

Guidelines to Apply Online

2024





Contents

Applying for the first time (Under- and Postgraduates)	2
New Prospective student: Capture your biographical information.	2
How to create a pin?	3
How to create a pin as a new prospective student?	3
How to create a pin as an existing student?	3
If ID number already exists	3
New prospective students	3
Read and Accept the Application Rules	4
Complete the following pages	4
How to access website:	5
Capture your senior secondary school information	5
Capture your school leaving subjects	6
Upload supporting documents	6
Capture disability information if applicable.	7
Update your personal information	7
How to submit and apply?	8
How to view your completed application records?	9
How to view your academic application status?	9
How to accept a firm offer?	9
How to update your communication detail?	11
How to update your address detail?	12
Then please follow the steps below to complete your application:	12
Did you forget your student number?	
Need assistance to access the Online Application system, or to change your email address? F	lease contact:
	14

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: <u>www.spu.ac.za</u> or

use the following link <u>https://ienabler.spu.ac.za/pls/prodi41/w99pkg.mi_login?numtype=S</u> 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.	
Prospective Students If you are a prospective student, not registered at this institution, please select the following option: Apply, Register, Change personal information, get academic	Registered Users: Login Credentials ©Student OPersonnel OOther OAlumni Student Number: Pin:
and other information and make payments.	(5 numeric digits.Do not start with a 0.) Login Forgot Pin Change Pin Request A Pin Forgot Student Number

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 (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 <u>applications@spu.ac.za</u>
 - **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 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 <u>applications@spu.ac.za</u>. 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 ha All future intera	ave been issued with the following reference number : 20 and the second se
The next phase of the application process requires the creation of a p re	oin which will be used in conjunction with your new reference number for future interaction with our institution. Please record this oference number and pin in a safe place for future reference.
Plea	se Enter Your Pin and Pin Confirmation And Press Create Pin.
Re-enter l	Pin : ••••• * 5 numeric digits. Do not start with a 0. Pin : ••••• * Create Pin Help
[Contact Us About Us	s Disclaimer Terms & Conditions Privacy & Security Statement Powered By]

Congratulations!! You have accessed the Student Online System.

stra- tor Humanity - Leas	SOL PLAATJE UNIVER	SITY		Monday, 1st June 2020
SOL PLATJE	۵		Matriculation Information	^
S CUNVERSIT			Application Information	
Student Web			Registration Information	
 Application Residence Application 	GRAN		Residence Information	
 Registration Student Administration 	Student Nbr	202	Einangial Information	
✓ Student Enquiry	Gender	Male	-mancial mormation	
Logout	Birthdate	04-Feb-2001		
	ID Nbr	0102010002002		
	Marital Status	Single		
	Home Lang	SETSWANA		
	Citizenship	SOUTH AFRICA		
	Email Address tmothabane5@gmail.c	am		
	Cellphone 07			
	Postal Address HOUSE NO 2053 WEST 0300	IORTH		
	Study Address			
	Current Balance			~

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.)
 <u>NB</u>: 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.

<u>NB</u>: Please upload your supporting documents (<u>Certificate Seen</u>: "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

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

SOL	PLAATJE UNIV	ERSITY		Search		Search
Home Academic schools 🗸	Study@SPU ~	Student Life 🗸 🛛 A	bout ~ Librar	y 🗸 🛛 Research 🗸	News & events 🗸	
Nu V	Prospectus 2022					
	Admission requirements		TROPI			NI
	How to apply		TRODU	CING	NEWS	I AVERA UNAUTHORIS
TEX LA	Postgraduate studies	E SC	DL PLA	ATJE		
	Financial aid	" UN	IVERS	ITY'S	WHAT'S INSIDE:	
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	2022 Academic Calendar		EWSLE	TTEK	ALUMNI ON THE MOVE THABO MOILWA	
TIK	2022 General Calendar	READ MOR	E		GIVING	IS LEADERSHIP
	2022 Class Timetable					

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.

alid School Names			
earch criterion for Valid Sch	iool Names:		
kgam%	Search	Close	
Description			
KGAMANYANE HIGH SCHOOL			
MAKGAMATHU HIGH			

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**.

