link 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.

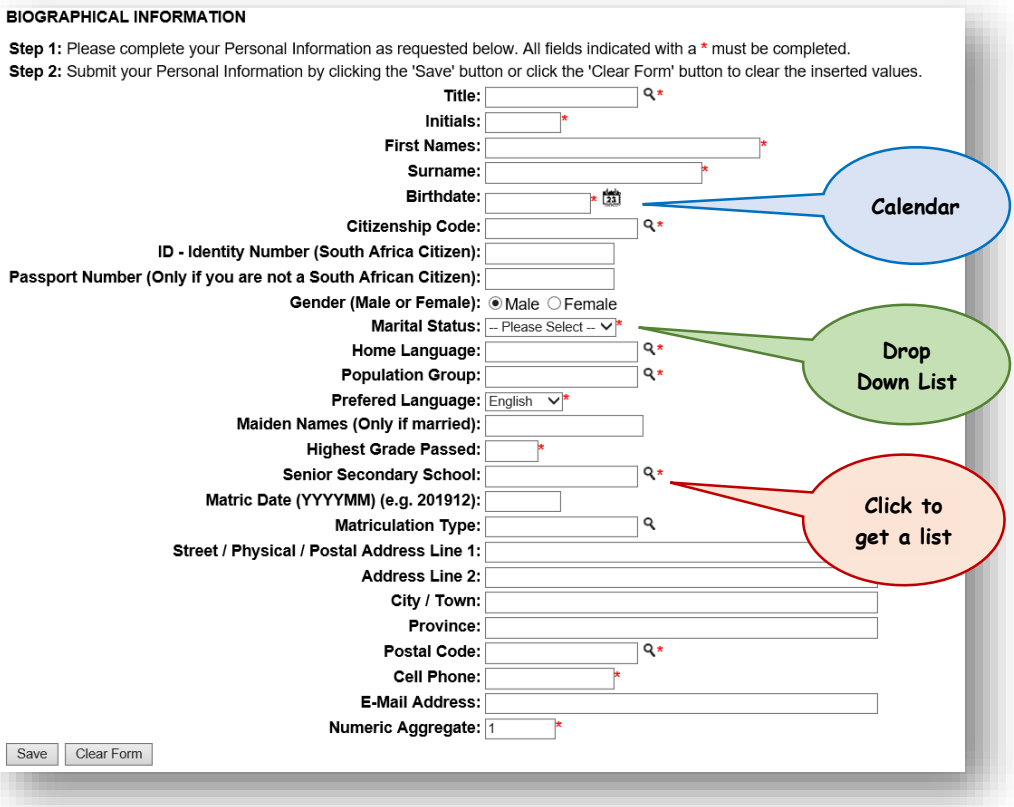
STEP 1.

Click on the icon  Apply, register, change personal information, get academic and other information.



STEP 2.

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



How to process the Matriculation type?

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

- ***Certificate of complete exemption or School leaving certificate***

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?

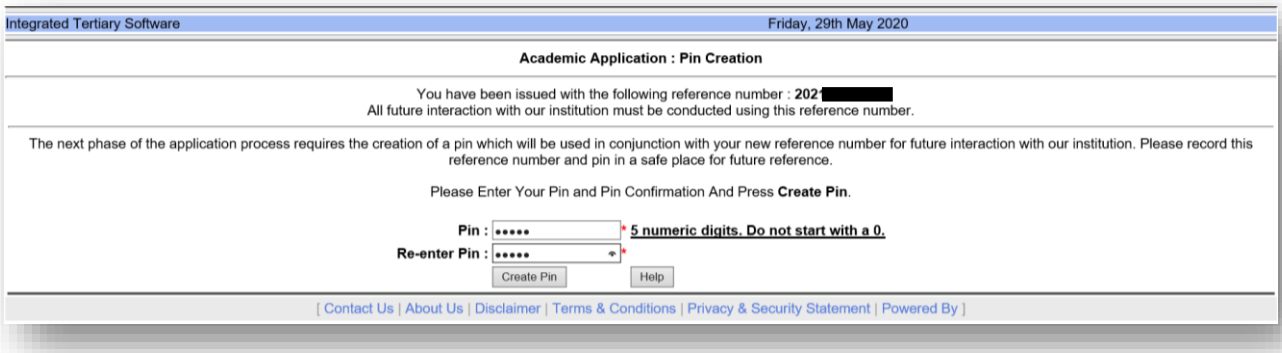
- Type in your student number and click on **Request a Pin** or click on **Forgot Pin**.
- A web pin will be send directly to your email address. If your email address has changed, please notify the following departments to update it:
  - **Potential undergraduate students**: Application/Admissions office applications@spu.ac.za
  - **Potential postgraduate students**: School Registrar/Administrator, see page 15.
- If the system block you after 3 attempts of unsuccessful logins, contact the Application/ Admissions office applications@spu.ac.za or your School Registrar/Administrator to reset your login.
- Login, **read** then **accept application rules** in order to proceed with your application.

If ID number already exists.

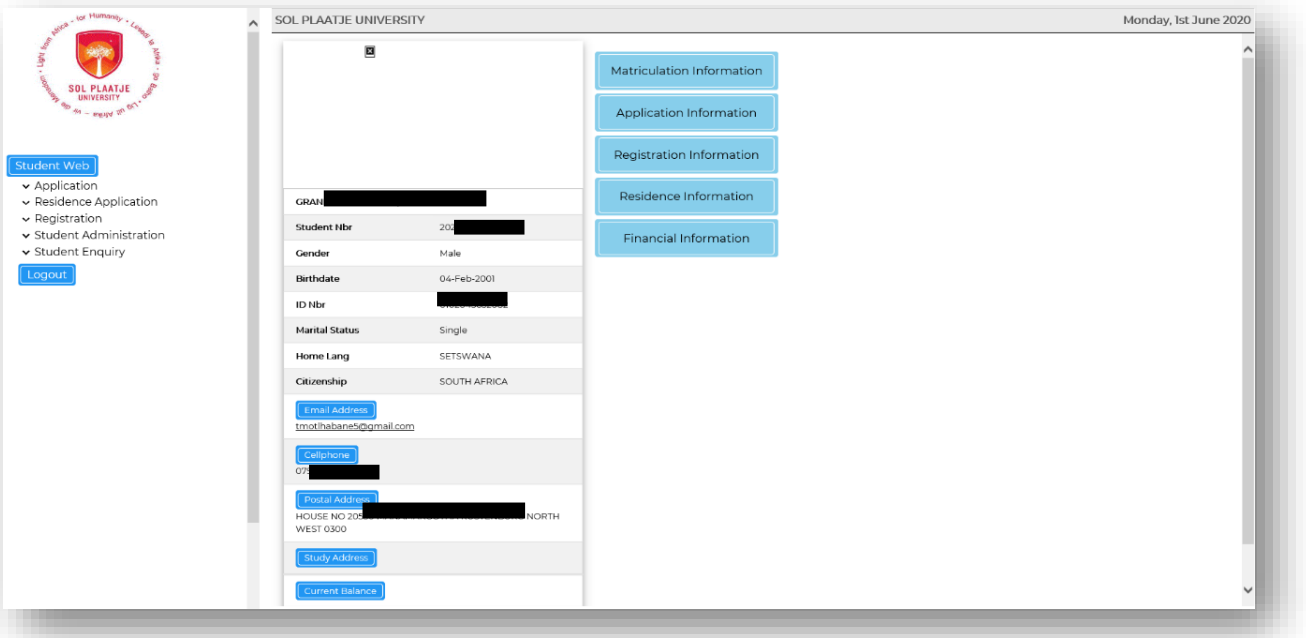
- Click on **Forgot Student Number**, enter **ID number** and **SEARCH**. Student number will be sent to your email address.
- If the email address has changed, notify the applications office on applications@spu.ac.za. Quote full name/s, surname and ID number together with the changed email address.

