

APPLICATION FORM 2018

INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM



VERY IMPORTANT

- Please read the instructions carefully and complete all applicable sections.
- Incomplete forms **will not** be processed.
- Only ONE application form per applicant.
- Please see the MTL website (www.mtltrainingandprojects.co.za) for more details.
- Please allow 3 weeks before checking on the status of your application. You can do so by going to www.mtltrainingandprojects.co.za where you will also be able to print a letter regarding your application status.

ENQUIRIES

Direct further enquiries
about your application to:
086 112 2919

www.mtltrainingandprojects.co.za

DELIVERY ADDRESS

PINE TOWN, DURBAN
MAIN CAMPUS
601 & 602 Charter House
Pinetown, 4001

POSTAL ADDRESS

STUDENT ENROLMENT

P.O Box 2061
Pinetown, 3600
South Africa

All International Applicants

For any assistance, you may
contact the Office
Office before applying:

apply@mtltrainingandprojects.co.za
www.mtltrainingandprojects.co.za

IMPORTANT:
DO NOT PAY THE
APPLICATION FEE IF YOU
HAVE PAID PREVIOUSLY AS
MTL APPLICATION FEE IS
PAYABLE ONCE ONLY.

**NO APPLICATION
FEE WILL BE
CHARGED
FOR ONLINE
APPLICATIONS**

1. ADMISSION REQUIREMENTS

Please consult the brochure "MTL Prospectus 2018" obtainable from the Student Enrolment Centre or www.mtltrainingandprojects.co.za/applyfor full details of the admission requirements pertaining to the programme for which you intend to enrol.

2. APPLICATION DEADLINES

NEW STUDIES	
All New Programmes	29 September 2017

OTHER STUDENTS	
All short Programmes	29 September 2017
For more information visit www.mtltrainingandprojects.co.za	

POSTGRADUATE STUDIES	
All Diploma programmes (Except for some programmes as listed below)	No Closing Date
National Certificate: Community House Building Construction Contracting Construction Hot Water System Installation Wastewater Process Control Electrical Engineering	No Closing Date
Further Education and Training Certificate: (Unless Indicated)	No Closing Date
NCV & NCS:	No Closing Date

NB: Postal orders are not accepted (neither local nor international)

CHANGE OF ADDRESS

The Institution must be notified immediately of any change of address after submission of the form at the Student Enrolment Centre.

4. COMMUNICATION TO APPLICANTS

You will receive separate email and/or sms communication with regard to the outcome of your academic, It is therefore required that you complete both email and cellphone contact details on this application form.

www.mtltrainingandprojects.co.za

6.5 International Postgraduate Applicants	Documents Required
<p>Current MTL students must complete sections A, B, C, F, G and H - do not submit supporting documents listed below.</p> <p>External applicants (including previously registered MTL students) must complete sections A, B, C, E, F, G and H - submit supporting documents listed below.</p>	
Previous degree/national diploma/other diploma certificate(s)	
Academic Record and certificate of conduct if registered/previously registered at another higher education institution	
Proof of payment required with this paper application form (Not applicable to previous MTL applicants/students)	

SAQA evaluation document must be readily available on request.

7. FINANCIAL ARRANGEMENTS

A COPY of the deposit slip of the application fee must accompany your application form. This deposit can only be made at a branch of ABSA Bank.

Should you apply for accommodation, your accommodation deposit and your general application fee may be paid in as one amount. NB: You must fill in your identity number in the deposit reference field on the bank deposit slip or the Electronic Funds Transfer (EFT).

BANKING DETAILS:

You must retain your original proof of payment and **only a copy must** accompany your application form.

NB: Applicants/Students must always state on the deposit slip the following:

- Surname and Initials
- ID number (SA Applicant)/Passport number (International Applicant)
- Telephone/Cellphone number

Please note:

Payments to MTL must only be made into MTL bank account. If approached to be assisted for a fee to gain access to MTL, please decline the offer and immediately inform the Institution thereof.