SOL PLAATJE UNIVERSITY																	T	hursc	lay, 4th	June 2	02
Schools Attended																					
Student Number: 202100001 Name: MR GRANNAL CY TEROGO MOTI HABANE																					
Note: All fields indicated with a * must be completed. Click the 'S	ave' button in orde	r to submit	the entered	inform	nation. Clic	k the	'Reve	t Changes	button t	o resto	ore the in	itial valu	ues. Sel	ect the 'De	lete' check	kbox(es)	and the	en click	the 'Save'	button to	
emove.		Pariad of	Attendanc																		
C-h		From		T	0	A 14-															
SCROOL NAME KGAMANYANE HIGH SCHOOL		2018	1	(MM) T	ear (111	12 NO		M) Delete													
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	•9		1.	1. F		· -	_	•													
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	•٩		*	∣ ∗ ⊨		• -	_	*													
	*0		*	1. F		• -	_	*													
Save Revert Changes																					

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.

math%hg	%	Search Close								
Code	Description									
<u>9063</u>	MATHEMATIC	CS (HG)								
<u>9144</u>	ADDITIONAL	MATHEMATICS (HG)								
<u>9186</u>	FUNCTIONAL	MATHEMATICS (HG)								
				(Capture yo	ur final		Ca	apture your F	inal
OL PLAATJ	E UNIVERSITY	(_	grade 11 r	esults)—(M	atric Results	in
					in this co	lumn		th	is column	
oradonent			Enter Sensor	Leaving		/				
Date	Type	Cubicat	<u> </u>		D	Symbol	Percentage	Symbol	Percentage	Delete
(ҮҮҮҮММ)	-76-	Subject	Grade	Symbol Pre-Final	Percentage Pre-Final	Mid-Final	Mid-Final	Final	Final	
(YYYYMM) 201811	В	ENGLISH FIRST ADDITIONAL LANGU	Z	Symbol Pre-Final Year	Percentage Pre-Final Year	Mid-Final Year	Mid-Final Year	Final Year	Final Year Q. 75 Q.	
(YYYYYMM) 201811	в	SUBJECT	Crade Z Rating	Symbol Pre-Final Year	Percentage Pre-Final Year	Mid-Final Year	Mid-Final Year	Final Year 6	Final Year Q 75 Q	
(YYYYYMM) 201811 201811	в	ENGLISH FIRST ADDITIONAL LANGU	Z Z Z	Symbol Pre-Final Year Q	Percentage Pre-Final Year Q	Mid-Final Year Q	Mid-Final Year Q	Final Year 6 6	Final Year Q. 75 Q.	
(УУУУММ) 201811 201811	в	ENGLISH FIRST ADDITIONAL LANGU	Z Rating Rating	Symbol Pre-Final Year Q	Pre-Final Year Q	Mid-Final Year Q	Mid-Final Year Q	Final Year 6 6 6 6	Final Year Final Q 75 Q Q 78 Q	
(YYYYHM) 201811 201811 201811	в	SUBJECT ENGLISH FIRST ADDITIONAL LANGU SETSWANA HOME LANGUAGE MATHEMATICS	Z Rating Z Rating Z Z	Symbol Pre-Final Vear Q	Pre-Final Year Q	Mid-Final Year Q	Mid-Final Year Q	Final Vear 6 6 6 6 3	Final Year Q 75 Q Q 78 Q Q 78 Q	
(YYYYMM) 201811 201811 201811 201811	B	SUBJECT ENGLISH FIRST ADDITIONAL LANGU SETSWANA HOME LANGUAGE MATHEMATICS	Z Rating Z Rating Z Rating Z Rating	Symbol Pre-Final Year Q	Pre-Final Year Q	Mid-Final Year Q	Mid-Final Year Q	Final Year 6 6 6 6 3 3	Final Vear Q 75 Q Q 78 Q Q 78 Q	
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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).

