



2024

Guidelines to Apply Online



Enquiries

Admissions Office

applications@spu.ac.za

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Applying for the first time (Under- and Postgraduates)

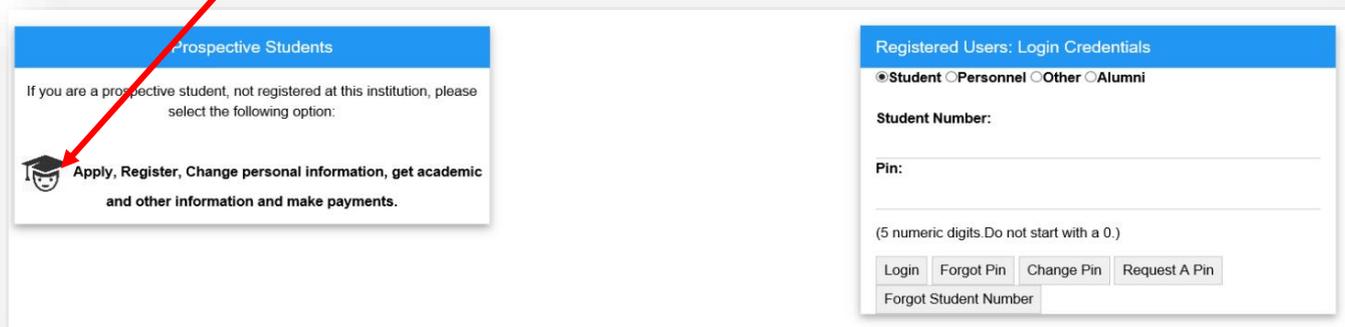
Please Note the following:

- 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.

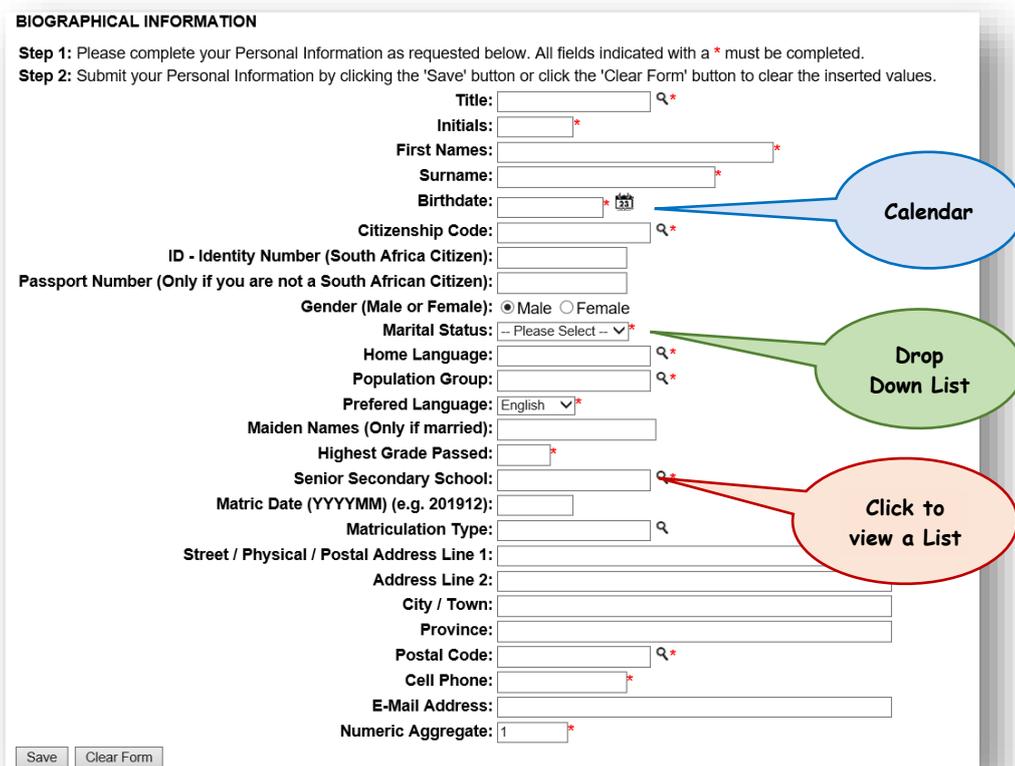
Click on the icon  to Apply Online.



