SOL PLAATJE
UNIVERSITY

Avoid long queues

Apply Online

Guidelines to Apply Online for 2021

Enquiries
Admissions Office
applications@spu.ac.za

Contents

How to apply for the first time (Under- and Postgraduates)

a) 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 SAVE.

b) How to create a pin?

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.

Congratulations!! You have accessed the Student Online System.

c) Read the Application Rules.

STEP 4.
Click on **Application,** then **View Application Rules.**

NB: Read the Academic Applications rules and click on the **[I Accept] Button**.
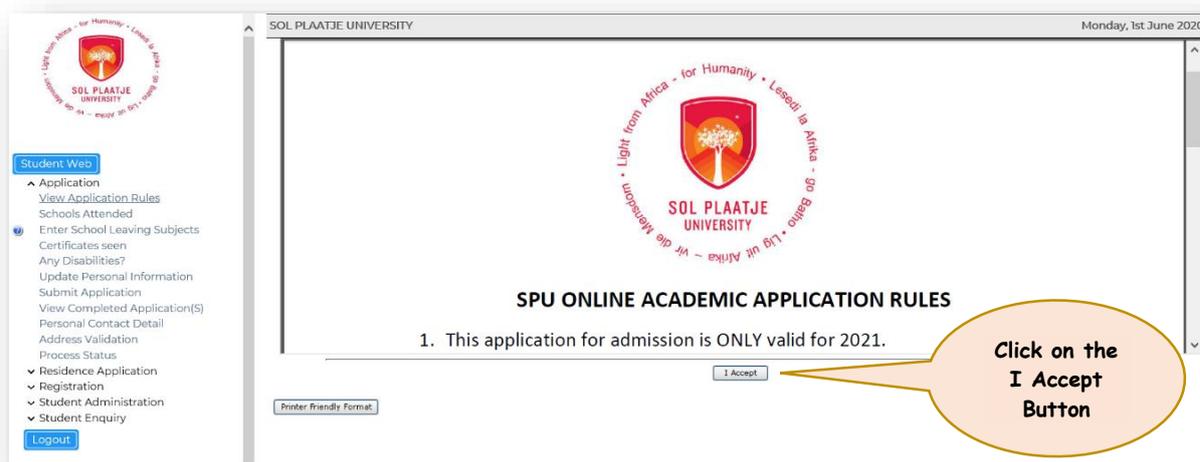
Please note: You will be able to access the following websites from the **Application Rules**
- SPU Website: www.spu.ac.za
- Matriculation Board: https://mb.usaf.ac.za
- South African Qualification Authority (SAQA): www.saqa.org.za

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

d) How to access websites:

SPU Website: www.spu.ac.za
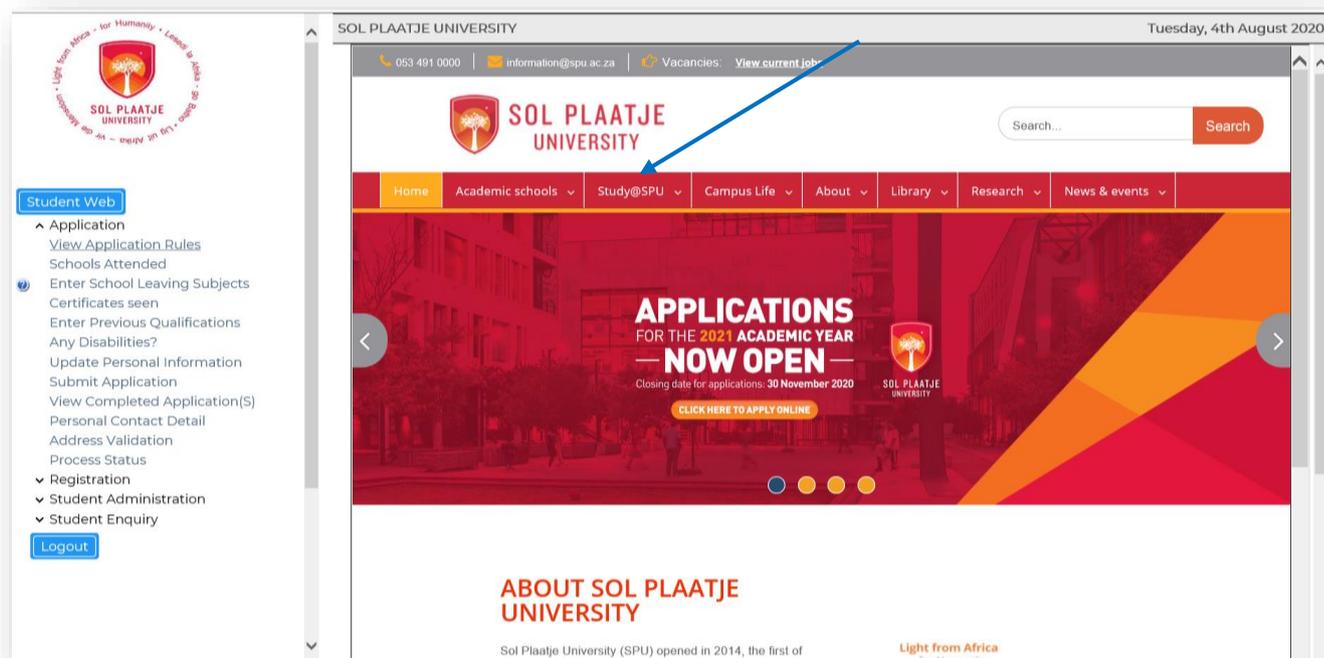
Click on "Study@SPU", then click on "How to apply" to access the Online Application Guide and link to access the Online Student System.