dent Num	ber: 20			Certificates se	en	
 You need Click on t On the need Choose the response of the	electronic copies of your documents. he blue Load/View document hyperlink. xt Window click on the Load Document Button and bi ne document that corresponds to the certificate descri he process for all the certificates on the page. Joad all documents under the same certificate link.	rowse to the correct location ption of the link you clicked	n of your document. on and Save.			
Certificate		Processed	Expir/ Date	Remarks	Load/View	Uploaded via the web
AI	ACKNOWLEDGEMENT OF DEBT (AOD)	Yes			Load/View Document	No
BD	PROOF OF BANKING DETAILS	No			Load/View Document	No
IA	I ACCEPT APPLICATION RULES & R	Yes			Load/View Document	No
u	UPLOAD BANKING DETAILS	No			Load/View Document	No
PF	PROOF OF REGISTRATION PAYMENT	No			Load/View Document	No
RF	ACKNOWLEDGEMENT OF FUNDING	No			Load/View Document	No
UD	UPLOAD ALL REQUIRED DOCUMENTS	No			Load/View Document	No
VS	VACCINATION CERTIFICATE	No			Load/View Document	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**.

OL PLAATJE UN	IVERSITY		Friday, 5th June 2020
ny Disabilities?			
tudent Number: 202			
ote: All fields indicated	with a * must be completed. Click the 'Save' button in orr	ler to submit the entered information. Select the 'Delete' checkboy(es) and then click the 'Save' but	Ion to remove
lisability	Remarks	Delete	
	~		
	× •		
	~ ·		
	·		
	*		
	1		
	Y		
	andes		
Save Revert Ch			

Update your personal information.

STEP 9.

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

Update Personal Information				
Nume: MR GF				
Note: Use the calendar button () provided to select a date in the appropriate format. All fields indicated order to submit the entered information. Click the Revert Changes' button to restore the initial values. Title: MR	with a * i	must be completed.	Click the 'Sav	e' button in
Initials: GT				
First Names: GRANNALCY TEBOGO	遵 List (Of Values: Senior Secon	idary Scho	- 0
Surname: MOTLHABANE	ttps	//ienabler.spu.ac.za/pl	s/prodi41/web.	w01pkg.w01
Citizenship Code: SOUTH AFRICA ID - Identity Number (South Africa Citizen): 0102045652082 Passport Number (Only if you are not a South African Citizen):	Senior	Secondary Sc	hool	bool
Gender (Male or Female): Male	Searchic	Interior for Senior 3	secondary sc	nooi.
Marital Status: Single	%GOR%		Search	Close
Home Language: SETSWANA 9*				
Population Group: AFRICAN	Code	Description		
Prefered Language: English Maiden Names (Only if married):	Q	UNKNOWN SCHOOL		
Activity Last Year: TECHNICAL COLLEGE STUDENT	0001	GLENBRACK JUNIOR	SECONDARY SO	HOOL
Highest Grade Passed: 12	0002	KRUIN HOERSKOOL		
Senior Secondary School:	0003	AFRIKAANS MEISIES	HOERSKOOL	
Matric Date (YYYYMM) (e.g. 201912): 201811	0004	AFRIKAANS SEUNS H	OERSKOOL	
Do you require residence accommodation?: O Yes No	0005	DURBAN NORTH COL	LEGE	
Nutree				
Save Revert Changes Please select (Y)es if you require accommodation in a residence or (N)o if you do not require accommodation	0006	AFRIKAANS HOERSK	OOL GERMISTO	N

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.)

