UNISA Graduate School of Business Leadership (SBL) Application and Registration Guidelines (MBL- 2019)

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. This document is divided into four sections, i.e. The *Application and Registration Guidelines*, *Minimum Required Supporting Documents relevant for the process*, *Technical Information on how to complete the form* and *Contact Information relevant to the MBL*.

Ensure that you download the application form, and type in relevant information and e-mail the original form with supporting documents to sblmbl@unisa.ac.za

APPLICATION AND REGISTRATION GUIDELINES

- The completed form with all applicable attachments must be emailed to sblmbl@unisa.ac.za
- Once the application form and relevant documents is received, the information will be verified by the SBL Registrations office. Should any of the submitted documents be unclear, illegible or incomplete, the SBL Registrations Office will inform the applicant of the outstanding documents which must be forwarded to the SBL Registrations Office within five working days at the email address above.
- 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.
- 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 have a formal student number from a previous qualification at Unisa starting with 3, 4, 5, 6 or 8…(**NOT 7**..) you will submit that number in the relevant space on the application form.
- Use this student number in all references as well as for payments of Fees and Admin levies. Applicants with previous student numbers will receive confirmation of the same number as well as updated personal details which must be checked.
- Once the Selection Committee has signed off Applications, you should receive an Acceptance OR Decline Letter before the closing date of Applications (or 30 days from the time you submitted the application). The Acceptance letter will

contain details of: Registration dates and all Fees payable upon Registration, Compulsory Study School dates, Prescribed Book lists and Recommended Bookseller details.

- 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 finalize your registration. Kindly send proof of payment to sblfinance@unisa.ac.za and CC sblmbl@unisa.ac.za
  Refer to the SBL website for payment methods.

- Applicants must ensure that all the required supporting documents are submitted. Failure to submit these documents may result in the application <u>not being</u> processed.

MINIMUM SUPPORTING DOCUMENTS

Document Name	Requirements Per Programme
Identity document	*Certified copy of ID (or Passport in the case of Foreign Nationals). 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	*Detailed Curriculum Vitae*
Expression of Interest Essay	*A two-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.*
Certified copies of qualifications and transcripts	*Certified copies of all formal qualifications completed as well as transcripts as per minimum admission requirements.*
NMAT or GMAT Test score result.	*Go to www.nmat.org OR www.gmat.com* *If you have not taken the Test by application deadline, **please attach test registration certificate.***
Sponsorship letter	*Sponsorship letter (if applicable)* *The letter (on a company letterhead) must include the following information:* • *Full trading name of organization.* • *Physical and postal address of organization.* • *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 organization is assuming responsibility for.* *Email address where a copy of the invoice may be sent to.* *Signed by designated person in organisation.* |

TECHNICAL INFORMATION

- In order to complete the form, applicants require an Internet connection; an email account; and the latest version of Adobe Acrobat (www.abode.com).
- The application process requires you to firstly download and save the application form to your computer.
- You are then required to complete (**typed and NOT handwritten**) all the relevant details on the form, such as surname, Title, etc.
- Once completed, the form and the other necessary documents needs to be attached to an email, and be emailed to: sblmbl@unisa.ac.za
- The supporting documents can be emailed as Adobe Acrobat (PDF) to the relevant email address.
- ***Do not scan the original application form and submit as a PDF scanned document.*** The application form must be in its original form. If the application form is scanned and submitted, your application will be automatically declined.

CONTACT INFORMATION RELEVANT TO THE MBL

- Any queries related to the MBL application can be directed to: sblmbl@unisa.ac.za
- Email address of the SBL Registration office dealing with the MBL and to which all documents should be emailed to: sblmbl@unisa.ac.za
- For technical support completing the registration form: sbledshelp@unisa.ac.za