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

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

e) To apply for funding:

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.
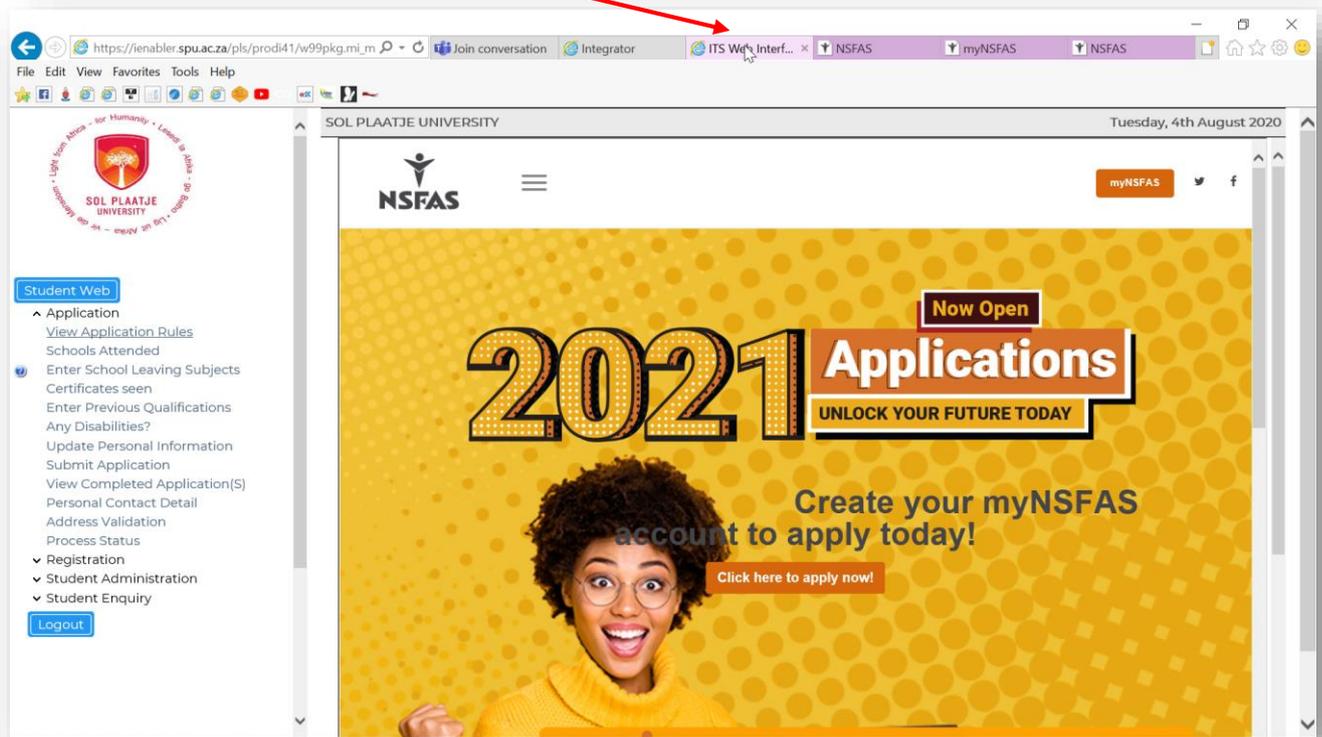