New prospective students

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



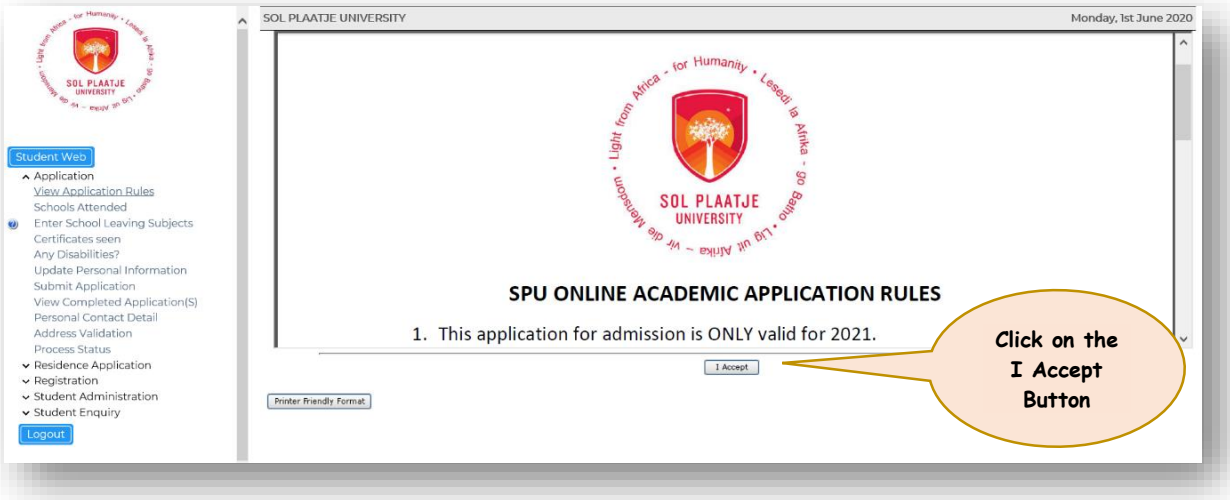
Congratulations!! You have accessed the Student Online System.



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.



Complete the following pages.

- **School Attended**
- **School Leaving Subjects**
- **Certificates Seen** (used to upload various documents such as ID, Affidavit, Matric Certificates, Academic Transcripts, Qualification(s) obtained at another University, etc.)
  NB: Your affidavit should state whether or not 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** (e.g. If you require residence accommodation, etc.)

- **Submit Application**
- **View Completed Applications**
- **Academic Admission Status**

Availability of Websites in the Application Rules

Please note: You will be able to access the following websites from the **Application Rules**

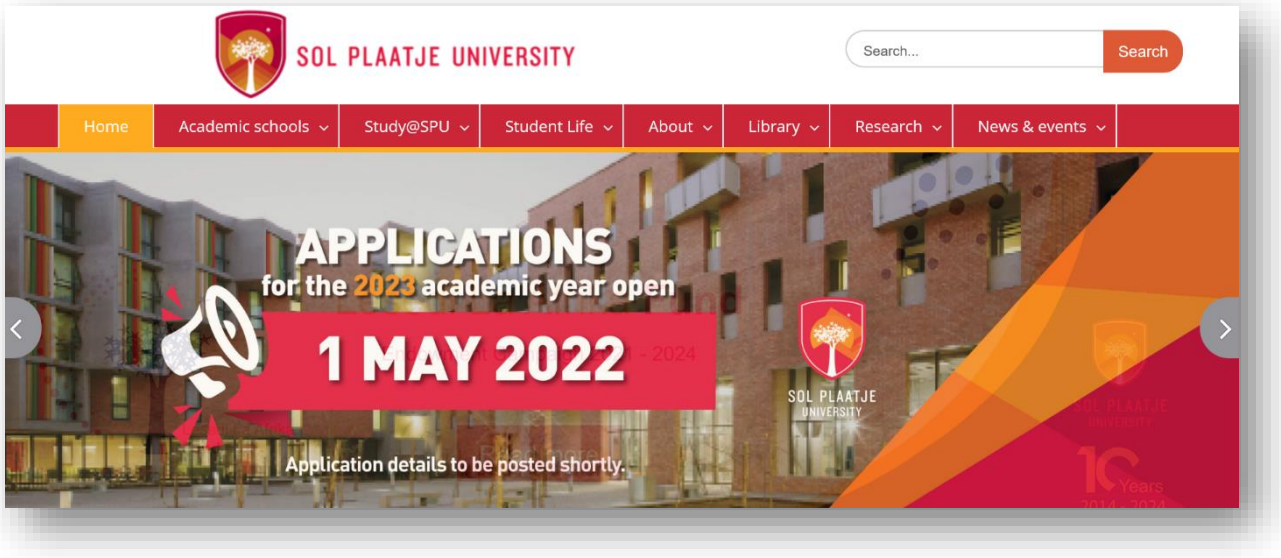
- Matriculation Board: https://mb.usaf.ac.za
- South African Qualification Authority (SAQA): www.saqa.org.za

Apply for funding

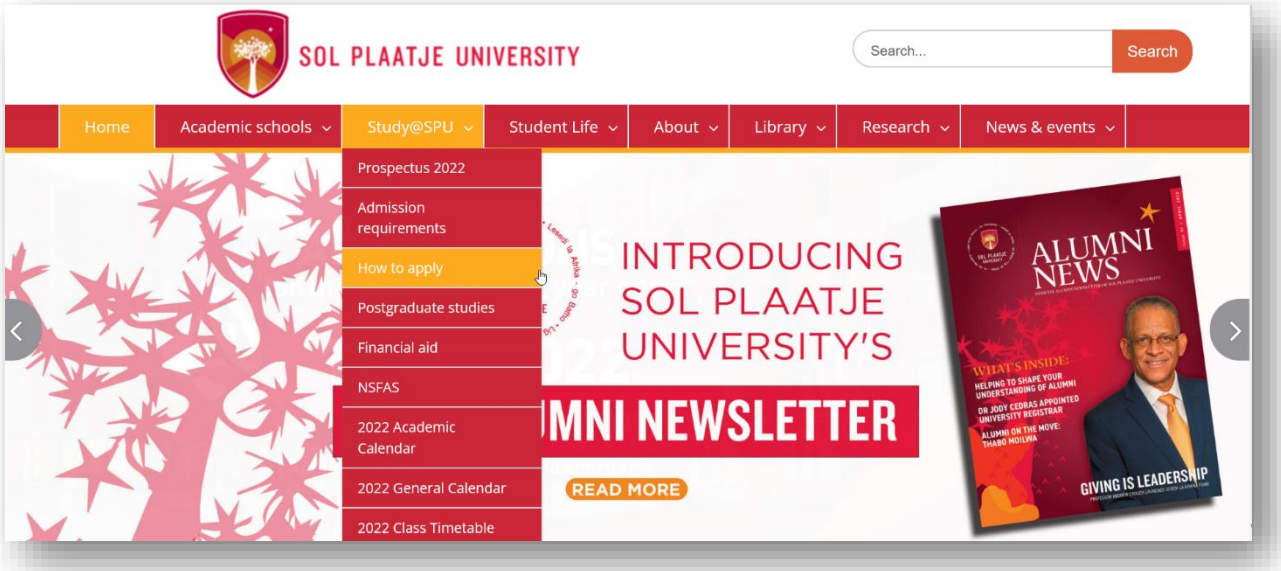
- NSFAS: www.nsfas.org.za
- FUNZA: www.funzalushaka.doe.gov.za

How to access websites:

