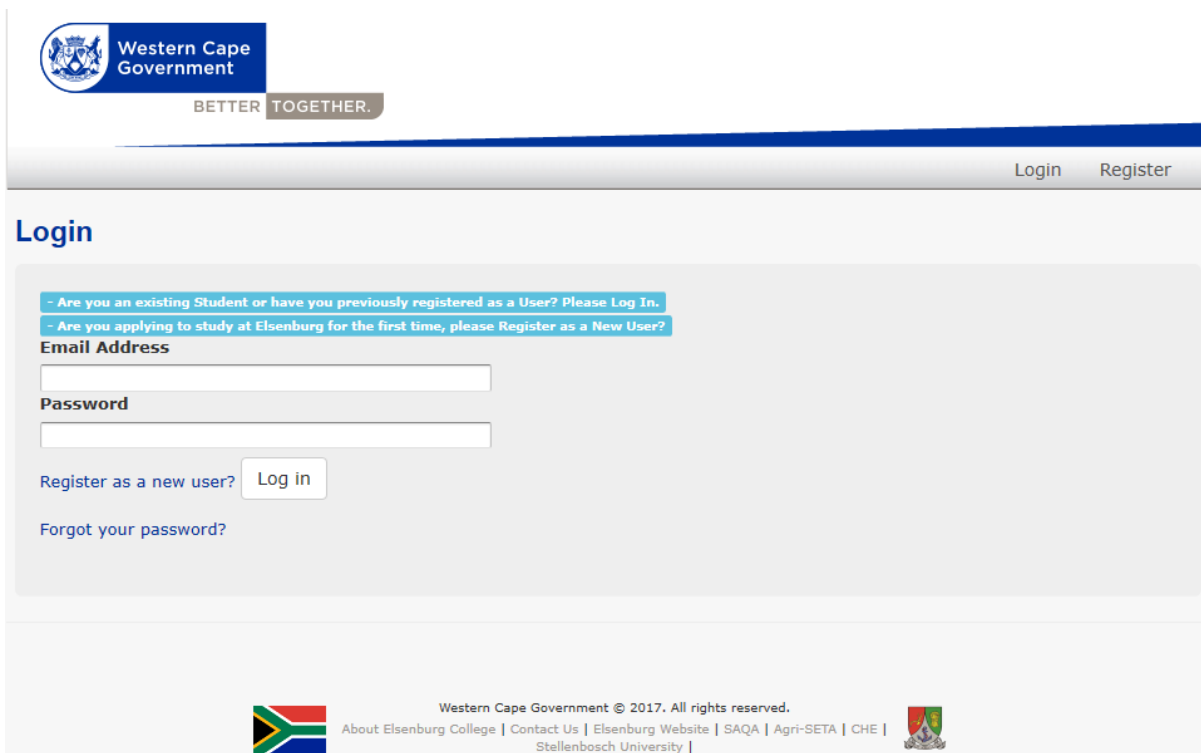


## ELSENBURG AGRICULTURAL TRAINING INSTITUTE

### Online Application Instructions

### Diploma in Agriculture and Equine Studies

#### Step 1: Register as a new user



The screenshot shows the login page of the Western Cape Government. At the top left is the Western Cape Government logo with the tagline "BETTER TOGETHER." At the top right are "Login" and "Register" links. The main heading is "Login". Below it are two blue instructional boxes: "- Are you an existing Student or have you previously registered as a User? Please Log In." and "- Are you applying to study at Elsenburg for the first time, please Register as a New User?". There are input fields for "Email Address" and "Password". Below the password field is a "Log in" button. There are also links for "Register as a new user?" and "Forgot your password?". At the bottom, there is a footer with the South African flag, copyright information "Western Cape Government © 2017. All rights reserved.", and navigation links: "About Elsenburg College | Contact Us | Elsenburg Website | SAQA | Agri-SETA | CHE | Stellenbosch University |".

#### Step 2: Activate the account

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

#### Step 3: Choose your programme

- a. Select the programme and study field you are applying for.

- b. Please remember to submit a separate application if you are applying for more than one programme. However, please note that you may only apply for one study field per programme. Should you wish to change your selected study field, post application, kindly send an email to [DOA.Study@westerncape.gov.za](mailto:DOA.Study@westerncape.gov.za).
- c. Click on the Save/Next button to continue to the next step and save the information.

#### **Step 4: Complete the plication**

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) A certified copy of your Identity document

###### **International Applicants**

Certified copies of the following documents:

- a) Permanent residency applicants: Passport and proof of permanent residency/SA Identity Document/Card.
- b) Passport

##### **4.2.2. Grade 11/12 final results**

###### **SA Citizens**

- a) If you are in Grade 12 at present, include a certified copy of your Grade 11 final examination symbols.
- b) 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)

- c) 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](http://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 the application.**

#### **Step 5: Upload the Application Fee**

Please follow the link <https://student-sis-elsenburg.westerncape.gov.za/> in the acknowledgment of receipt email that will be emailed to you.

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

Log in with your username and password.

Reference Number	Full Name	Prospectus	Active Year	Status	Last Updated	Application Proof of Payment
2020001	Name Surname	Diploma in Agriculture Diploma - Cellar Technology	2020	Submitted	2019/04/01 08:24	<input type="button" value="Upload"/>

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:	PROVINCIAL GOVERNMENT OF THE WESTERN CAPE
Account name:	DEPARTMENT OF AGRICULTURE WESTERN CAPE
Bank:	Nedbank
Branch code:	198765
Account number:	1452 045 119
SWIFT code:	NEDSZAJJ
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 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.**