Online Application Instructions

Step 1: Register as a new user

- Register as a new user

Step 2: Activate account

- Please follow the link in the email that will be emailed to you, to activate your account.

Step 3: Choose your programme

- Select the programme and study field you are applying for.
- Please remember to submit a separate application if you are applying for more than one programme.
- Click on the Save/Next button to continue to the next step and save the information.
Step 4: Complete application

It is important to have an electronic copy of your ID document/passport and your latest school results before proceeding with this step.

4.1. Complete all required fields.

4.2. Upload your documents.

4.2.1. Identity document

**South African Citizens**

A certified copy of your identity document

**International Applicants**

Certified copies of the following documents:


b) Passport

4.2.2. Grade 11/12 final results

**SA Citizens**

- If you are in Grade 12 at present, include a certified copy of your Grade 11 final examination symbols.
- If you have already completed school (regardless of whether or not you are attending/have attended another university or Institute), please include a certified copy of your final school certificate (Senior Certificate (prior to 2008) OR National Senior Certificate (NSC) OR Independent Examination Board certificate (IEB))
- If you have completed the International School System (Cambridge International, etc.) please include a certified copy of your final school results and an evaluation by the South African Qualifications Authority (SAQA).
International Applicants
- Your final school-leaving certificate should be submitted with the English translation of the certificate.
- An evaluation by the South African Qualifications Authority (SAQA) is mandatory for all non-South African qualifications. SAQA can be contacted at: Postnet Suite 248, Private Bag X06, Waterkloof 0145, South Africa. Tel: +27 (0)12 431 5000; Web: www.saqa.org.za

NB. All required documents must be submitted before the closing date. Applications with outstanding documents will be regarded as incomplete and will not be processed.

4.3. Accept the terms and conditions. You will now receive an email acknowledging receipt of application.

Step 5: Upload Application Fee

Please follow the link https://student-web.elsenburg.com:8079 in the acknowledgement of receipt email that will be emailed to you.

A non-refundable application fee of R100 is applicable to your application.

Login in with your username and password.

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<th>Reference Number</th>
<th>Full Name</th>
<th>Prospectus</th>
<th>Active Year</th>
<th>Status</th>
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<td>2020</td>
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Click on the “Upload” button and attach proof of payment of the R100 application fee.

The Elsenburg Agricultural Training Institute’s banking details are:
Account Holder: DEPARTMENT OF AGRICULTURE
Bank: Nedbank
Branch code: 145 209
Account number: 1452 045 119
Deposit Reference: Surname and Initials
**Take note:** If your application is not accepted or if you withdraw your application, the application fee will not be refunded. Applications with an outstanding proof of payment of the R100 application fee will be regarded as incomplete and **will not** be processed.

**ONCE ALL 5 STEPS ARE COMPLETE, YOUR APPLICATION IS COMPLETE AND UNDER CONSIDERATION.**