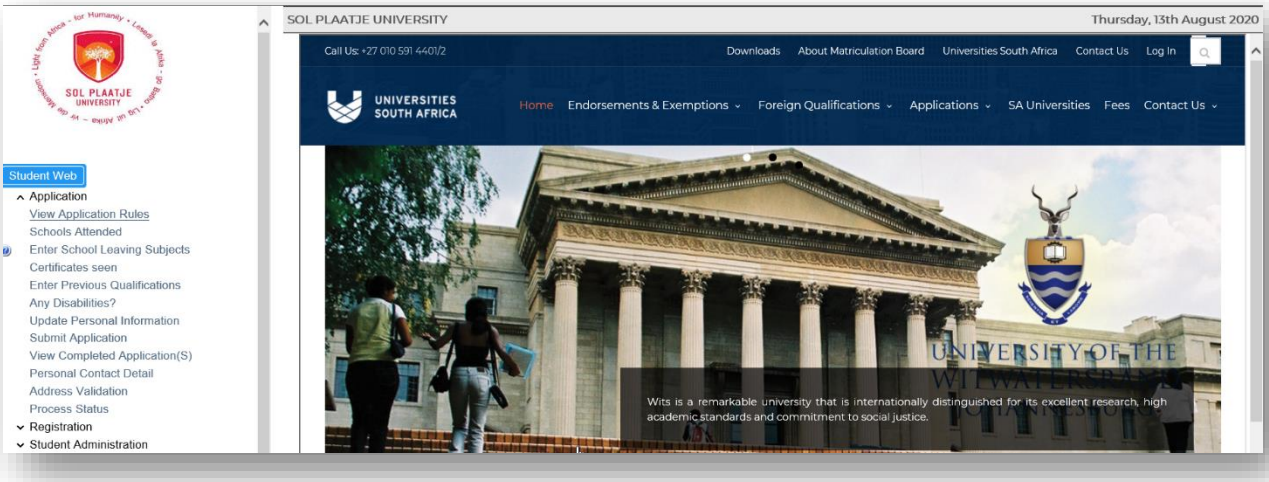
SPU Website: www.spu.ac.za



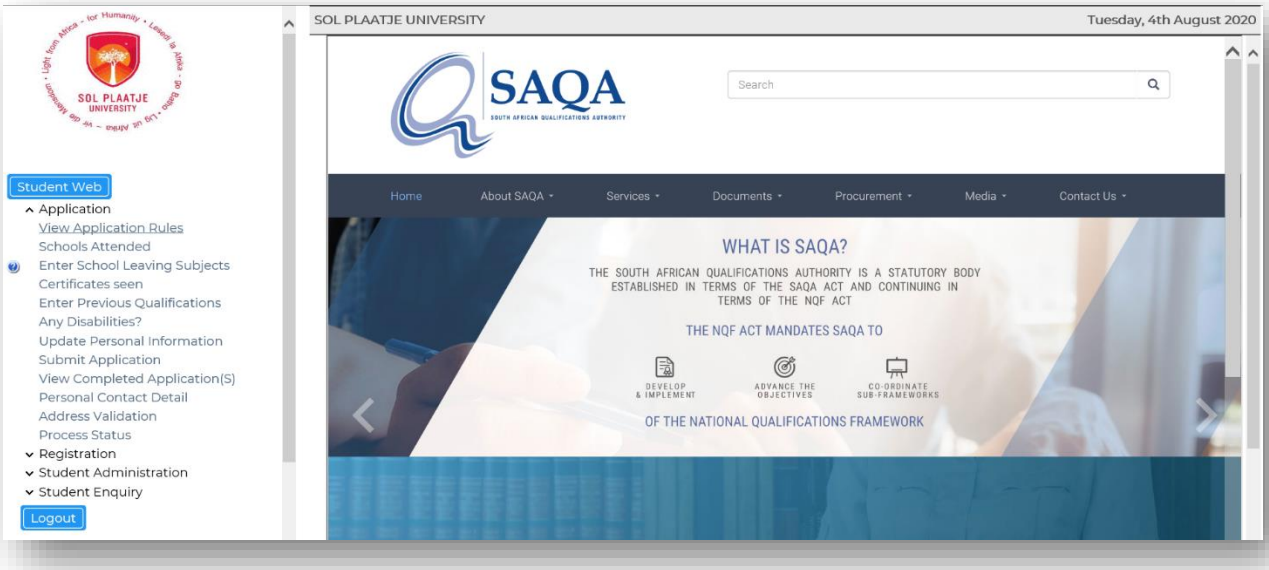
*Click on **"Study@SPU"**, then click on **"How to apply"** to access the Online Application Guide and link to access the Online Student System.*



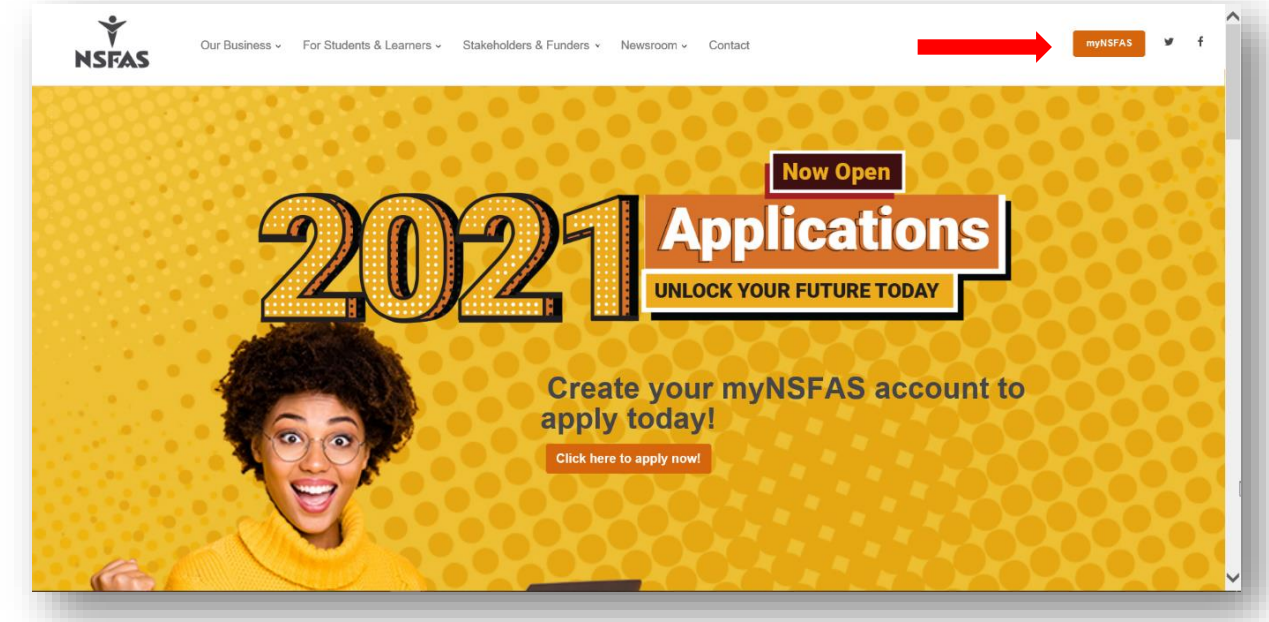
Matriculation Board: https://mb.usaf.ac.za