The screenshot shows two panels. The left panel, titled 'Prospective Students', contains the text: 'If you are a prospective student, not registered at this institution, please select the following option:' followed by a button with a graduation cap icon and the text 'Apply, Register, Change personal information, get academic and other information and make payments.' A red arrow points from the icon to the text. The right panel, titled 'Registered Users: Login Credentials', has radio buttons for 'Student', 'Personnel', 'Other', and 'Alumni'. Below are 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 callout), Citizenship Code, ID - Identity Number (South Africa Citizen), Passport Number (Only if you are not a South African Citizen), Gender (Male or Female), Marital Status (with a drop-down list callout), Home Language, Population Group, Preferred Language, 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. There are 'Save' and 'Clear Form' buttons at the bottom. A red callout points to the Matric Date field with the text 'Click to view a List'.

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
 - **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 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**.

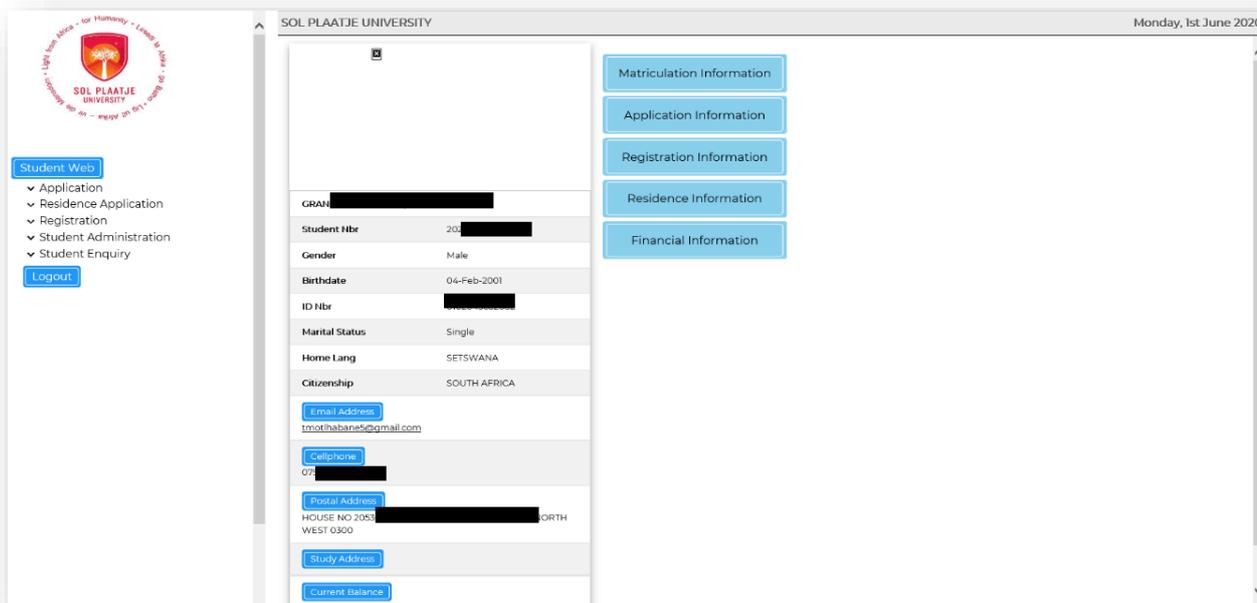
Pin : [input type="text" value="*****"] * 5 numeric digits. Do not start with a 0.

Re-enter Pin : [input type="text" value="*****"]

[Create Pin] [Help]

[Contact Us | About Us | Disclaimer | Terms & Conditions | Privacy & Security Statement | Powered By]

Congratulations!! You have accessed the Student Online System.