L PLAATJE UNIVERSITY	Friday, 5th Jun	ne 202
cess Trail: Qualification»		
ioice of Programme or Qualification		
ident Number: me: MR (
te: Select your intended year of study from the "Acade be completed.	mic 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	i a * mus
Academic Year: 2021 V		
Restrict the Search to : Do not	restrict any programme	
earch		
L PLAATJE UNIVERSITY	Friday, 5th Jun	ne 202
ubmit Application		
udent Number: 2		
te: Click on the Qualification to proceed with your application	tion.	
Qualification		
ulty - SCHOOL OF ECONOMICS & MAN SCIE		
OL PLAATJE UNIVERSITY	· · · · · · · · · · · · · · · · · · ·	
SOL PLAATJE UNIVERSITY Process Trail: <u>Qualification</u> » Stud Qualification Study Choice Student Number: 202 Name: MR GRA	y Choices 25	1
SOL PLAATJE UNIVERSITY Process Trail: Qualification » Stud Qualification Study Choico Student Number: 20 Name: MR GRA • Step 1: Select how you would like to Step 2: Select when you would like to Step 2: Select your intended study • Step 4: Enter a number representin • Step 5: (Optional) Click 'View Caler • Step 6: Confirm your acceptance of	y Choices PS Do study for the qualification from the list provided. to study for this qualification from the list provided. period (e.g. First Year, Second Year etc). g your order of preference for this application(i.e. 1 = First Choice, 2 = Second Choice etc.) idar Information' to view year book/calendar information based on your selection. the application process rules and regulations and submit your application by clicking the 'Save and Continue' button. Academic Year: 2021 Qualification: REM600: Dip IN RETAIL BUSINESS MANAGEMENT	
SOL PLAATJE UNIVERSITY Process Trail: Qualification >> Stud Qualification Study Choice Student Number: 20: Name: MR GRA • Step 1: Select how you would like to • Step 1: Select when you would like • Step 2: Select when you would like • Step 3: Select your intended study • Step 4: Enter a number representin • Step 5: (Optional) Click 'View Caler • Step 6: Confirm your acceptance of How would you like to study for th	y Choices PS postudy for the qualification from the list provided. to study for this qualification from the list provided. period (e.g. First Year, Second Year etc). g your order of preference for this application(i.e. 1 = First Choice.2 = Second Choice etc.) dar Information' to view year book/calendar information based on your selection. 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 the qualification? CENTRAL CAMPUS - FULL TIME	
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SOL PLAATJE UNIVERSITY Process Trail: Qualification » Stud Qualification Study Choice Student Number: 20: Name: MR GRA • Step 1: Select how you would like to • Step 2: Select when you would like • Step 3: Select your intended study jo • Step 4: Enter a number representin • Step 5: (Optional) Click 'View Calerr • Step 5: Confirm your acceptance of How would you like to study for th When would you like to study for th In which period are you inter Acade	y Choices PS Postudy for the qualification from the list provided. to study for this qualification from the list provided. period (e.g. First Year, Second Year etc). g your order of preference for this application(i.e. 1 = First Choice, 2 = Second Choice etc.) idar Information' to view year book/calendar information based on your selection. 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 the qualification? CENTRAL CAMPUS - FULL TIME the qualification? YEAR BLOCK FIRST YEAR mic Preference: 1	
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Click on SAVE and Continue.

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

pplication Det	ail					
udent Number						
ame: MR C						
cademic Year:	2021	1				
Qualification:	RBM600: Dip IN RETAIL BUSINESS MANAGEMENT	1				
Mode of Study:	2F: CENTRAL CAMPUS - FULL TIME	1				
Academic Period:	YR: YEAR BLOCK	1			Academic Credits	
Period of Study:	1: FIRST YEAR	1	Т	his Application This Aca	idemic Year Previous Acader	nic Year
Academic Preference	a' 1	1	Total:	.000	.000	74.000
		Des Ferrers of Octobel builters believe		,		
Step 1: If you want to Step 2: To make am	endments to the application please click on the Display	top of page that will take you to the	he appropriate page.			
		s top of page and fine tand you to a	in appropriate page:			

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.

SOL PLAATJE	UNIVERSITY					Wednesday, 3	d June 2020
View Complet	ted Application(S)						
Student Number:		_					
Student Number: Name: MR GF	usly submitted applications	E	to view its detail.				
Student Number: Name: MR GF Note : If any previo	usly submitted applications	exist click on the academic year	to view its detail.	WRS	Contract	Quote	Quote
Student Number: Name: MR GF lote : If any previo Academic 'ear 021	usly submitted applications Academic Preference	exist click on the academic year Qualification	to view its detail. Description B FD1 ANDI MORS AND HISTORY TEACHING	 WRS Score	Contract Code	Quote Number	Quote Total

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.).