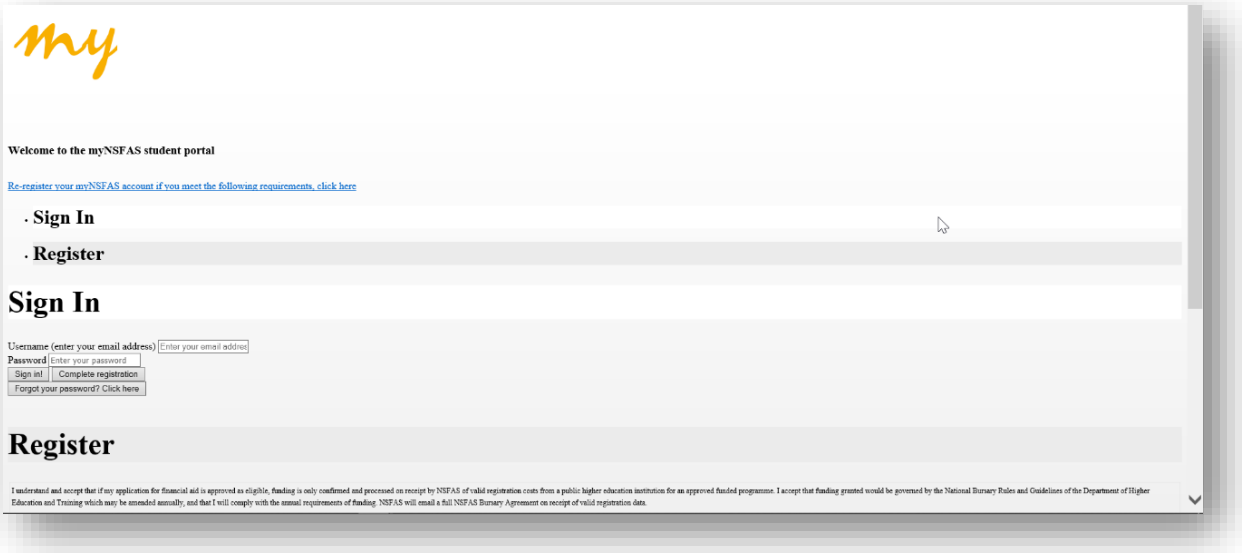


South African Qualification Authority (SAQA): www.saqa.org.za



To apply for funding click on myNSFAS: NSFAS: www.nsfas.org.za



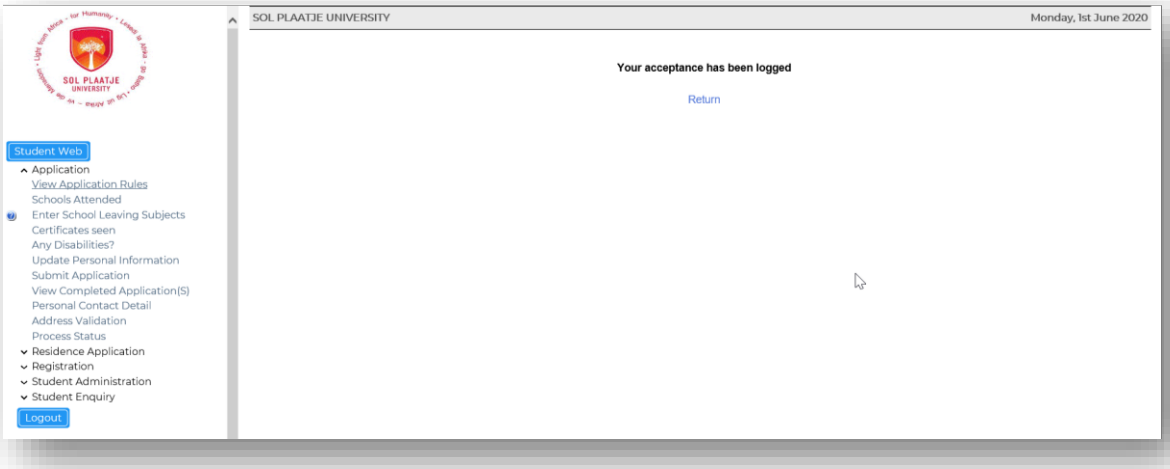


Please note: After registering on the NSFAS student portal and completing the necessary information, click on the **"ITS Web Interface"** follow the arrow below to return to the Online Student System.

FUNZA: www.funzalushaka.doe.gov.za



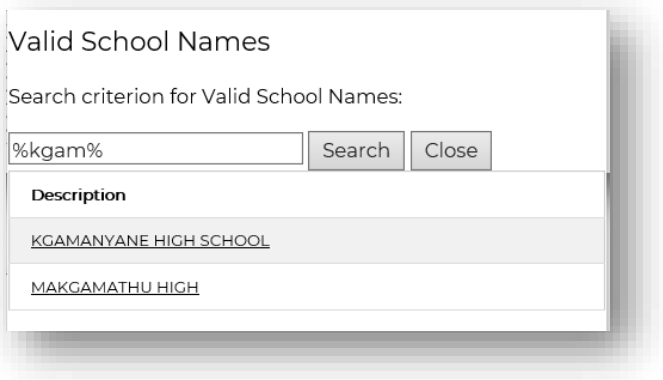
After accepting the **Application Rules**, you are now ready to proceed to the next step.



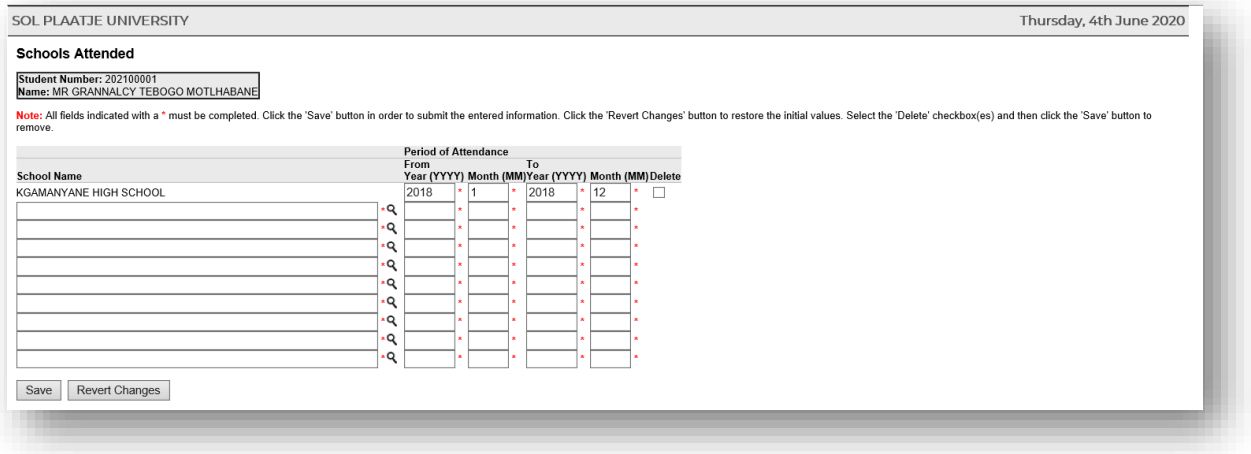
Capture your senior secondary school information.

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**.



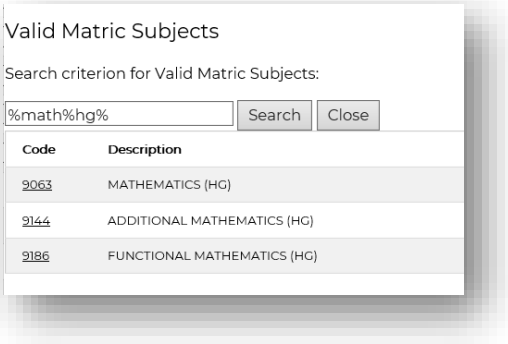
Capture your school leaving subjects.

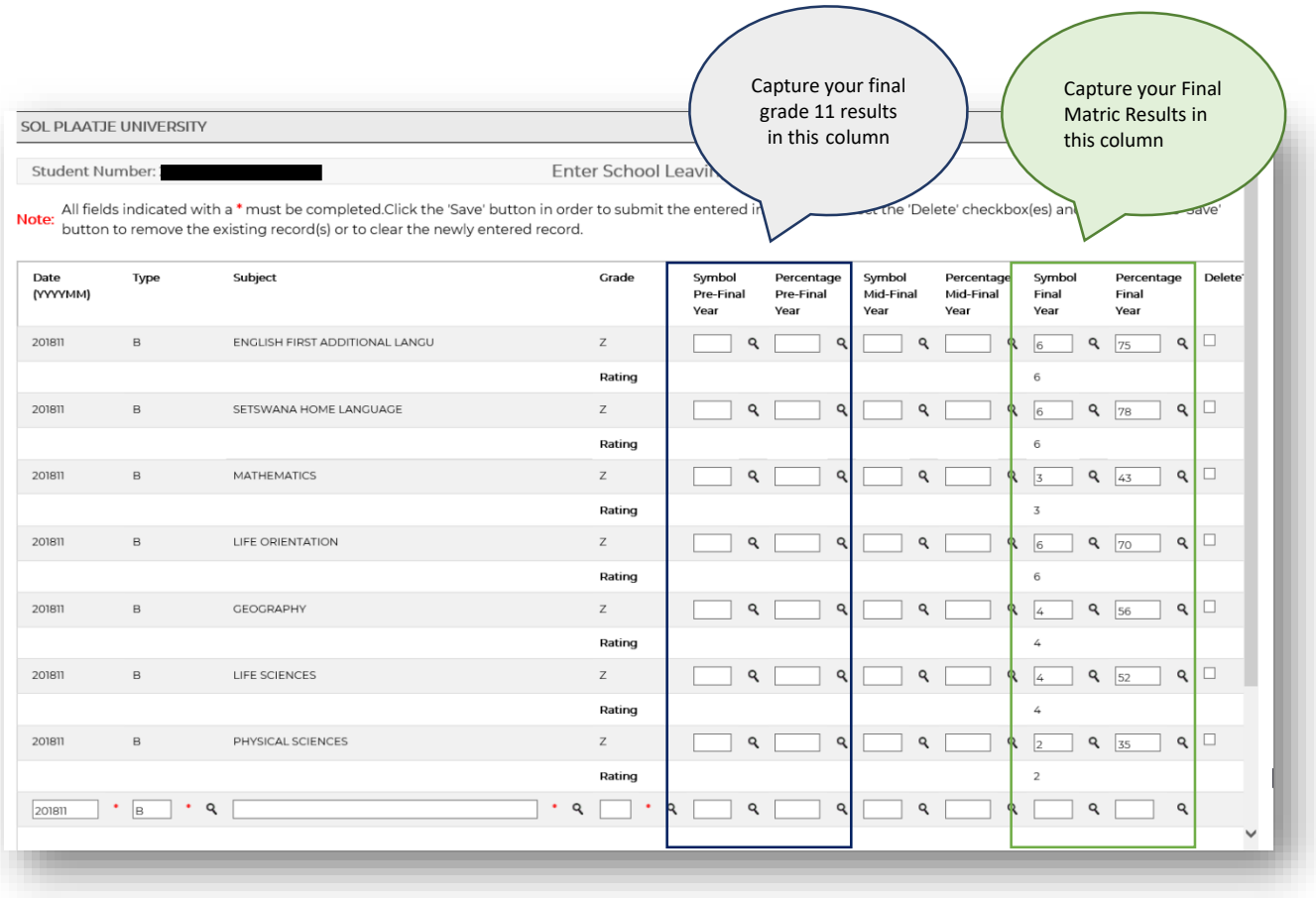
STEP 6.