8. DISCLAIMER

Please note that receiving MTL student number does not imply you are a student until you have officially registered.

6. ACADEMIC DOCUMENTS

All documents may not be required with this academic application form however you may be requested to submit all relevant documents at registration.

Photocopies of all documents must be certified.

6.1 All New Applicants currently studying towards a South African Grade 12	
Must complete sections A, B, C, D, F, G and H	
	No supporting documents (ID and final Grade 11 results) are required for the academic application section II
	Must submit proof of payment with this paper application form
	NOTE: Ace School of tomorrow, NCV and N3/N4/N5/N6 applicants must refer to the Student Entry Requirements.

6.2 All Undergraduate Applicants already completed a South African Grade 12	Documents Required
Must complete sections A, B, C, E (if applicable), F, G and H	
Final Grade 12 statement of symbols if certificate is not issued yet	
Senior Certificate (prior to 2008) OR National Senior Certificate (NSC) with endorsement for degree, diploma, or certificate OR Independent Examination Board certificate (IEB)	
Previous degree/diploma (s) if completed at another higher education institution	
Academic Record and certificate of conduct if registered/completed at another higher education institution	
Proof of payment required with this paper application form (Not applicable to previous MTL applicants/students)	

6.3 International New Applicants currently studying towards a Grade 12 OR already completed a school-leaving certificate in home country	Documents Required
Must complete sections A, B, C, E (if applicable), F, G and H	
International school-leaving statement of symbols	
Previous degree/diploma (s) if completed at another higher education institution	
Academic Record if registered/completed at another higher education institution	
Proof of payment required with this paper application form (Not applicable to previous MTL applicants/students)	

For degree studies - confirmation letter from Matriculation Board (HESA)

The following requirements are specific to selected applicants of which more information is obtainable from the website under Entry Requirements 2018:

- Ace School of Tomorrow, National Certificate Vocational (NCV) with relevant endorsement, and N3/N4/N5/N6 results together with NBT results and PSYCAD evaluation report. For more information visit www.mtltrainingandprojects.ac.za/requirements.html
- Confirmation letter from Matriculation Board (HESA) for Conditional and Mature Age Exemption

6.4 South African Postgraduate Applicants	Documents Required
Current MTL students must complete sections A, B, F, G and H - do not submit supporting documents listed below.	
External applicants (including previously registered MTL students) must complete sections A, B, C, E, F, G and H - submit supporting documents listed below.	
Academic Record and certificate of conduct if registered/previously registered at another higher education institution	
Previous degree/diploma(s)	
Proof of payment required with this paper application form (Not applicable to previous MTL applicants/students)	

SECTION B: PERSONAL DETAILS

1. Identity number
2. Passport number (International applicants only)
3. Title (Mr/Ms/Mrs/Dr/etc.)
4. Initial(s)
5. Surname
6. First names in full
7. Date of birth

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8. Gender Male Female
9. Home language (Indicate with a tick)

Afrikaans		Sepedi	
English		Setswana	
IsiNdebele		SiSwati	
IsiXhosa		Tshivenda	
IsiZulu		Xitsonga	
Sesotho		Other Home Languages (Specify)	

10. Population group (compulsory) (Information required for government reporting purposes)

African	Coloured	Indian	White	Asian
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11. International Citizenship, indicate your country of origin

12. Current and previous activity: Please indicate your current and previous activity (Please tick **all** relevant blocks)

	Current	Previous		Current	Previous
Grade 12 learner/ International School learner			Technical college student		
Labour force (work)			Technikon student		
Nursing college student			Unemployed		
Teachers' college student			University student		
Other					

SECTION C: SCHOOL-LEAVING DETAILS

1. Highest grade passed to date

Grade 11/Preliminary International School results	Year	<input style="width: 100%; height: 20px;" type="text"/>
Grade 12/Final International School results	Year	<input style="width: 100%; height: 20px;" type="text"/>

No mid-year Grade 12 marks will be accepted.