Status	Academic Co Choice Co	ntract Quote de Number	Quote Total
Application Without Status Firm Offer	1		
	Status Application Without Status Firm Offer	Status Choice Co Application Without Status 1 Firm Offer 2	Status Choice Code Number Application Without Status 1

How to accept a firm offer?

STEP 13

1) A notification will be emailed to prospective students pertaining to an application offer to be accepted or rejected online.

From: noreply@spu.ac.za <noreply@spu.ac.za></noreply@spu.ac.za>	
Sent: Wednesday, August 30, 2023 11:19 AM	
То:	
Subject: Application Offered	
Application Offer	
Application offer	
Dear MS S	
We are happy to offer you 2024 application for BEd FOUNDATION PHAS	E TEACHING at our institution.
To accept or decline this offer, please log onto our web site and use Offe	ered Application Acceptance link.
The deadline for accepting this offer is 14-SEP-2023	

2) Click on Application, then Offered Application Acceptance. Click on the dropdown list under Accept/Decline Offer. If an offer is declined, please click on the Decline Reason List to indicate the reason for declining the offer. Please also note when the offer expiry date.

streat for Humanity . Later	SOL P	LAATJE	UNIVERSITY						Wednesday, 30th August 202
SOL PLATUE	Stud	lent Nur Please o Offers v	nber: 2 chose to Accept or Decline offer vill be revoked if we do not rece	ed Applic ive your d	C ation(s). lecision l	Offered A	Applicatio	e.	
udent Web	Year	Choice	Qualification	Contract Code	Quote Number	Quote Total	Offer Expiry Date	Accept/Decline Offer	Decline Reason
Application View Application Rules	2024	1	EDU720 BEd FOUNDATION PHASE TEACHING				14-SEP- 2023	Please select ¥	۰ ۹
Schools Attended Enter School Leaving Subjects Certificates seen Enter Previous Qualifications Any Disabilities? Update Personal Information Submit Application View Completed Application(S) Academic Admission Status	Save	Reven	t Changes					I	

3) When you click on Accept and save the record. You will receive another notification via an email to confirm that you have approved the offer.

SOL PLAATJE UNIVERSITY						Wednesday, 30th Augus	st 2023
Student Number:		С)ffered /	Applicati	on Acceptance		
Note: Please chose to Accept or Decline offere Offers will be revoked if we do not recei	ed Applic ve your d	ation(s). ecision k	by Offer	Expiry Dat	e.		
Year Choice Qualification	Contract Code	Quote Number	Quote Total	Offer Expiry Date	Accept/Decline Offer	Decline Reason	
2024 1 EDU720 BEd FOUNDATION PHASE TEACHING				14-SEP- 2023	Accept Please select Accept	٩	-
Save Revert Changes					Decline	•	
From: noreply@spu.ac.za <noreply@spu.ac.za> Sent: Wednesday, August 30, 2023 11:31 AM To: Subject: Application Admitted</noreply@spu.ac.za>				ì			
Application Notification	ו			I			
Your 2024 application for BEd FOUNDATION PHASE	TEACHING	has been	Approve	d			

4) If you Decline an offer, please select a reason why you are declining the offer and click on the save button.

ote:	Please o Offers w	hoose to Accept or Decline off vill be revoked if we do not rece	ered Appli ive your d	cation(s) ecision k). by Offer	Expiry Dat	e.
Year	Choice	Qualification	Contract Code	Quote Number	Quote Total	Offer Expiry Date	Accept/Decline Decline Reason Offer
2024	1	EDU720 BEd FOUNDATION PHASE TEACHING				14-SEP- 2023	Decline V • Q
							🕒 List Of Values: Valid Offer Decline Reasons - Work — 🗆 🗙
Save	Revert	Changes					https://int41app.spu.ac.za/pls/prodi41/web.w01pkg.w0 A ^N
							Valid Offer Decline Reasons Search criterion for Valid Offer Decline Reasons: % Search Close
							Description
							FINANCIAL CONSTRAINTS
							EMPLOYMENT OFFER
							OFFER AT ANOTHER UNIVERSITY
							HEALTH CONSTRAINTS
							TAKING A GAP YEAR
							IMMIGRATION
							ACCEPTED PREFERRED CHOICE