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.

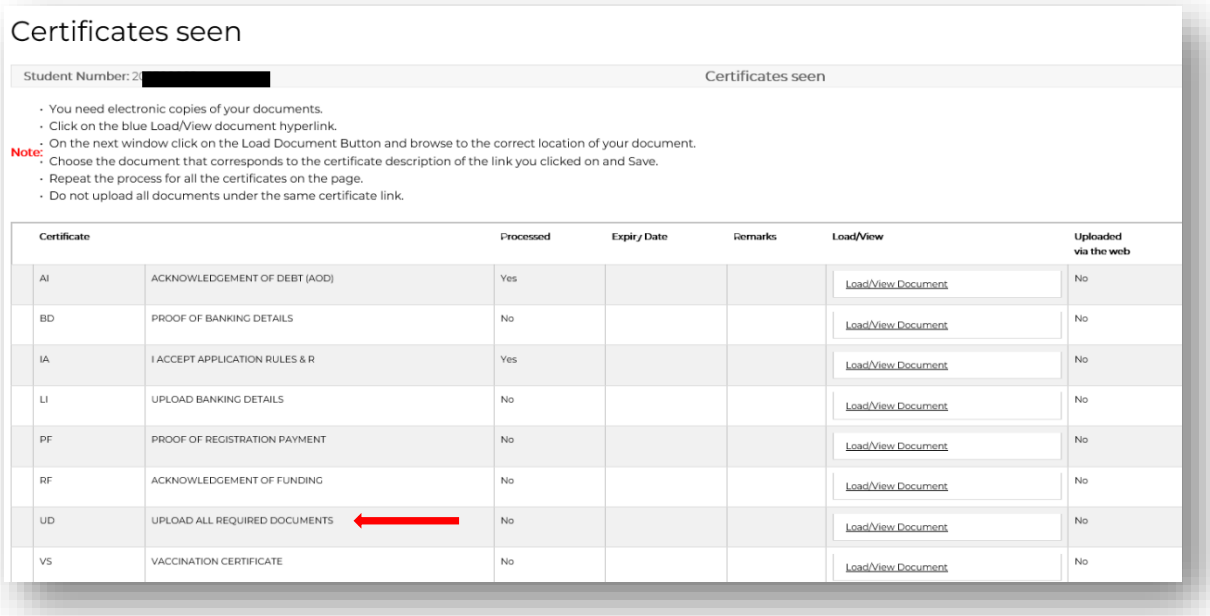




Upload supporting documents.

STEP 7.

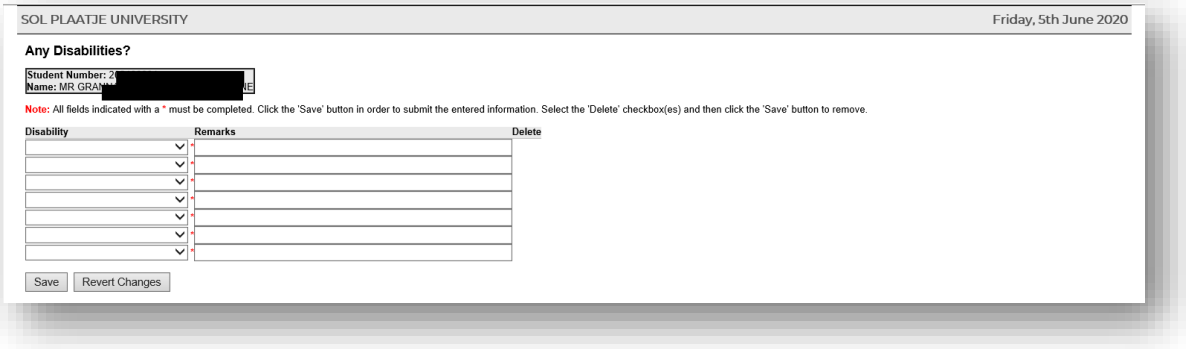
Click on **Certificates seen**. Click on ID, upload certified scanned document and **SAVE**.
Please note: All uploaded documents will be validated against the original document(s).



Capture disability information if applicable.

STEP 8.

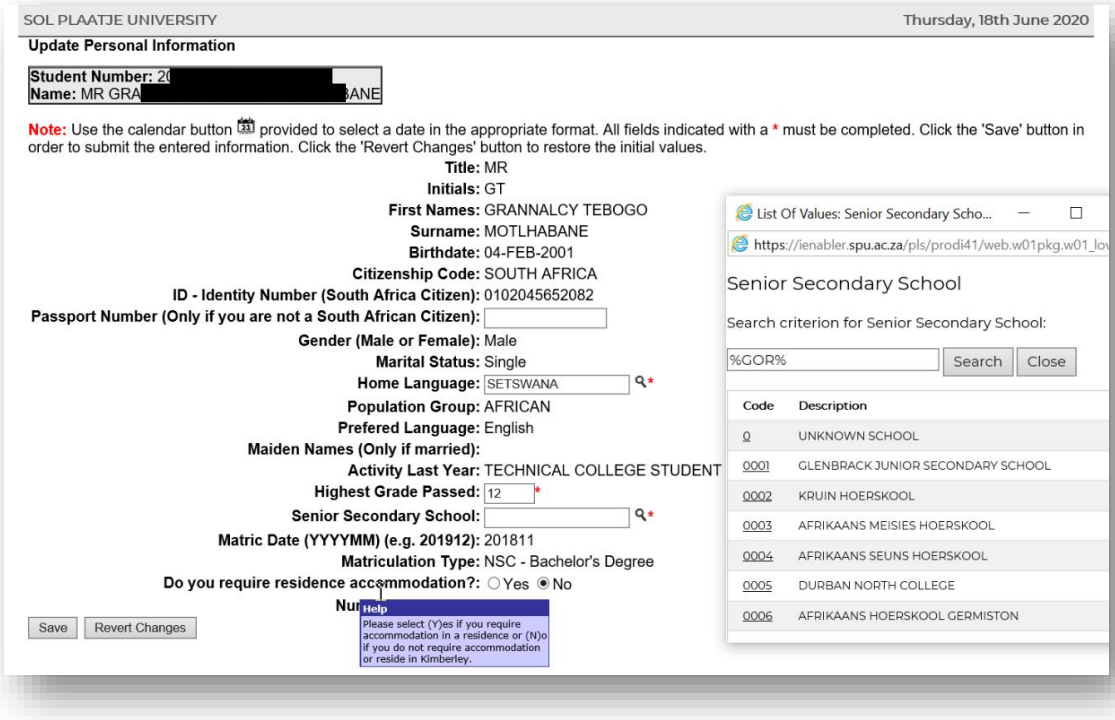
Click on **Disabilities,** then click on the dropdown list to select and disclose if applicable and **SAVE**.



Update your personal information.

STEP 9.

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



How to submit and apply?

STEP 10.

