



Avoid long queues

Apply Online



Guidelines to Apply Online for 2021

Enquiries
Admissions Office
applications@spu.ac.za

STEP 1.

Click on the icon



Apply, register, change personal information, get academic and other information.

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 and other information and make payments.

Registered Users: Login Credentials

Student Personnel Other Alumni

Student Number:

Pin:

(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 SAVE.

BIOGRAPHICAL INFORMATION

Step 1: Please complete your Personal Information as requested below. All fields indicated with a * must be completed.
Step 2: Submit your Personal Information by clicking the 'Save' button or click the 'Clear Form' button to clear the inserted values.

Title: *

Initials: *

First Names: *

Surname: *

Birthdate: * **Calendar**

Citizenship Code: *

ID - Identity Number (South Africa Citizen):

Passport Number (Only if you are not a South African Citizen):

Gender (Male or Female): Male Female

Marital Status: -- Please Select -- * **Drop Down List**

Home Language: *

Population Group: *

Preferred Language: English * **Drop Down List**

Maiden Names (Only if married):

Highest Grade Passed: *

Senior Secondary School: * **Click to get a list**

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:

Numeric Aggregate: 1 *

Save Clear Form

STEP 3.

Create academic application pin

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 : **202100001**
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 : * **5 numeric digits. Do not start with a 0.**

Re-enter Pin : *

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Congratulations!! You have accessed the Student Online System.

SOL PLAATJE UNIVERSITY Monday, 1st June 2020

GRANNALCY TEBOGO, MOTLHABANE

Student Nbr	202100001
Gender	Male
Birthdate	04-Feb-2001
ID Nbr	0102045652082
Marital Status	Single
Home Lang	SETSWANA
Citizenship	SOUTH AFRICA

[Email Address](#)
mnotlhabane@gmail.com

[Telephone](#)
0796019262

[Postal Address](#)
HOUSE NO 20530 MANAMAKGOTHA RUSTENBURG NORTH WEST 0300

[Study Address](#)

[Current Balance](#)

[Matriculation Information](#)

[Application Information](#)

[Registration Information](#)

[Residence Information](#)

[Financial Information](#)

Student Web

- Application
- Residence Application
- Registration
- Student Administration
- Student Enquiry

[Logout](#)

STEP 4.

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

NB: Read the Academic Applications rules and click on the **[I Accept] Button**.

SOL PLAATJE UNIVERSITY Monday, 1st June 2020

SPU ONLINE ACADEMIC APPLICATION RULES

1. This application for admission is ONLY valid for 2021.

Click on the I Accept Button

[Printer Friendly Format](#)

Student Web

- Application
- View Application Rules
- Schools Attended
- Enter School Leaving Subjects
- Certificates seen
- Any Disabilities?
- Update Personal Information
- Submit Application
- View Completed Application(S)
- Personal Contact Detail
- Address Validation
- Process Status
- Residence Application
- Registration
- Student Administration
- Student Enquiry

[Logout](#)