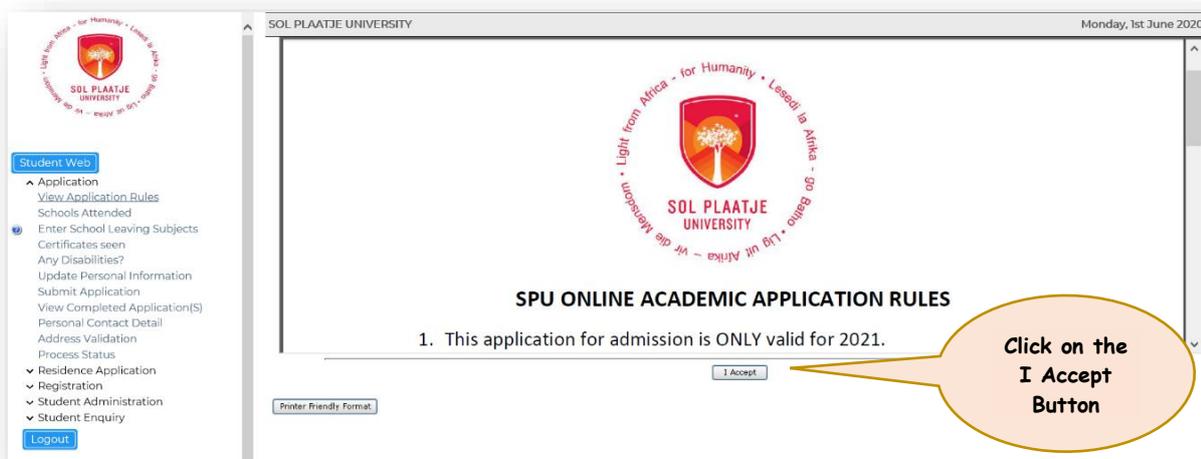


Read and Accept the Application Rules.

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.

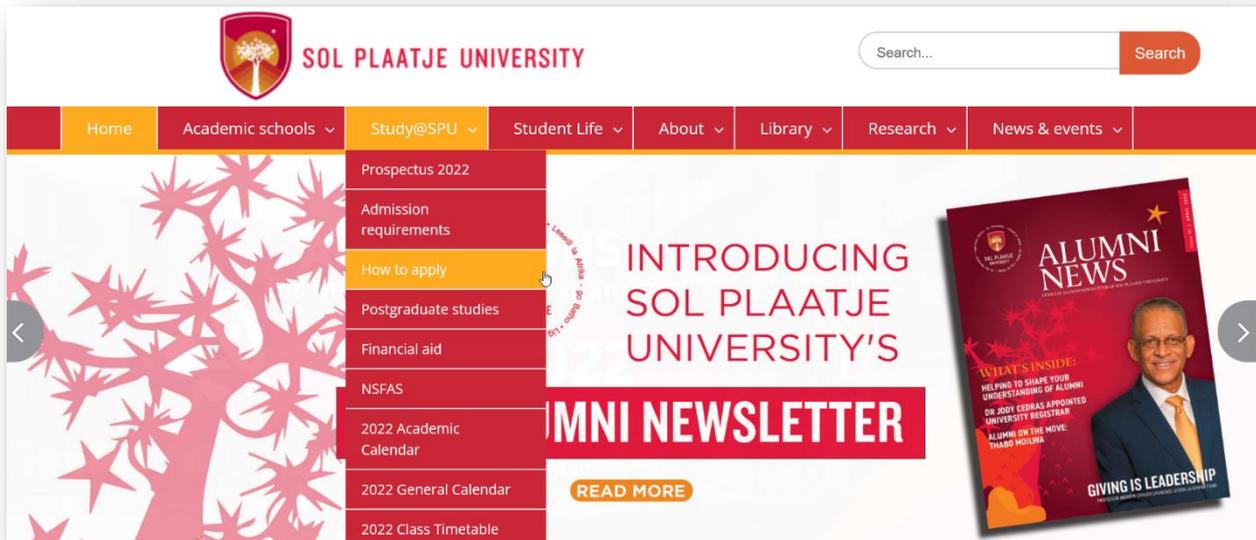
- **School Attended** (e.g., if currently in matric or where you matriculated) See page 6.
- **School Leaving Subjects** (capture one subject at a time and save the record)
- **Certificates Seen** (Please use **“Upload All required documents”**, such as ID, Affidavit, Matric Certificate, Academic Transcript, 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

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.