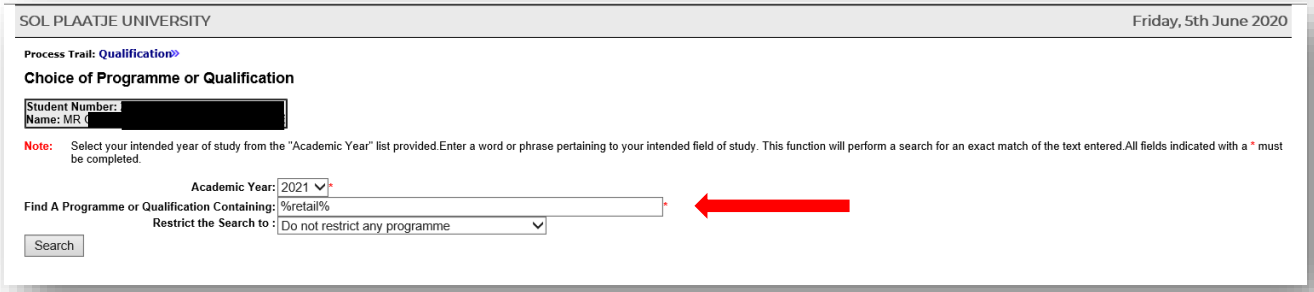
Click on **Submit Application**.

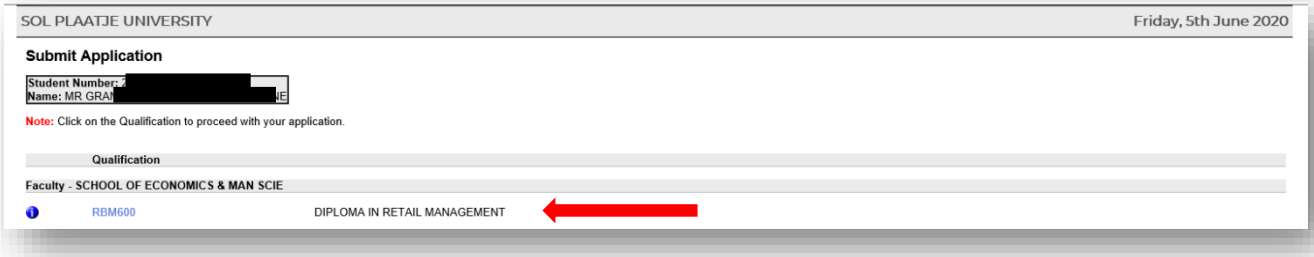
To find a programme or qualification, capture the following:

- %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.

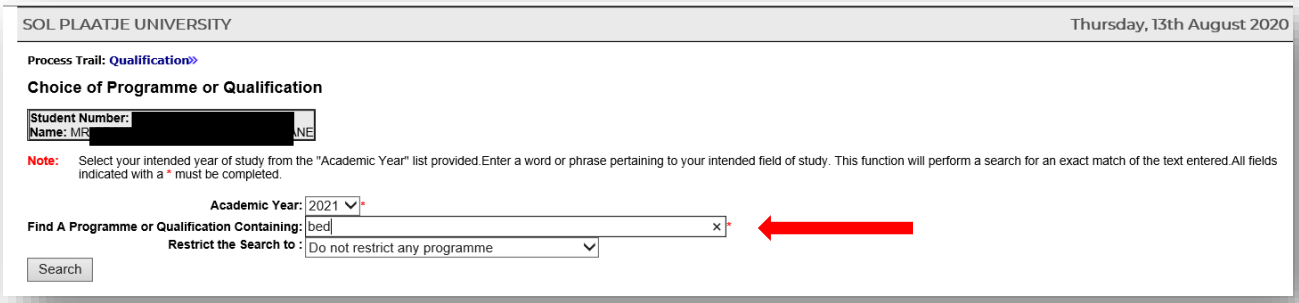
Examples 1:

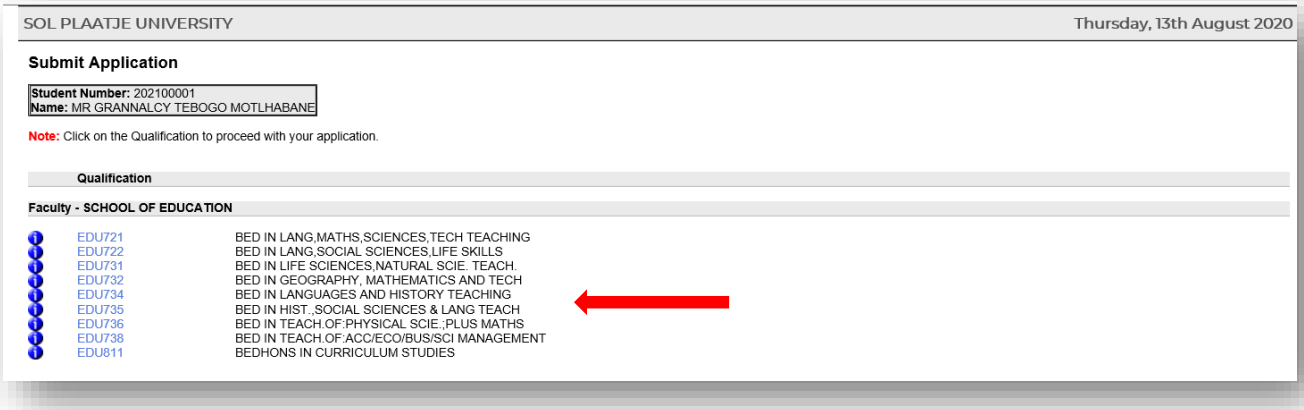
The Online System will automatically insert your Academic Preference (e.g. Choice 1, Choice 2, etc.)



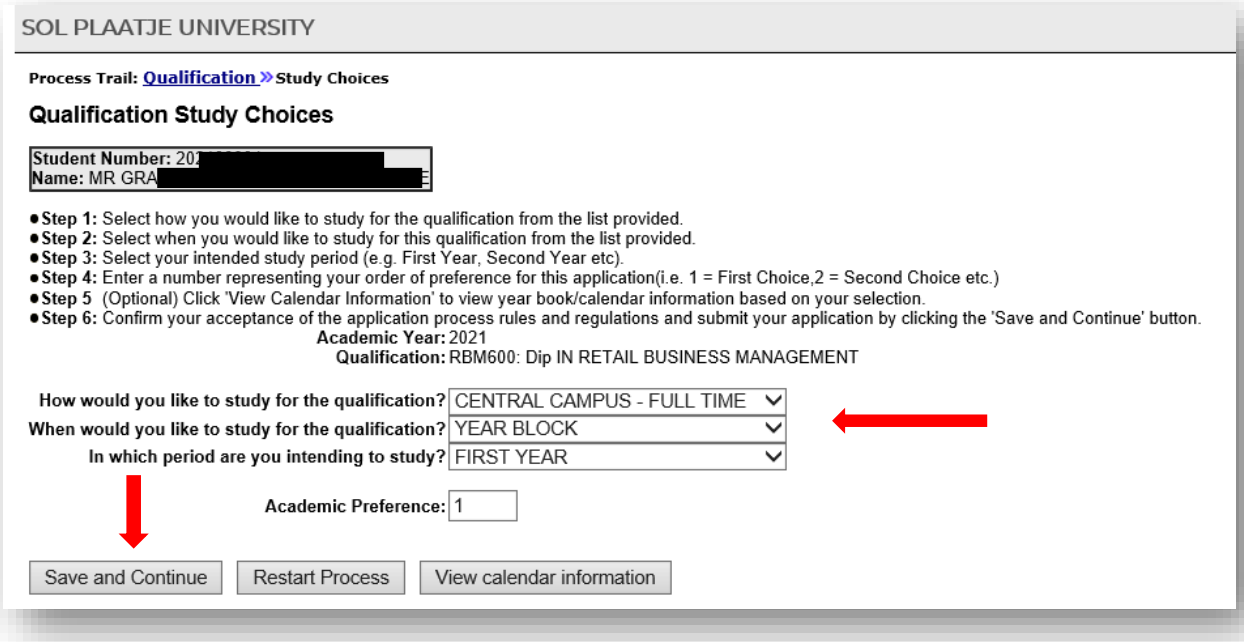


Example 2.

