

Executive Master of Business Administration

Application Guide



In this Application Pack you will find everything you need to guide you through the **application process** of the **Executive MBA** programme.

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Admissions Department

Tel: +27 (0)21 650 7500 Email: admissions.gsb@uct.ac.za





Here's a quick overview of what to expect from the Pre-Application and Admissions processes

First of all, you will need to do some research. Before you begin, we encourage you to find out as much as possible about the programme you are applying for at the GSB. This involves reading up as much as you can on <u>our website</u>, attending our <u>information sessions</u>, seeking counsel from your peers, colleagues and mentors, or calling our Admissions Team for more information or clarity.

- Understand the entrance requirements; make sure you meet the criteria.
- Consider the <u>time and workload demands</u> of the programme, and discuss this with your employer if necessary.
- Know what the latest <u>fees</u> are, and consider your <u>funding options</u>.

The application process: Applying at the UCT GSB involves a few easy steps:

STEP 1: Complete your 'Pre-Application' – an application for the UCT GSB

The Pre-Application process is required for us to know that you are sufficiently qualified or experienced and the right fit for your chosen academic programme at the GSB, as well as the business school as an institution guided by values and principles. This is an important step that will help prepare you for the rest of the application process.

STEP 2: Apply with the University of Cape Town

The UCT Online application is necessary to register you as a student of the university, and create your unique UCT Student Number. You may be required to resubmit some information from the previous step.

STEP 3: Upload your documents

During your Pre-Application process you will be required to compile a set of documents, then upload them onto our application portal. Our Admissions team will use these documents to prepare your application for the Admissions Board.

STEP 4: Pay your application fee

Before the Admissions team are able to send your application pack to the programme's Admissions Board, they will need to confirm receipt of your application fee. This is an important step that lets us know that you are serious about your application. Please note, this is non-refundable regardless of the Admissions Board's decision on your application.

TOP TIP: Many of our applicants find it useful to create an application folder on their computer to keep all application documents safely filed in one place, and easily accessible for their submission.

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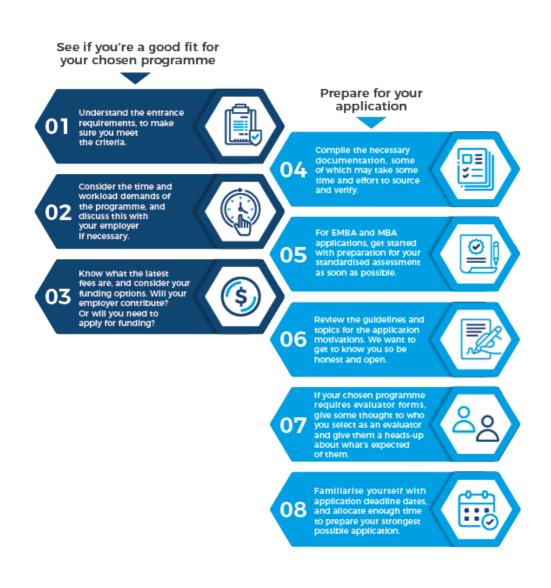


Starting your application

Once you have started your application, you will receive an email containing your unique **Pre-application Portal Link**.

You don't need to complete all steps in one sitting. All changes are saved automatically, so you can always go back to complete an incomplete step or skip ahead – return to your application portal at any time using **your unique link**.

TOP TIP: For privacy reasons, don't share your unique portal link with anyone else.



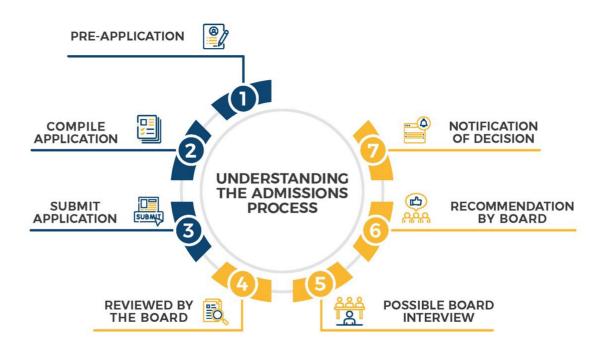


The admissions process

Once you have submitted a completed application, the Admissions Team will kick into gear and process the application.

TOP TIP: Make sure you've completed **all 4 steps** of your application to allow the Admissions Team to proceed with your application. The assigned Admissions officer will communicate with you directly should any documentation be outstanding.

Be patient – you will be notified of any outcomes in due course.







