

At the Unisa Graduate School of Business Leadership (SBL) we are committed to provide **excellent responsive service** even before you embark on your academic journey with us. The guidelines below will ensure a seamless application process as you take your first step on your way to achieve your career and personal development goals.

- Before continuing with the application, kindly ensure that you review and understand the admission requirements of the programme that you apply for.
- The online application form is on the SBL website: www.unisa.ac.za/sbl.
- Applicants must ensure that all the required documents are submitted. Only the following file types are allowed: PDF (Adobe Acrobat Portable Document Format file), DOC (Word document file). These files should not exceed a file size larger than 2MB (2048KB) each.
- Applicants who wish to download the form can email the completed form to sblregistrations@unisa.ac.za.
- In order to complete the form, applicants require an Internet connection; an email account; and the latest version of Adobe Acrobat (www.adobe.com).
- Once the application form and relevant documents is received, the information will be verified by the SBL Registrations office. This process takes seven working days. Should any of the submitted documents be unclear, illegible or incomplete, the SBL Registrations Office will inform the applicant of the outstanding documents which should be forwarded to the SBL Registrations Office within five working days.
- Upon verification of all the documents, the application will be forwarded to the SBL Selection Committee for approval. Applicants will receive the outcome of the application within 30 days.
- Applicants will be required to successfully complete the SHL admission test. Applicants will be notified regarding the requirements and prescribed fees for the test. Kindly note that the prescribed fees are not included in the application fees.
- A student number will be created and forwarded to your private email account. Kindly ensure that a valid e-mail address and mobile telephone number is provided (only one e-mail address and one mobile telephone number is required during the application process).

- If you are successful and have received a student number, you will be required to pay the application fee and the minimum registration fee to finalise your registration. Kindly send proof of payment to sblfinance@unisa.ac.za as well as sblregistrations@unisa.ac.za. Refer to the [SBL website](#) for payment methods.
- Upon receipt of the application fee and the minimum registration fee, the application will be processed during the registration period (3 January 2017- 6 February 2017).

The table below serves as a reference to ensure that the applicant submits all the relevant documentation pertaining to the application.

DOCUMENT NAME	REQUIREMENTS PER PROGRAMME	MBL	MBA	PGD	DBL
Application fee	Administrative fee (which can be paid as soon as student number is provided)	•	•	•	•
First payment	Initial fee (which can be paid as soon as student number is provided)	•	•	•	•
Identity document	Certified copy of ID. A copy of a driver's license is not accepted	•	•	•	•
Marriage certificate	Certified copy of marriage certificate or divorce decree. A marriage certificate must be submitted if surname on qualification or ID differ (where applicable)	•	•	•	•
CV	Curriculum Vitae	•	•	•	•
Expression of interest essay	A three-page double-spaced document motivating why you want to obtain the qualification. You have to certify that this motivation is your own work and prepared solely by you for the application process.	•	•	•	
Expression of interest essay	A five-page double-spaced document motivating why you want to obtain the qualification. You have to certify that this motivation is your own work and prepared solely by you for the application process.				•
Employer recommendation	A recommendation letter on an official letterhead from the employer supporting the application and acknowledging the	•	•	•	•

	<p>applicant's study obligation. The letter must include the following :</p> <ul style="list-style-type: none"> • Name of organisation • Name and designation of contact person • Physical address • Recommendation • Confirmation of applicable managerial/professional experience (as per admission requirements) <p>Self-employed applicants must submit a recommendation letter on an official letterhead from an auditor, accountant, attorney or partner.</p>				
<p>Certified copies of qualifications and transcripts</p>	<p>Certified copies of all relevant qualifications completed as well as transcripts as per minimum admission requirements.</p> <p>Foreign qualifications must be accompanied by a certified copy of a SAQA evaluation certificate for each qualification.</p>	•	•	•	•

Online application guidelines



Sponsorship letter	<p>Sponsorship letter (if applicable)</p> <p>The letter (on a company letterhead) must include the following information:</p> <ul style="list-style-type: none"> • Full trading name of organisation. • Physical and postal address of organisation. • VAT Number (if exempted, please indicate). • Full name, official title and contact details of the account representative. • Full name of each applicant as well as the national ID/passport number of the applicant. • The name of the programme. • That the sponsor unequivocally assumes financial liability for the total or stated amount of the fees payable to the SBL. • Cost or amount the organisation is assuming responsibility for. • Email address where a copy of the invoice may be sent to. • Signed by designated person in organisation. 	•	•	•	•
Examination venue	Click here to determine an examination venue (if applicable)	•	•		