FUNZA: www.funzalushaka.doe.gov.za
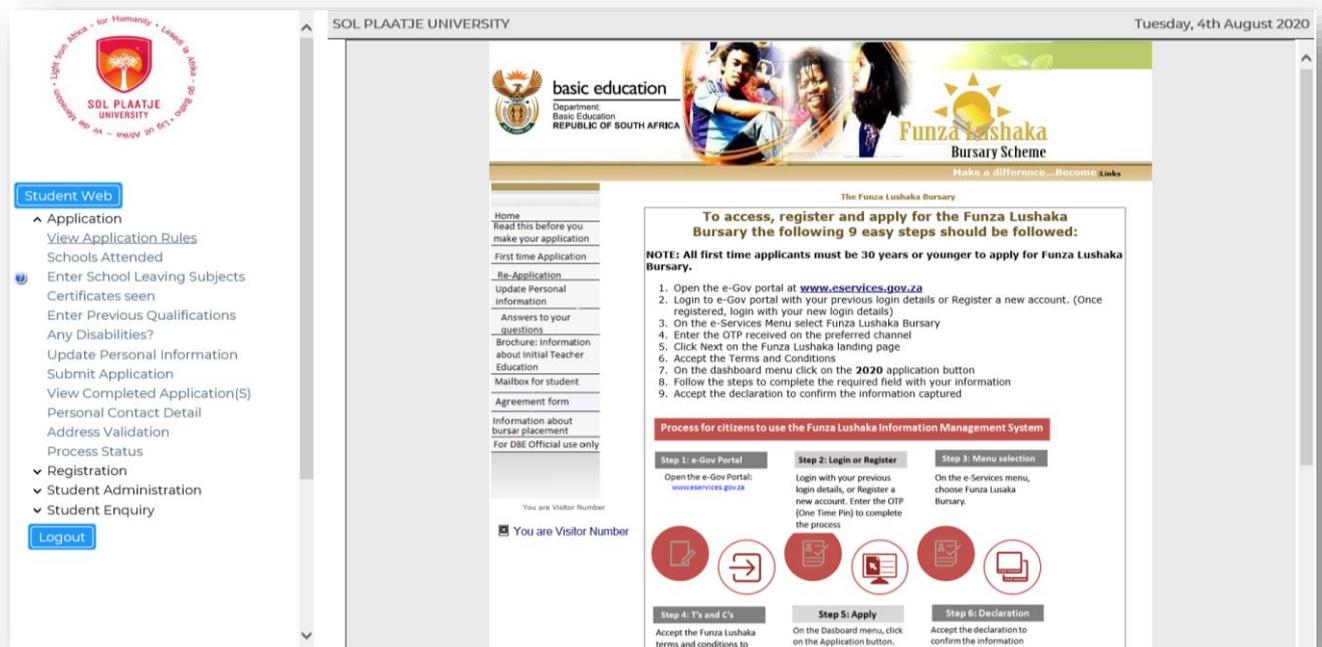
After accepting the **Application Rules**, you are now ready to proceed to the next step.
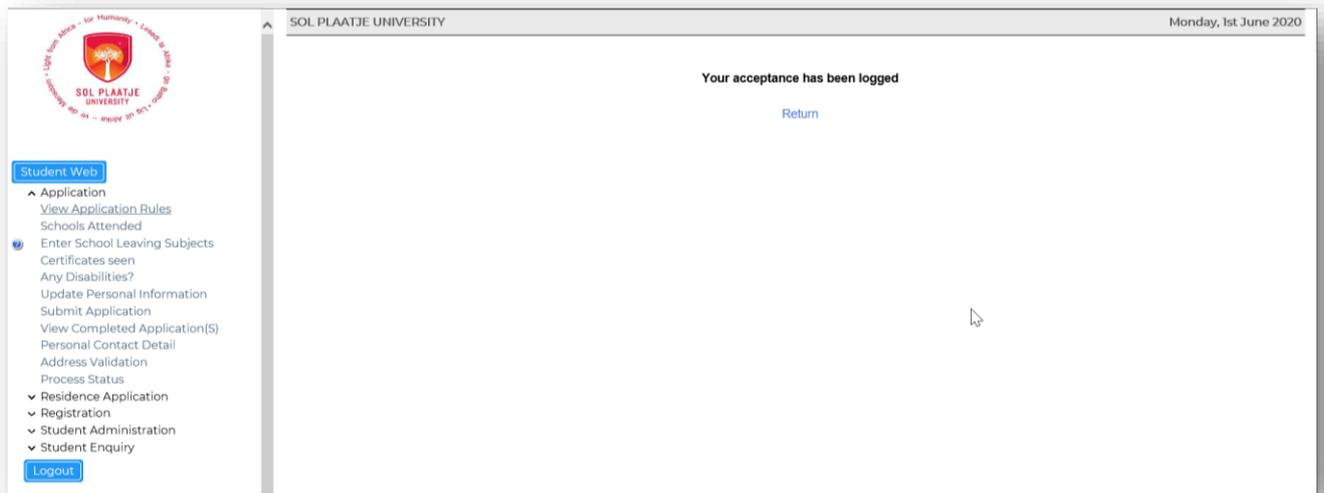
f) Capture your senior secondary school information.