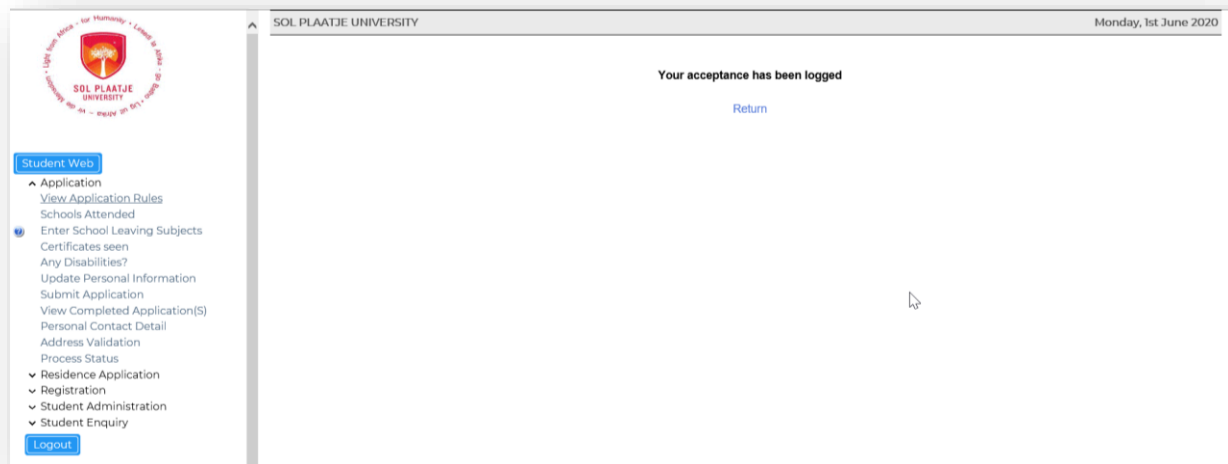
Please note: You will be able to access the following websites from the **Application Rules**

- SPU Website: www.spu.ac.za
- Matriculation Board: www.mb.usaf.ac.za
- South African Qualification Authority (SAQA): www.saga.org.za

Apply for funding

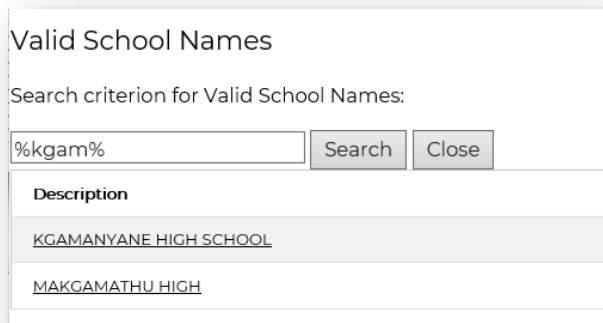
- NSFAS: www.nsfas.org.za
- FUNZA: www.funzalushaka.doe.gov.za

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

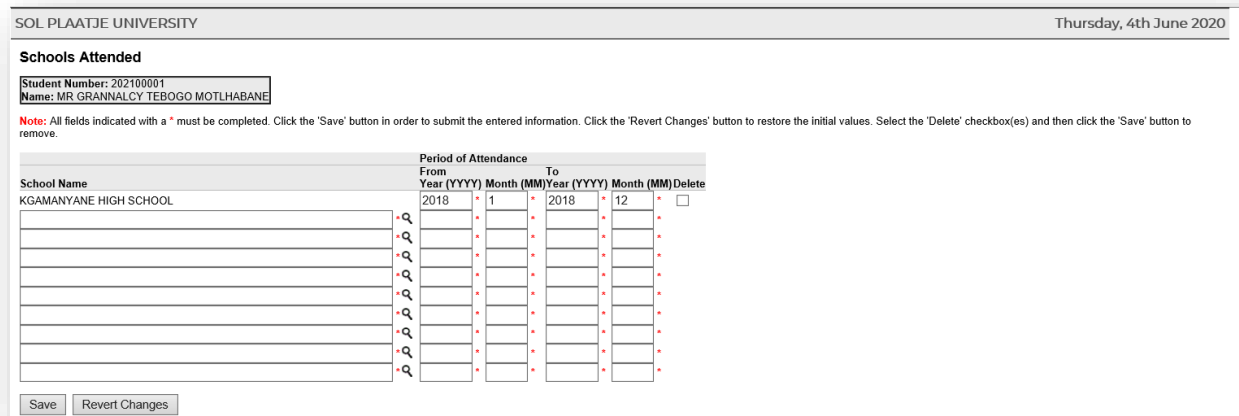


STEP 5.

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**.