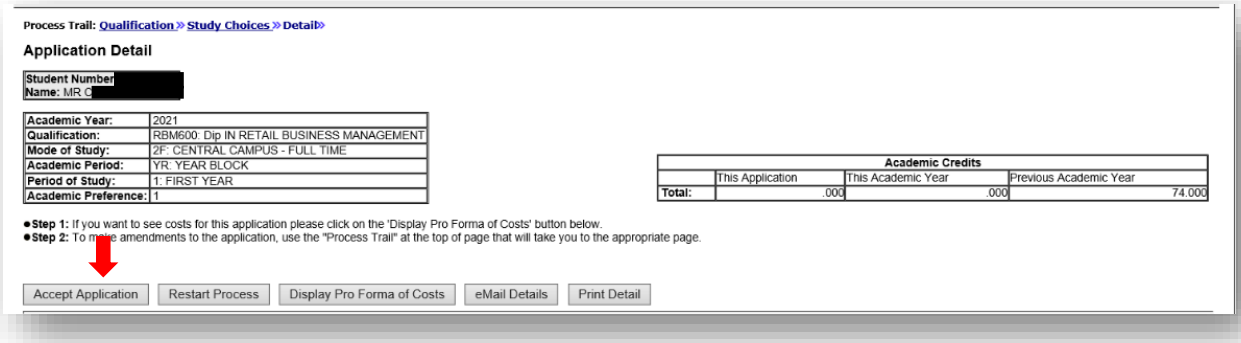




Click on **SAVE and Continue.**



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



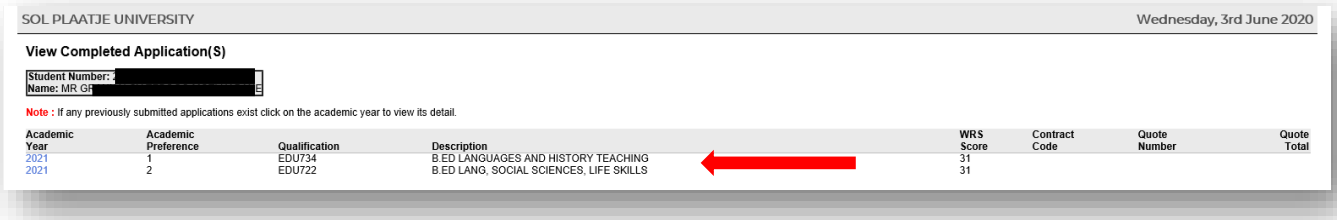
Repeat the above process to apply for another qualification.

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

How to view your completed application records?

STEP 11.

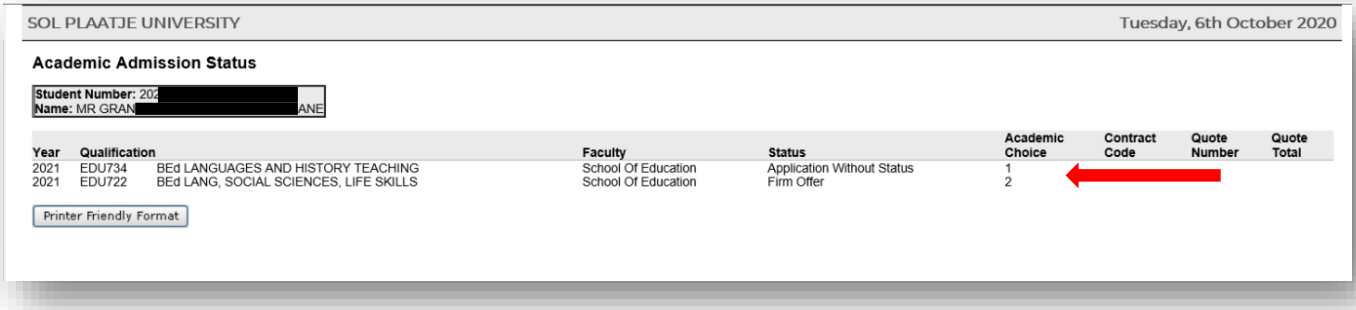
Click on **View Completed Application(s)**. To view the qualification(s) you have applied for.



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?

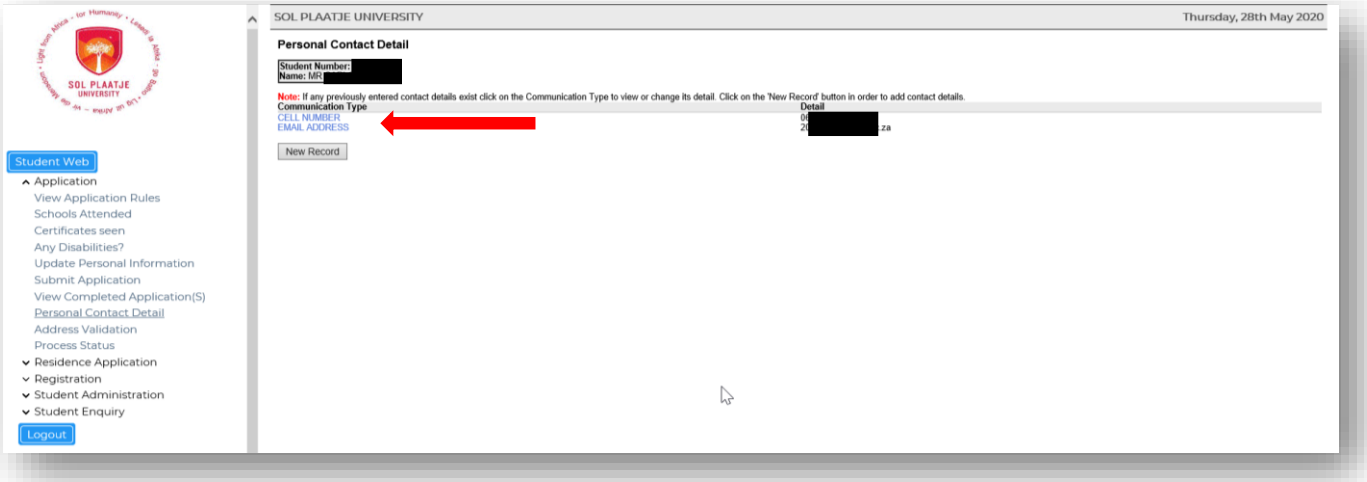
STEP 13.

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.**

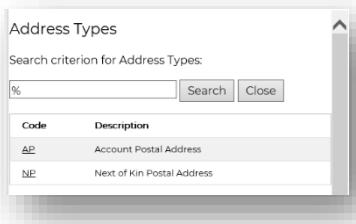


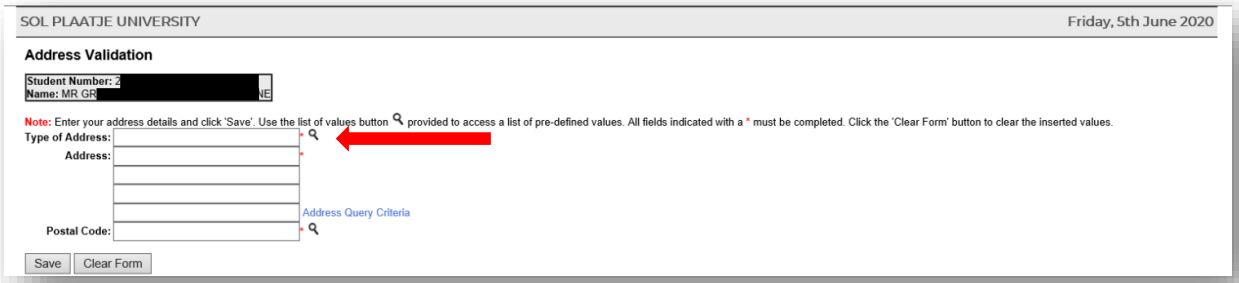
How to update your address detail?