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**.

g) 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:

%math%hg%   [Search] [Close]

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

Capture your final grade 11 results in this column

Capture your Final Matric Results in this column

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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.Select the 'Delete' checkbox(es) and click the '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					6	75	☐
			Rating					6		
201811	B	SETSWANA HOME LANGUAGE	Z					6	78	☐
			Rating					6		
201811	B	MATHEMATICS	Z					3	43	☐
			Rating					3		
201811	B	LIFE ORIENTATION	Z					6	70	☐
			Rating					6		
201811	B	GEOGRAPHY	Z					4	56	☐
			Rating					4		
201811	B	LIFE SCIENCES	Z					4	52	☐
			Rating					4		
201811	B	PHYSICAL SCIENCES	Z					2	35	☐
			Rating					2		
201811 *	B *	*	*							

h) 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).

i) Capture disability information if applicable.

STEP 8.
Click on **Disabilities,** then click on the dropdown list to select and disclose if applicable and **SAVE**.

j) Update your personal information.

STEP 9.
Click on **Update Personal Information** to update your Senior Secondary School, requiring accommodation, etc.

k) How to submit and apply for a qualification?

STEP 10.
Click on **Submit Application**. To find a qualification, capture either %Retail%, BA, BEd, BSC then press **SEARCH**.

Examples 1:

After selecting the qualification, complete the following, **Academic Preference** = **1 (Choice 1)**

Click on **SAVE and Continue.**

Accept the application or restart the process.

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

Example 2:

l) View the completed application records.

STEP 11.
Click on **View Completed Application(s)**. To view the qualification(s) you have applied for.

m) How to update your communication detail?

STEP 12.
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.**

n) How to update address detail?

STEP 13.
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

Please following the steps if you are one of the following:

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

a) 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.
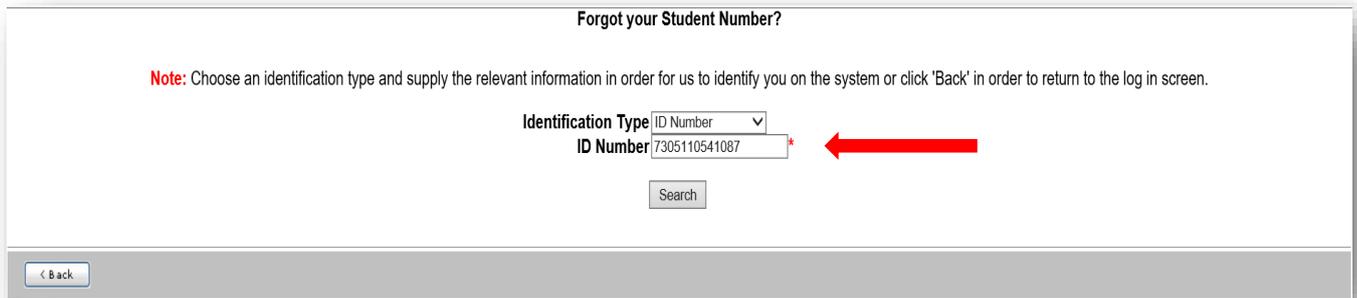
Forgot your Student Number?