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
2063	MATHEMATICS (HG)
2144	ADDITIONAL MATHEMATICS (HG)
2186	FUNCTIONAL MATHEMATICS (HG)

SOL PLAATJE UNIVERSITY

Student Number: 202100001 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 'Clear' 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	SETSWANA 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"/>

Capture your final grade 11 results in this column

Capture your Final Matric Results in this column

STEP 7.

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

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

SOL PLAATJE UNIVERSITY Friday, 29th May 2020

Certificates seen

Student Number: 202100001
Name: MR GRANNALCY TEBOGO MOTLHABANE

Certificate	Processed	Expiry Date	Remarks	Load/View	Uploaded via the web
AI	I ACCEPT RES APP RULES & REGUL	Yes		Load/View Document	No
IA	I ACCEPT APPLICATION RULES & R	Yes		Load/View Document	No
ID	IDENTIFICATION DOCUMENTATION	Yes		Load/View Document	Yes
JE	MATRIC - JUNE EXAM RESULTS	No		Load/View Document	No
MC	MATRIC CERTIFICATE (NSC)	No		Load/View Document	Yes
PF	PROOF OF APPLICATION FEES	No		Load/View Document	Yes
RF	RESIDENCE FORM	No		Load/View Document	No

[Printer Friendly Format](#)

STEP 8.

Click on **Disabilities** to disclose if applicable and **SAVE**.

SOL PLAATJE UNIVERSITY Friday, 5th June 2020

Any Disabilities?

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. Select the 'Delete' checkbox(es) and then click the 'Save' button to remove.

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

[Save](#) [Revert Changes](#)

STEP 9.

Click on **Submit Application**. To find a qualification, capture either %Retail%, BA, BEd, BSC then press **SEARCH**.

Examples 1:

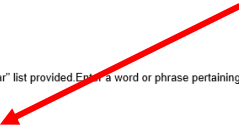
SOL PLAATJE UNIVERSITY Friday, 5th June 2020

Process Trail: [Qualification](#)

Choice of Programme or Qualification

Student Number: 202100001
Name: MR GRANNALCY TEBOGO MOTLHABANE

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: 202100001
Name: MR GRANNALCY TEBOGO MOTLHABANE

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

Qualification

Faculty - SCHOOL OF ECONOMICS & MAN SCIE

[RBM600](#) DIPLOMA IN RETAIL MANAGEMENT

After selecting the qualification, complete the following, **Academic Preference = 1 (Choice 1)**
Click on **SAVE and Continue**.

SOL PLAATJE UNIVERSITY

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

Qualification Study Choices

Student Number: 202100001
Name: MR GRANNALCY TEBOGO MOTLHABANE

- 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?

When would you like to study for the qualification?

In which period are you intending to study?

Academic Preference:

Repeat the above process to apply for another qualification. At the **Academic Preference = 2 (Choice 2)**.

STEP 10.

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: 202100001
Name: MR GRANNALCY TEBOGO MOTLHABANE

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			

STEP 11.

Click on **Personal Contact Detail**. You can now update your cell number(s), email address, Next of Kin Cell Number, etc. online. Click on **CELL NUMBER**, capture or override it with your new cell number and **SAVE**. The same applies to your **EMAIL Address**.

SOL PLAATJE UNIVERSITY Thursday, 28th May 2020

Personal Contact Detail

Student Number: 201800004
Name: MR CARLO CUPIDO

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.

Communication Type: Detail
CELL NUMBER: 0610626197
EMAIL ADDRESS: 201800004@spu.ac.za

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STEP 12.

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

Address Types

Search criterion for Address Types:


% Search Close


Code	Description
AP	Account Postal Address
NE	Next of Kin Postal Address


SOL PLAATJE UNIVERSITY Friday, 5th June 2020

Address Validation


Student Number: 202100001
Name: MR GRANNALCY TEBOGO MOTLHABANE

Note: Enter your address details and click 'Save'. Use the list of values button  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.

Type of Address: 

Address: 

 [Address Query Criteria](#)

Postal Code: 

Save Clear Form

Thank you for applying online