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





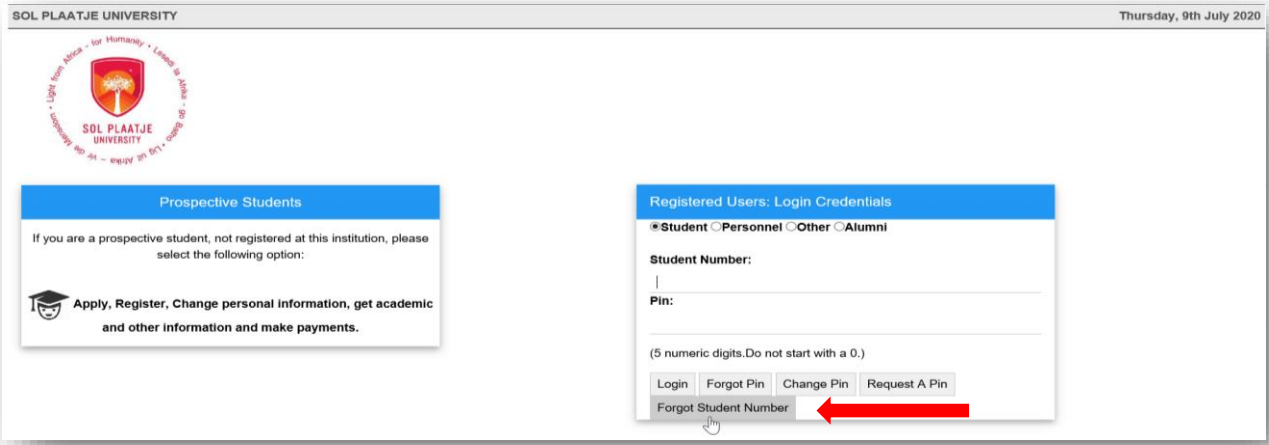
If you are:

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

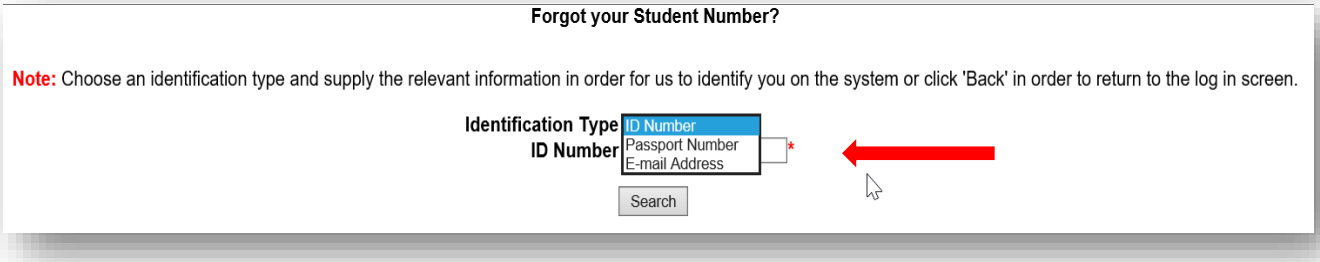
Then please follow the steps below to complete your application:

Did you forget your student number?

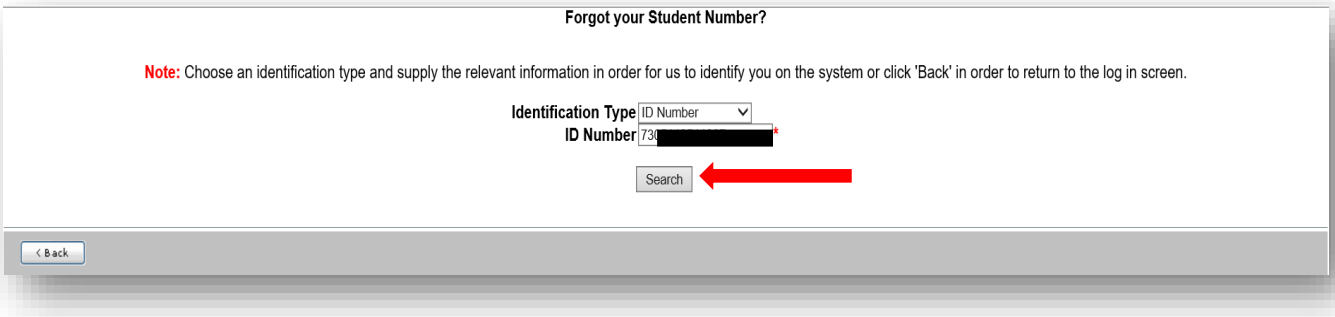
STEP 1.
Click on **Forgot Student Number**



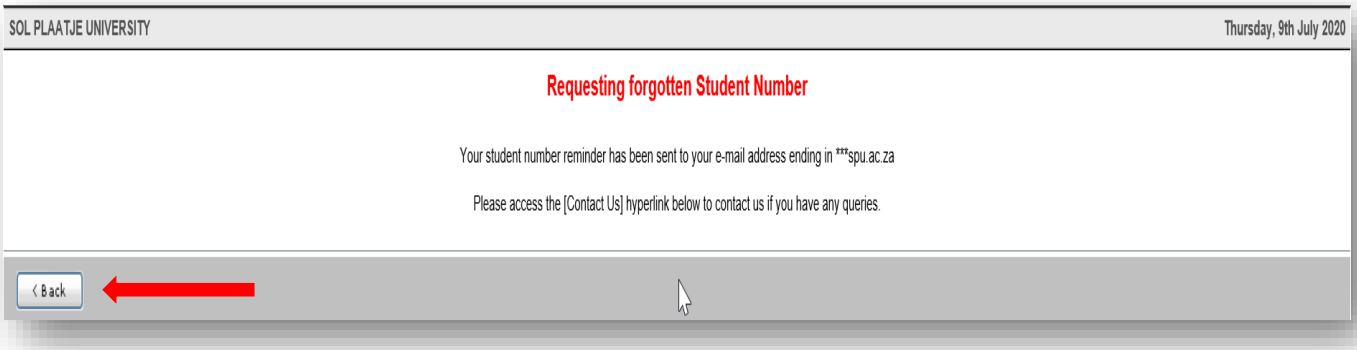
STEP 2.
Click on the **dropdown** list to choose an identification type (e.g. ID Number, Passport Number or Email Address).



Capture the Identification Type of your choice (e.g. ID Number) and click on the Search button for the system to identify you.

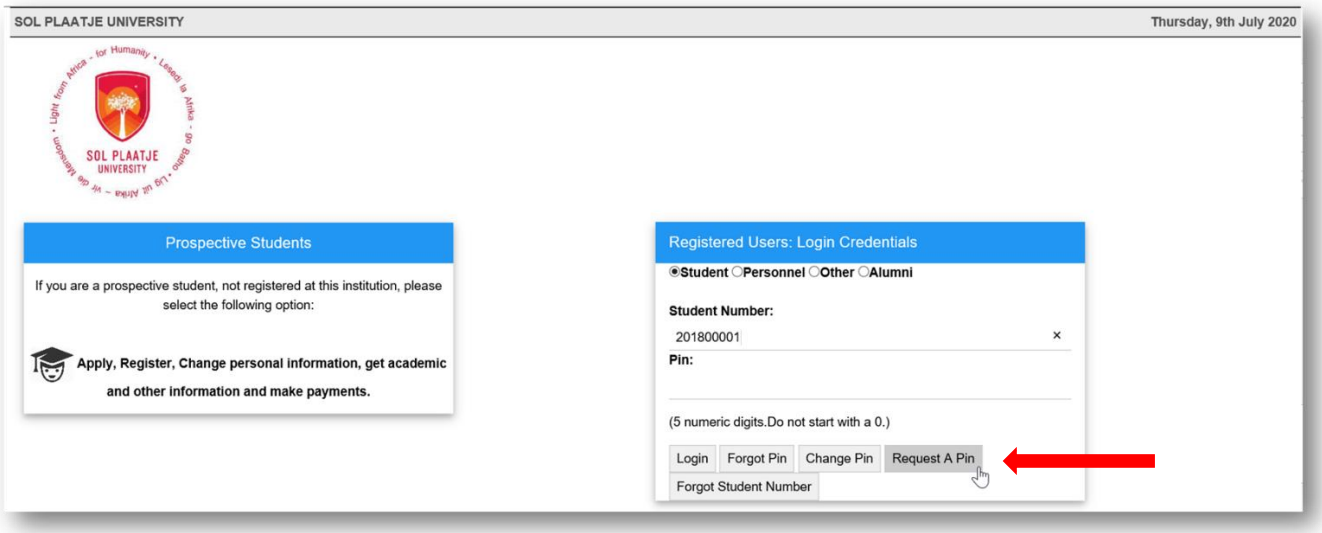


Your requesting or forgotten student/reference number will be routed to your active email address ending with ….@spu.ac.za (e.g. 2014000001@spu.ac.za). Click on the **Back Button** to return to the first screen.



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

Postgraduates

School of Education: postgrad.edu@spu.ac.za
School of Applied and Natural Sciences: postgrad.nas@spu.ac.za
School of Humanities: postgrad.hum@spu.ac.za
School of Economics and Management Sciences: postgrad.ems@spu.ac.za

Thank you for applying online!