Valid School Names

Search criterion for Valid School Names:

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 Thursday, 4th June 2020

Schools Attended

Student Number: 202100001
Name: MR GRANNALCY TEBOGO MOTLHABANE

Note: All fields indicated with a * must be completed. Click the 'Save' button in order to submit the entered information. Click the 'Revert Changes' button to restore the initial values. Select the 'Delete' checkbox(es) and then click the 'Save' button to remove.

| School Name | Period of Attendance | | | | Delete |
|------------------------|----------------------|----------------------|----------------------|----------------------|--------------------------|
| | From Year (YYYY) | Month (MM) | To Year (YYYY) | Month (MM) | |
| KGAMANYANE HIGH SCHOOL | 2018 | 1 | 2018 | 12 | <input type="checkbox"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |

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.

Valid Matric Subjects

Search criterion for Valid Matric Subjects:

| Code | Description |
|------|-----------------------------|
| 9063 | MATHEMATICS (HG) |
| 9144 | ADDITIONAL MATHEMATICS (HG) |
| 9186 | FUNCTIONAL MATHEMATICS (HG) |

SOL PLAATJE UNIVERSITY

Student Number: Enter School Leaving

Note: All fields indicated with a * must be completed. Click the 'Save' button in order to submit the entered information. Use the 'Delete' checkbox(es) and 'Save' button to remove the existing record(s) or to clear the newly entered record.

| Date (YYYYMM) | Type | Subject | Grade | Symbol Pre-Final Year | Percentage Pre-Final Year | Symbol Mid-Final Year | Percentage Mid-Final Year | Symbol Final Year | Percentage Final Year | Delete |
|-------------------------------------|--------------------------------|--------------------------------|----------------------|-----------------------------|---------------------------------|-----------------------------|---------------------------------|-------------------------|-----------------------------|--------------------------|
| 201811 | B | ENGLISH FIRST ADDITIONAL LANGU | Z | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 6 | 75 | <input type="checkbox"/> |
| | | | Rating | | | | | 6 | | |
| 201811 | B | SESWANA HOME LANGUAGE | Z | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 6 | 78 | <input type="checkbox"/> |
| | | | Rating | | | | | 6 | | |
| 201811 | B | MATHEMATICS | Z | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 3 | 43 | <input type="checkbox"/> |
| | | | Rating | | | | | 3 | | |
| 201811 | B | LIFE ORIENTATION | Z | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 6 | 70 | <input type="checkbox"/> |
| | | | Rating | | | | | 6 | | |
| 201811 | B | GEOGRAPHY | Z | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 4 | 56 | <input type="checkbox"/> |
| | | | Rating | | | | | 4 | | |
| 201811 | B | LIFE SCIENCES | Z | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 4 | 52 | <input type="checkbox"/> |
| | | | Rating | | | | | 4 | | |
| 201811 | B | PHYSICAL SCIENCES | Z | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 2 | 35 | <input type="checkbox"/> |
| | | | Rating | | | | | 2 | | |
| <input type="text" value="201811"/> | <input type="text" value="B"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |

Annotations:
- A blue speech bubble points to the Symbol Pre-Final Year and Percentage Pre-Final Year columns: "Capture your final grade 11 results in this column"
- A green speech bubble points to the Symbol Final Year and Percentage Final Year columns: "Capture your Final Matric Results in this column"

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: 20 [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 | Processed | Expiry Date | Remarks | Load/View | Uploaded via the web |
|-------------|-----------|-------------|---------|------------------------------------|----------------------|
| AI | Yes | | | Load/View Document | No |
| BD | No | | | Load/View Document | No |
| IA | Yes | | | Load/View Document | No |
| LI | No | | | Load/View Document | No |
| PF | No | | | Load/View Document | No |
| RF | No | | | Load/View Document | No |
| UD | No | | | Load/View Document | No |
| VS | 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**.

SOL PLAATJE UNIVERSITY Friday, 5th June 2020

Any Disabilities?

Student Number: 20 [REDACTED]
Name: MR GRANNALCY

Note: All fields indicated with a * must be completed. Click the 'Save' button in order to submit the entered information. Select the 'Delete' checkbox(es) and then click the 'Save' button to remove.

| Disability | Remarks | Delete |
|------------|---------|--------------------------|
| | | <input type="checkbox"/> |

Update your personal information.

