UNISA Graduate School of Business Leadership

Application for Admission

Postgraduate Diploma in Business Administration (NQF 8)

2017

RESET FORM

The UNISA Graduate School of Business Leadership's Postgraduate Diploma in Business Administration (PGD) is an interdisciplinary diploma that prepares students to function efficiently as managers of businesses. To apply for the PGD, kindly consider the guidelines below prior to the completion of the online application form:

- The application form can be completed online, using Internet Explorer and Adobe 11. If you are using a different browser, please complete and save the form, and send the completed form as an attachment to sblregistrations@unisa.ac.za
- Read the instruction document carefully on how to complete the form.
- After completing all the required fields and having attached the required documentation, click on "Submit Application" at the bottom of the application form.

For technical support regarding your online application, kindly contact 011 652 0250. All other queries regarding the PGD programme must be directed to: sblregistrations@unisa.ac.za

BIOGRAPHICAL INFORMATION			
Surname, initials, titles (e.g. Smith RJ Mr)			
Full names			
Maiden name and/ or previous surnames (if applicable)			
Date of birth		Gender	Please select...
Identity / Passport number			
Physical disabilities	Please select...	If Yes, please specify	
Contact details	Tel (h)		
	Tel (w)		
	Mobile telephone number		
	Fax		
	Email address		

Please note: Your personal information collected will be used solely for application purposes for the relevant programme offered by the Unisa Graduate School of Business Leadership. Your personal information will not be shared with any third party for direct marketing purposes.
(PGD Jan 2017)

PHYSICAL ADDRESS		POSTAL ADDRESS	
Postal code		Postal code	
City in which you reside		Suburb in which you reside	
Employer			
Job title			
Country of your postal address (if not SA)			
Home language			

STATISTICAL INFORMATION

(The information below is required for statistical purposes only)

Nationality	
Population group	
Occupation	
Economic sector	
Have you registered previously at Unisa or any other institution(s) for further study?	Please select...
Are you self-sponsored or company sponsored?	Please select...

EMPLOYMENT HISTORY

(List from the most recent)

	Organisation	Position	Level of position	Number of years in the position	Contact person at organisation	Contact number or email address of organisation representative
1			Please select...			
2			Please select...			
3			Please select...			
4			Please select...			
5			Please select...			

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RELEVANT QUALIFICATION(S)

Name of institution (e.g. Unisa, UP, NCP)	Name of qualification (e.g. BA, BA HONS, HED)	Duration of qualification	Student number	If completed, state year of completion

REQUIRED ATTACHMENTS

Kindly attach all additional documents before submitting the application form. Failure to submit these documents may result in the application not being processed

UNISA SBL reserves the right to request original documents to verify the correctness of information at any time. The submission of fraudulent documents is an offence in terms of the Student Disciplinary Code.

Description of attachment	Attachment
Identity document	**Attach Document**
Marriage certificate	**Attach Document**
CV	**Attach Document**
Expression of interest essay (three pages)	**Attach Document**
Employer recommendation	**Attach Document**
Certified copies of qualifications and transcripts (attach one file that contains all the copies of the qualifications and transcripts. If necessary also include the SAQA evaluation certificates)	**Attach Document**

Where did you hear about the programme?	Please select...

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DECLARATION BY APPLICANT

I, (full names) _____

herewith apply for admission to registration, tuition and examination in the Postgraduate Diploma in Business Administration (PGD) programme.

I declare that I meet all the admission requirements and accept the rules, regulations and decisions of the university and any amendments thereto. I accept that the programme is presented in English. I undertake to respect the copyright of UNISA and will under no circumstances make the study material available to anyone else.

I accept that my application and registration will not be processed if not accompanied by the application form, required documents and the application fee.

Where applicable, attendance at study schools and study groups is compulsory.

I have read and understand the financial policy pertaining to my enrolment in this programme, and accept that I am responsible for the payment of the required fees as stipulated.

DATE	

Submit Application

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(PGD Jan 2017)

OFFICIAL USE ONLY

STUDENT NUMBER	
REGISTRATION OFFICE COMMENTS	
SELECTION COMMITTEE COMMENTS	
SBL FINANCE COMMENTS	

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(PGD Jan 2017)