Student Number: Offered Application Acceptance ote: Please choose to Accept or Decline offered Application(s). Offers will be revoked if we do not receive your decision by Offer Expiry Date. Year Choice Qualification Contract Quote Number Offer Offer Spiry Offer Offer	
Offers will be revoked if we do not receive your decision by Offer Expiry Date. Year Choice Qualification Contract Quote Offer Accept/Decline Decline Reason Code Number Total Expiry Offer	
Year Choice Qualification Contract Quote Quote Offer Accept/Decline Decline Reason Code Number Total Expiry Offer	
Date	
2024 1 EDU720 BEd FOUNDATION PHASE 14-SEP- Decline OFFER AT ANOTHER UNIVERSITY 2023 • OFFER AT ANOTHER UNIVERSITY Q	•

How to update your communication detail?

STEP 14.

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**.

HICO COR	SOL PLAATJE UNIVERSITY	Thursday, 28th May 2020
	Personal Contact Detail	
SOL DI AAT IE	Sudert Kumber: Name: MR	
UNIVERSITY OF	Note: If any previously entered contact details exist click on the Communication Type to view or change its detail. Click on the New Record button in order to add contact details.	
and ~ colinity, m.	Cells Model P	
itudent Web	New Record	
 Application 		
View Application Rules		
Schools Attended		
Certificates seen		
Any Disabilities?		
Update Personal Information		
Submit Application		
View Completed Application(S)		
Personal Contact Detail		
Address Validation		
Process Status		
 Residence Application 		
 Registration 	N	
 Student Administration 	war was a start	
 Student Enquiry 		
Logout		

How to update your address detail?

STEP 15.

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

arch crit	erion for Address Types:	
Code 122 142	Description Account Postal Address Next of kin Postal Address	
SOL PL	AATJE UNIVERSITY	Friday, 5th June 2020
Student Name: N Note: En Type of <i>I</i>	Number: 2 IR GR VE ter your address details and click 'Save'. Use the list Address:	r of values button Q provided to access a list of pre-defined values. All fields indicated with a * must be completed. Click the 'Clear Form' button to clear the inserted values.
		ddress Query Criteria

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

DL PLAATJE UNIVERSITY		Thursday, 9th July 2020
SOL PLATIE		
Prospective Students	Registered Users: Login Credentials	
If you are a prospective student, not registered at this institution, please select the following option:	●Student OPersonnel Other OAlumni Student Number:	
Apply, Register, Change personal information, get academic and other information and make payments.	Pin:	
	(5 numeric digits.Do not start with a 0.)	
	Login Forgot Pin Change Pin Request A Pin	
	Forgot Student Number	

STEP 2.

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

Forgot your Student Number?
Note: Choose an identification type and supply the relevant information in order for us to identify you on the system or click 'Back' in order to return to the log in screen.
Identification Type ID Number ID Number E-mail Address

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

Forgot your Student Number?
Note: Choose an identification type and supply the relevant information in order for us to identify you on the system or click 'Back' in order to return to the log in screen.
Identification Type ID Number
Search
< Back

Your request 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.

SOL PLAATJE UNIVERSITY		Thursday, 9th July 2020		
Requesting forgotten Student Number				
	Your student number reminder has been sent to your e-mail address ending in ***spu ac za			
	Please access the [Contact Us] hyperlink below to contact us if you have any queries.			
< Back	Ν			
	γζ.			

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.

IL PLAATJE UNIVERSITY		
SOL PLAATJE BURYERSTY BURYERSTY		
Prospective Students	Registered Users: Login Credentials	
If you are a prospective student, not registered at this institution, please select the following option:	Student OPersonnel Other OAlumni Student Number: 201800001 ×	
Apply, Register, Change personal information, get academic and other information and make payments.	Pin:	
	(5 numeric digits.Do not start with a 0.)	_
	Forgot Student Number	

<u>Need assistance to access the Online Application system, or to change your email</u> <u>address? Please contact:</u>

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!