STEP 9.

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

SOL PLAATJE UNIVERSITY Thursday, 18th June 2020

Update Personal Information

Student Number: 20 [REDACTED]
Name: MR GRANNALCY

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 'Revert 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): 0102045652082
Passport Number (Only if you are not a South African Citizen):
Gender (Male or Female): Male
Marital Status: Single
Home Language: SETSWANA
Population Group: AFRICAN
Preferred Language: English
Maiden Names (Only if married):
Activity Last Year: TECHNICAL COLLEGE STUDENT
Highest Grade Passed: 12
Senior Secondary School:
Matric Date (YYYYMM) (e.g. 201912): 201811
Matriculation Type: NSC - Bachelor's Degree
Do you require residence accommodation?: Yes No

Senior Secondary School

Search criterion for Senior Secondary School:
%GOR%

| Code | Description |
|------|-----------------------------------|
| | UNKNOWN SCHOOL |
| 0001 | GLENBRACK JUNIOR SECONDARY SCHOOL |
| 0002 | KRUIJN HOERSKOOI |
| 0003 | AFRIKAANS MEISIES HOERSKOOI |
| 0004 | AFRIKAANS SEUNS HOERSKOOI |
| 0005 | DURBAN NORTH COLLEGE |
| 0006 | AFRIKAANS HOERSKOOI GERMISTON |

Note: Please select (Y)es if you require accommodation in a residence or (N)o if you do not require accommodation or reside in Kimberley.

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 ▼

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

Faculty - SCHOOL OF ECONOMICS & MAN SCIE

 RBM600 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:



Click on **SAVE and Continue**.

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

Process Trail: [Qualification](#) > [Study Choices](#) > [Detail](#)

Application Detail

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

| | |
|----------------------|--|
| Academic Year: | 2021 |
| Qualification: | RBM600 Dip IN RETAIL BUSINESS MANAGEMENT |
| Mode of Study: | 2F CENTRAL CAMPUS - FULL TIME |
| Academic Period: | YR YEAR BLOCK |
| Period of Study: | 1: FIRST YEAR |
| Academic Preference: | 1 |

| Academic Credits | | | |
|------------------|------------------|--------------------|------------------------|
| | This Application | This Academic Year | Previous Academic Year |
| Total: | .000 | .000 | 74.000 |

• Step 1: If you want to see costs for this application please click on the 'Display Pro Forma of Costs' button below.
 • Step 2: To make amendments to the application, use the "Process Trail" at the top of page that will take you to the 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, 3rd June 2020

View Completed Application(S)

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

Note : If any previously submitted applications exist click on the academic year to view its detail.

| Academic Year | Academic Preference | Qualification | Description | WRS Score | Contract Code | Quote Number | Quote Total |
|----------------------|---------------------|---------------|---|-----------|---------------|--------------|-------------|
| 2021 | 1 | EDU734 | B.ED LANGUAGES AND HISTORY TEACHING | 31 | | | |
| 2021 | 2 | EDU722 | B.ED LANG, SOCIAL SCIENCES, LIFE SKILLS | 31 | | | |

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.).

SOL PLAATJE UNIVERSITY Tuesday, 6th October 2020

Academic Admission Status

Student Number: 202 [REDACTED]
Name: MR GRAN [REDACTED] ANE

| Year | Qualification | Faculty | Status | Academic Choice | Contract Code | Quote Number | Quote Total |
|------|---------------|--|----------------------------|-----------------|---------------|--------------|-------------|
| 2021 | EDU734 | BED LANGUAGES AND HISTORY TEACHING | Application Without Status | 1 | | | |
| 2021 | EDU722 | BED LANG, SOCIAL SCIENCES, LIFE SKILLS | Firm Offer | 2 | | | |

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.



- 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.

