

## GSB PGDIP APPLICATION GUIDELINES

Please read this entire page very carefully. Only fully completed applications will be considered.

### The Submission of the UCT Online Application & UCT GSB Additional Information

- All documents are used by the GSB Admissions Board to evaluate achievements, experience and maturity.
- Considerable thought should be given to your responses to questions. **Please keep a copy for your records.**
- An interview may be required; applicants will be informed.
- It is in your best interest to ascertain eligibility in terms of age, post-qualification work experience, etc. prior to sending your application pack.** The selection criteria can be viewed [here](#).
- In the event of a successful application, an acceptance fee will be required to secure a place on the programme.
- All applicants are required to submit the UCT online application and courier or hand-deliver the required certified/notarized documents to:

GSB Admissions, Graduate School of Business  
University of Cape Town  
Breakwater Campus  
Ports wood Road  
Green Point  
Cape Town, 8001  
South Africa

**Please DO NOT send the documents to UCT Main Campus (Rondebosch).**

- You are urged to submit your application as early as possible, prior to the application deadline. You will be advised of the outcome; **in the event of an unsuccessful application, the school will not enter into any discussion with applicants on the reasons for non-acceptance.**

### Payment Methods

- Direct deposit at any branch of Standard Bank
- Internet banking direct transfer
- Telegraphic / wire transfer (from outside South Africa)
- Debit and Credit Card payments (we do not accept American Express or Diners Cards though)
- Cheque payments (Cheques should be crossed and made payable to the "University of Cape Town" and the student name and number written on the back of the cheque.)
- Cash payments up to a maximum of R 1,000.00 can be made at the GSB. Anything greater must be paid directly into a Standard Bank branch or done via another option listed above.

NB: Students with outstanding balances on their fees accounts will not have any subsequent application processed until the debt has been settled in full.



## The Application Fee

- All applicants are required to pay a **non-refundable** application fee.

### The 2020 application fees are as follows:

|                                     |   |
|-------------------------------------|---|
| Citizens of all African countries   | <b>R1 650</b> (One Thousand Six Hundred and Fifty Rand) |
| Applicants from all other countries | <b>US\$285</b> (Two Hundred and Eighty-Five US Dollars) |

- Please **do not** include cash in your application pack.
- Payments can be made directly into the UCT GSB's account.

## Banking Details:

Beneficiary: UNIVERSITY OF CAPE TOWN - GSB Account No.9

Bank: Standard Bank SA Ltd

Branch: Rondebosch, Western Cape

Branch Code: 025009

Account: 072953004

Swift code (for international payments): SBZAJJ

GSB Reference Number format: GSB / surname / first name - OR - UCT student number

## Proforma Invoice

Click [here](#) to request proforma invoice.

## Company Sponsorship:

- Must be on a company letterhead.
- Must detail the student name and student number.
- Must detail the amount of the sponsorship.
- Must indicate contact details of a company representative (full names, designation, telephone number and email address) that can be contacted to verify the sponsorship

## Test Requirements

- Candidates applying via the Recognition of Prior Learning (RPL) route are required to write the AQL section of the NBT. In certain cases, the GSB Admissions Board reserves the right to waive the NBT requirement.

### NBT

- The National Benchmark Test (NBT) is a UCT-developed test which provides additional insight into the candidate's verbal and quantitative abilities, and is assessed with other indicators.
- The NBT is written at the nominated venues throughout the year. Please ensure that you book your NBT test early as places are limited at the venues. To book for your NBT, please visit the NBT website <http://nbt.uct/>.
- You must pay the testing fee as soon as you have registered and received your unique EasyPay number. The testing fee is R80 per test. Required test paper to be written.





- Applicants who choose the NBT route must write the Academic Literacy and Quantitative Literacy (AQL) (3 hours)
- The NBT scores must be received by the Graduate School of Business before the application deadline. Scoring of the NBT takes approximately 3 weeks.
- Please contact Admissions ([admissions@gsb.uct.ac.za](mailto:admissions@gsb.uct.ac.za)) if you live outside of South Africa to arrange for the NBT to be written remotely, or if you have any queries.

### Recognition of Prior Learning (RPL)

- PGDip candidates that do not meet the degree entry requirements may apply through the [RPL Route](#).
- The cost of the RPL assessment is R1700. This fee is non-refundable, and separate from the application fee.
- For more information on the RPL Admissions route and to request the RPL form, please contact the GSB Admissions Department at [admissions@gsb.uct.ac.za](mailto:admissions@gsb.uct.ac.za).

### Confidential Evaluators' Forms

- Two individuals who know you in a professional context and who are not family members should complete the confidential evaluators' forms.
- Applicants are responsible for ensuring that each evaluator receives a form which must be returned directly from the evaluator to GSB Admissions. Evaluators are requested to email their reports directly to GSB Admissions at [evaluators@gsb.uct.ac.za](mailto:evaluators@gsb.uct.ac.za).
- Only the [evaluators' forms](#) provided on the GSB website will be accepted.** General references and/or testimonials are not acceptable.

### English Proficiency

- International applicants whose first language is not English are required to demonstrate their English language proficiency either through clear evidence of a satisfactory command of English or by achieving a score of 600 or higher on the TOEFL, a test which is administered by Education Testing Service. For more information please go to <http://www.toefl.org>.
- Alternatively, recent overall band score of 7.0 on the International English Language Testing System (IELTS), with no individual element of the test scoring below 6.0 is required. For more information please go to [www.ielts.org](http://www.ielts.org).
- Where required, TOEFL scores must accompany applications from candidates in non-English speaking countries. Alternatively, clear evidence of a satisfactory command of English is required.

### Translation and Evaluation of Foreign Qualifications

- Candidates must ensure that they submit official and certified English translations of all documents with their applications.
- Verification of whether the qualification is equivalent to a South African degree is also required. This can be done by contacting the South African Qualifications Authority (<http://www.saqqa.org.za/>).





## Proof of Academic Qualifications

- Transcripts being sent to the UCT Graduate School of Business directly from an academic institution should be requested timeously so as not to delay the application process. The GSB will not follow up on transcripts with academic institutions on behalf of applicants. Candidates must ensure that they submit official and certified English translations of all documents with their applications.
- It will not be possible for original documents to be returned – therefore please submit **certified/notarised copies** of all documentation required.
- Certified copies of diploma transcripts, partially completed degrees or any other courses completed which may be used in support of your application, should also be submitted. Each page of these must carry an original stamp from a Commissioner of Oaths (or equivalent). Documents which have previously been certified and then photocopied, are not acceptable. Please do not include extraneous material such as reports, thesis documents, etc., with your application.

## Study Permit for non-South African Applicants

- Confirmation of a place on a UCT GSB programme is required before a study permit can be considered by the South African Department of Home Affairs. Applications should be made through your nearest South African Embassy, Consulate or Trade Mission.
- Please note: In terms of the provisions of the Aliens Control Act 1991 (Act 96 of 1001) this University is prohibited from registering an international student unless he/she is in possession of a valid study permit. You should not leave your home country unless you have obtained a study permit which you will be asked to present at registration.

Any queries/assistance required regarding study permits should be directed to the International Office at the University of Cape Town.

Tel: +27 21 650 3734

Email: [int-iapo@uct.ac.za](mailto:int-iapo@uct.ac.za)

Website: <http://www.iapo.uct.ac.za/>