2. Name of school attended

School postal address	<input style="width: 100%; height: 20px;" type="text"/>
Province	<input style="width: 100%; height: 20px;" type="text"/>
City or town	<input style="width: 100%; height: 20px;" type="text"/>
Postal code	<input style="width: 100%; height: 20px;" type="text"/>

SECTION D: SCHOOL-LEAVING SUBJECTS (ONLY APPLICABLE TO APPLICANTS CURRENTLY IN GRADE 12)

Subjects	Admission Point Score	Final Grade 11 Results (%)/ Preliminary International School Results

MTL may request applicants currently in Grade 12 to provide certified copies of final Grade 11 results together with all other relevant documents for verification and auditing purposes.

SECTION E: HIGHER EDUCATION QUALIFICATIONS

1. Previous Higher Education Studies

Supply full details of studies at higher education institution(s) as indicated on previous page, if applicable. For registration purposes, the following are regarded as higher education institutions: universities, previous technikons, and teachers' training and technical colleges. In the event of discontinuation of studies, indicate the date of cancellation.

Year from	Year to	Higher education institution	Field of study (e.g. NCV, NHC, Diploma (Building))	Result (e.g. cancelled, failed, degree obtained)

SECTION F: OTHER PARTICULARS

1. Do you have a disability?

Please indicate with a tick in either of the boxes below:

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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1. If "Yes", please indicate with a tick the nature of your disability under the categories that have been listed below

Physical	Visual	Learning	Hearing
Cerebral Palsy	Blindness	Dyslexia	Deafness
Paraplegic	Low vision	ADD/ADHD	Partial Hearing
Quadriplegic	Partially sighted	Dyscalculia	
Impaired mobility			

Speech	<input type="checkbox"/>
Speech impairment	<input type="checkbox"/>

Other:

1.2 In order for the Office: People with Disabilities to best facilitate support and reasonable accommodation, please provide in detail the nature of your disability e.g. use of wheelchair, crutches.

Prospective students are encouraged to disclose the status of their disability, as the Institution needs to determine reasonable accommodation required in order to support the applicant. Further information can be obtained from the Office: People with Disabilities, (see contact information)

Please note: Selection is based on academic performance and not on your disability.

1. The applicant, by signing this document, hereby consents to the use of his/her personal information contained herein and confirms that:
 - 1.1 the information is supplied voluntarily, without undue influence from any party and not under any duress;
 - 1.2 the information which is supplied herewith is mandatory for the purposes of this agreement and that without such information, MTL will not enter into agreement with the applicant.
2. The applicant acknowledges that he/she is aware thereof that he/she has the following rights with regard to such personal information which is hereby collected. The right to:
 - 2.1 access the information at any reasonable time for purposes of rectification thereof;
 - 2.2 object to the processing of the information in which case this agreement will terminate in accordance with the provisions contained herein;
 - 2.3 lodge a complaint to the Information Regulator.
3. MTL may request applicants currently in Grade 12 to provide certified copies of final Grade 11 results with all other relevant documents for verification and auditing purposes.
4. Please note that should your application be successful, you will be required to sign our Student Registration Agreement. To view the terms and conditions of this agreement please access the MTL web page at www.mtltrainingandprojects.ac.za.

Note:
The applicant consents to personal information being utilised for government and University statistical purposes.

ALL APPLICANTS TO COMPLETE AND SIGN

1. I hereby declare that this information is correct

 Initials and surname of **applicant** (name in print)

 Signature of **applicant** (Duly assisted by his/her parent/legal guardian, as may be required by law)

 Date

AN APPLICANT UNDER THE AGE OF 18 MUST HAVE THIS FORM SIGNED BY EITHER A PARENT OR A LEGAL GUARDIAN.

2. I hereby declare that this information is correct

 Initials and surname of parent/legal guardian (name in print)

 Signature of parent/legal guardian

 Date