SOL PLAATJE UNIVERSITY Wednesday, 30th August 2023

Student Number: [REDACTED] Offered Application Acceptance

Note: Please chose 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 Code | Quote Number | Quote Total | Offer Expiry Date | Accept/Decline Offer | Decline Reason |
|------|--------|--------------------------------------|---------------|--------------|-------------|-------------------|----------------------|----------------|
| 2024 | 1 | EDU720 BEd FOUNDATION PHASE TEACHING | | | | 14-SEP-2023 | -- Please select -- | |

Save Revert Changes

- 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 August 2023

Student Number: [REDACTED] Offered Application Acceptance

Note: Please chose 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 Code | Quote Number | Quote Total | Offer Expiry Date | Accept/Decline Offer | Decline Reason |
|------|--------|--------------------------------------|---------------|--------------|-------------|-------------------|----------------------|----------------|
| 2024 | 1 | EDU720 BEd FOUNDATION PHASE TEACHING | | | | 14-SEP-2023 | Accept | |

Save Revert Changes

From: noreply@spu.ac.za <noreply@spu.ac.za>
 Sent: Wednesday, August 30, 2023 11:31 AM
 To: [REDACTED]
 Subject: Application Admitted

Application Notification

Dear [REDACTED]

Your 2024 application for BEd FOUNDATION PHASE TEACHING has been Approved

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

Student Number: [REDACTED] Offered Application Acceptance

Note: 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 Code | Quote Number | Quote Total | Offer Expiry Date | Accept/Decline Offer | Decline Reason |
|------|--------|--------------------------------------|---------------|--------------|-------------|-------------------|----------------------|----------------|
| 2024 | 1 | EDU720 BEd FOUNDATION PHASE TEACHING | | | | 14-SEP-2023 | Decline | |

Save Revert Changes

List Of Values: Valid Offer Decline Reasons - Work ...

https://int41app.spu.ac.za/pls/prodi41/web.w01pkg.w0...

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

SOL PLAATJE UNIVERSITY Wednesday, 30th August 2023

Student Number: [REDACTED] Offered Application Acceptance

Note: 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 Code | Quote Number | Quote Total | Offer Expiry Date | Accept/Decline Offer | Decline Reason |
|------|--------|--------------------------------------|---------------|--------------|-------------|-------------------|----------------------|-----------------------------|
| 2024 | 1 | EDU720 BEd FOUNDATION PHASE TEACHING | | | | 14-SEP-2023 | Decline | OFFER AT ANOTHER UNIVERSITY |

Save Revert Changes

How to update your communication detail?

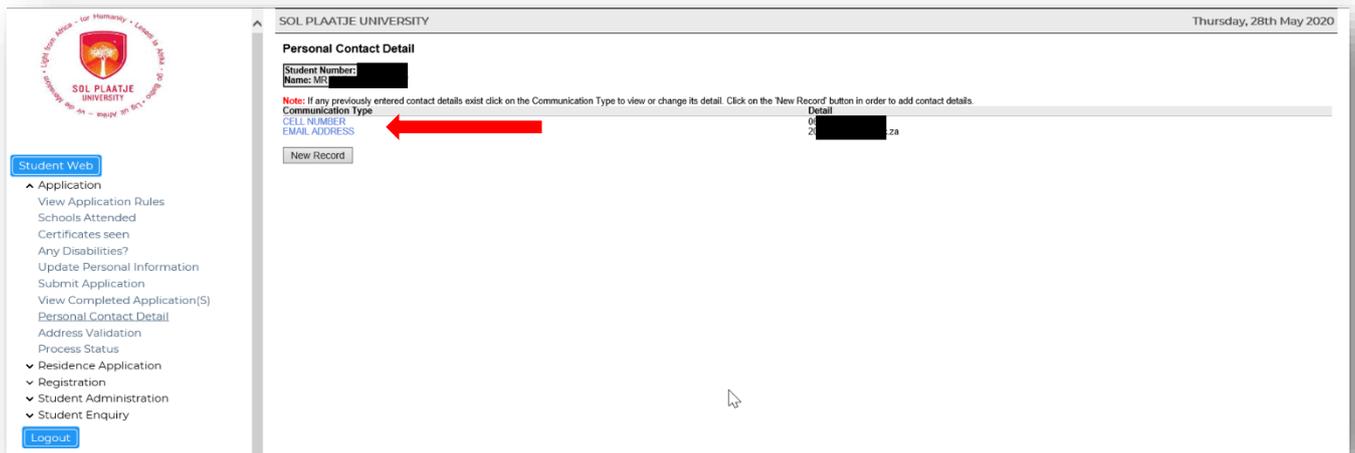
STEP 14.