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.
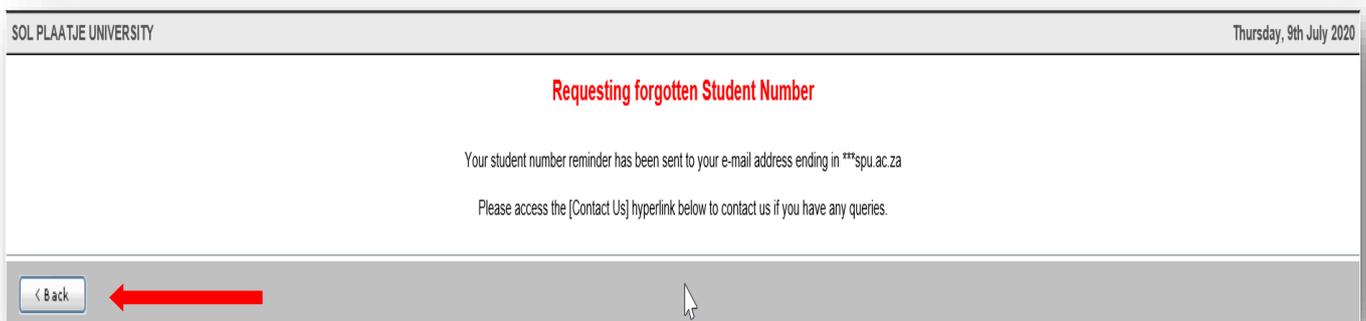
Identification Type ID Number ▾
ID Number 7305110541087 *

Search

‹ Back

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.

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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

STEP 3.

After returning to the first screen and 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.
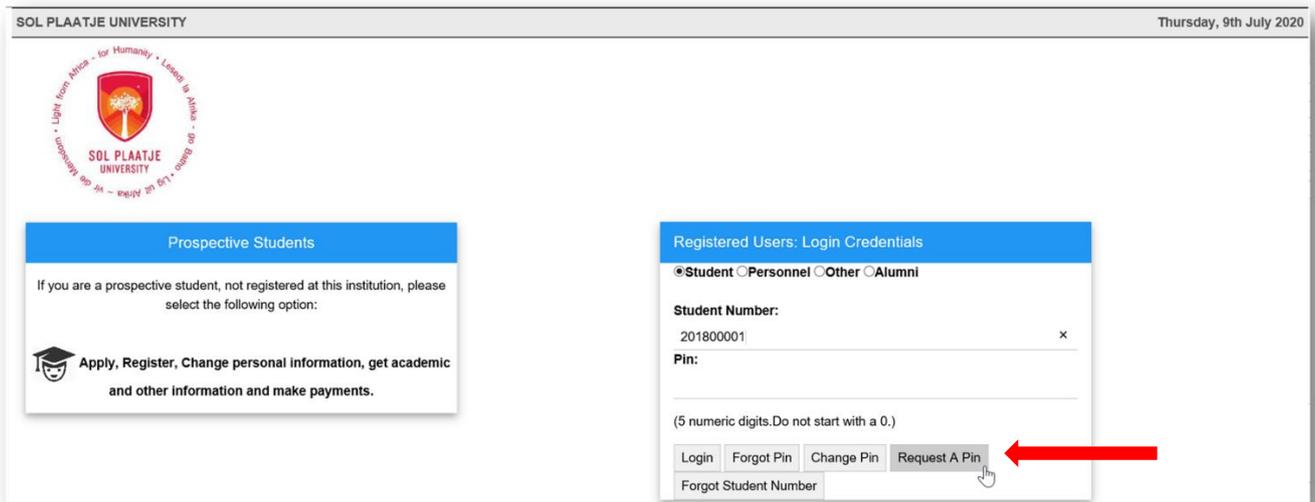
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Prospective Students

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:

201800001   ×

Pin:

(5 numeric digits.Do not start with a 0.)

Login   Forgot Pin   Change Pin   Request A Pin

Forgot Student Number

b) Do you need assistance to access the Online Application system?

c) Communication detail for assistance.

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

Welcome to Sol Plaatje University
and
thank you for applying online