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**.



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

| Code | Description |
|------|----------------------------|
| AP | Account Postal Address |
| NK | Next of Kin Postal Address |

If you are:

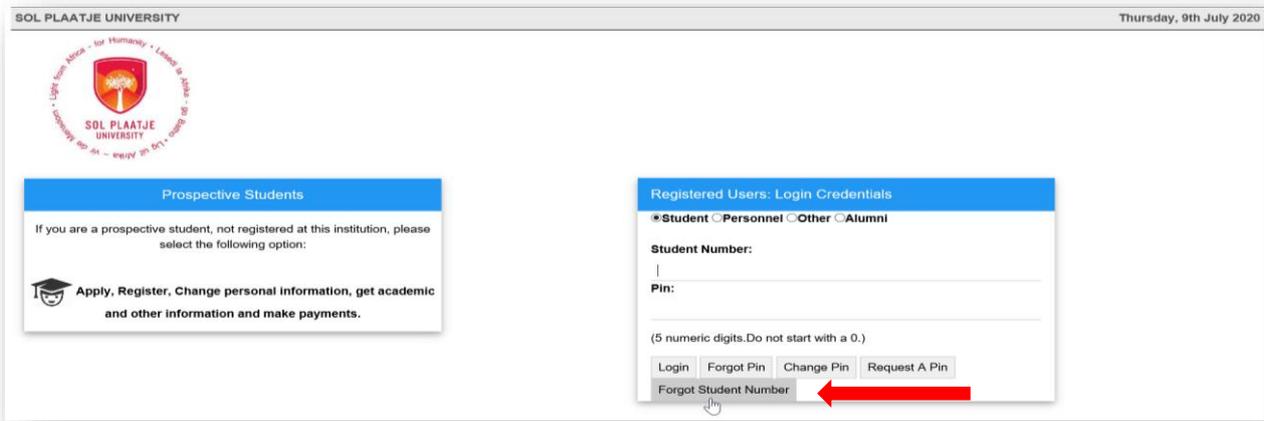
- A prospective student who applied previously?
- A graduate of SPU?
- A registered student currently?
(Under- and Postgraduates)

Then please follow the steps below to complete your application:

Did you forget your student number?

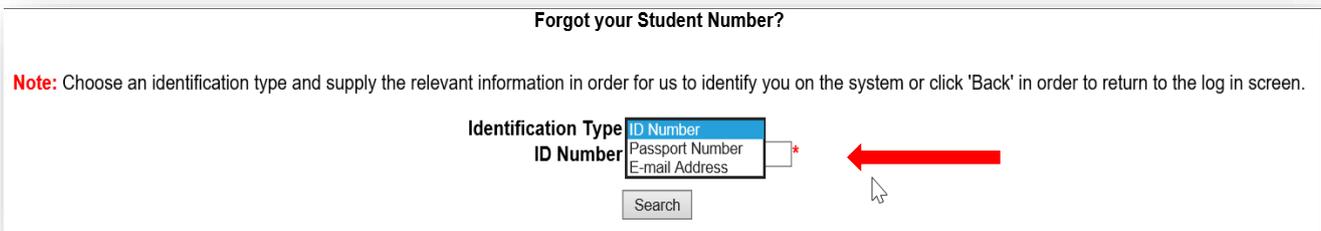
STEP 1.

Click on **Forgot Student Number**

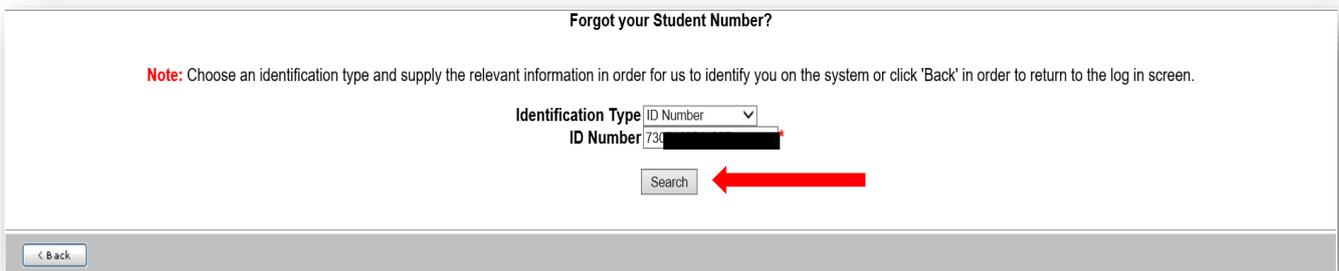


STEP 2.

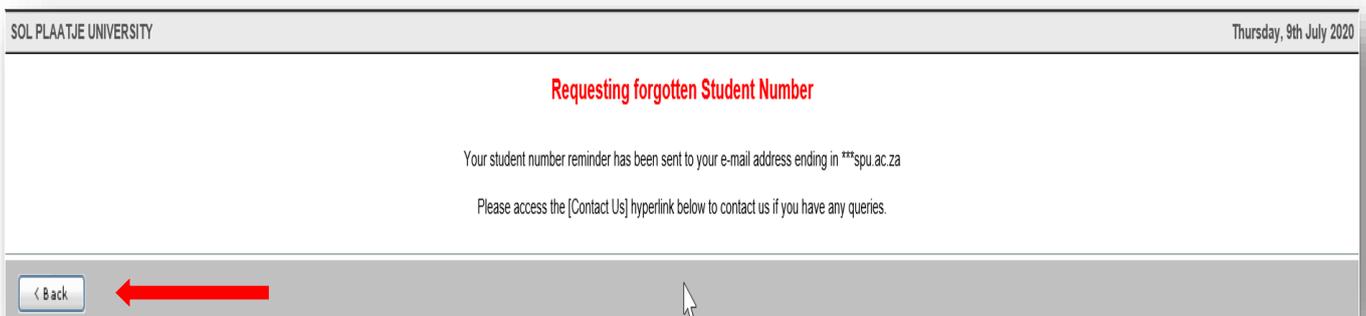
Click on the **dropdown** list to choose an identification type (e.g. ID Number, Passport Number or Email Address).



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

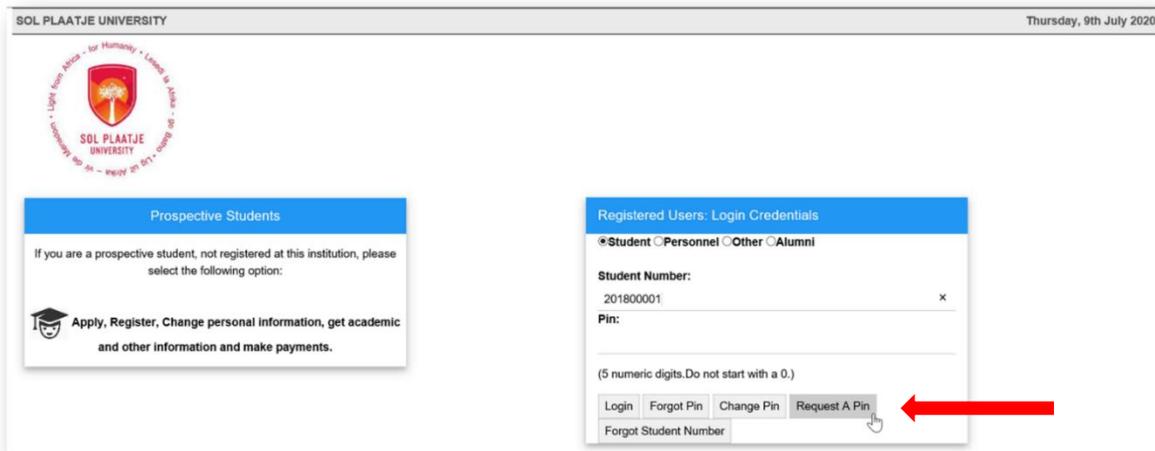


Your request will be routed to your active email address ending with@spu.ac.za (e.g. 201400001@spu.ac.za). Click on the **Back Button** to return to the first screen.



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!