Entrance requirements

Attributes and qualifications needed for this degree

The EMBA is a rigorous modular programme designed to meet the growing demand for advanced business leadership. To be considered for the GSB EMBA candidates need to meet the following criteria:

- Have a minimum of 8 years' work experience and a proven management track record in the public or private sector.
- Students must be fluent in spoken and written English. The UCT GSB Admissions Board could require a TOEFL for applicants whose mother tongue is not English or who have not received a degree from an English university. The Board also takes motivation essays, standardised assessments, and interviews into account with regard to English proficiency. Final decision at the discretion of the Board. For more information on UCT's English Language Requirements <u>click here</u>.
- Completed either a Bachelor Honours degree or Postgraduate Diploma at NQF level 8. Candidates with a non-South African qualification may need to verify the equivalence to a South African degree. Candidates unable to meet this requirement can apply through the <u>Recognition of Prior Learning (RPL)</u> route and submit the Portfolio of Learning (POL) assessment form. Prospective EMBA students who will be considered under the RPL policy should have:
 - At least an NQF 4 qualification.
 - Relevant work experience minimum 8 years or more depending on the NQF level qualification above (i.e. prospective students with a lower NQF level need higher levels of work experience). Three or more years of work experience should have been in a senior management or a relevant professional position.
- Complete the Modified Career Path Appreciation Assessment (MCPA), Cognitive <u>Process Profile (CPP) Standard Report</u>, or an equivalent assessment, which provides an indication of the candidate's current and future capabilities.
- Applicants must have access to an organisation in which they can complete their assignments.

Applicants who have met the admission requirements will be contacted to attend a selection interview.





Application Essays

Let us get to know you better, and tell why you're applying for this programme

EMBA application essay guidelines

Essay questions

- 1. What is your motivation for applying for the EMBA programme at this stage of your career and how will this programme help you in achieving your vision and goals for your future?
- 2. How and why have you decided on UCT GSB for your application and what are your expectations for your GSB experience?
- 3. How do you intend coping with the high demands and added pressure of the programme and working in groups?

FORMAT YOUR ESSAYS

- Complete each essay on a separate page, upload onto the UCT GSB pre Application and UCT Online Application portals.
- Please write clearly and openly about yourself.
- Give examples where useful.
- Each essay should be between 300 and 400 words.
- Your essays should be 1.5 line spacing, font size 12.





Fees and Banking Details

Everything you need to know about the cost structure of the programme All details are correct at time of publication

Programme fee 2026

Programme Fees	African Student	Non-African Student
Year 1	R255 570	R534 600
Year 2	R230 080*	R481 300*
Total	R485 650*	R1 015 900*
Application Fee	R1 000	\$100
Acceptance Fee	R25 000**	R25 000**

UCT GSB Bank Account Details

BENEFICIARY	UNIVERSITY OF CAPE TOWN - GSB Account No. 9
BANK	Standard Bank SA Ltd.
BRANCH	Rondebosch, Western Cape
ACCOUNT	072953004
SWIFT CODE (FOR INTERNATIONAL PAYMENTS)	SBZAZAJJ
GSB REFERENCE NUMBER FORMAT	GSB/Surname/FirstName-OR-UCT student number





KINDLY NOTE

*ANNUAL FEE INCREASE

The University increases fees annually. Applicants embarking on 2-year Programmes or Programmes that straddle two academic years, must factor in fee increases for their courses in the 2nd academic year of study.

FEES AND PAYMENT DATES

Please note that fees and the associated payment structures differ for South African students (incl. permanent SA residence holders), African students (incl. permanent African states residence holders) and non-African students. Payment for tuition is required before registration. Please consult the fees handbook at <u>http://www.students.uct.ac.za/students/fees-funding/fees/handbook</u>, or the GSB website at <u>www.gsb.uct.ac.za</u>.

PRO-FORMA INVOICE

Should you require a pro-forma invoice from the UCT GSB in order to apply for employer funding (or any other reason), we have created an automatic invoice generator for your chosen programme <u>here</u>.

Non- South African Students

All students from outside South Africa (incl. students with permanent residency status in African countries) are required to make the full payment of tuition fees for the academic year prior to registration.

South African students

South African students (incl. students with SA permanent residence status) must make the initial payment <u>prior to registration</u>. The initial payment amount is typically set as 35% of the total fee debt for the year. In the event of late payment, this will be subject to a once-off late payment fee of 8% of the total annual fee. You will be allowed to register if the initial payment has not been received by the due date. Payment of the balance of fees for the year is due on 31 July. We send out detailed statements of account every month from March onwards. Note that interest is charged on outstanding balances after 31 July. Refer to the fee's handbook at <u>http://www.students.uct.ac.za/students/fees-funding/fees/handbook</u> for details.

****ACCEPTANCE FEES**

An acceptance fee is required for all GSB programmes. This must be paid upon acceptance of the offer and secures your place on the programme. An acceptance fee of ZAR 25,000 is applicable to all GSB students applying for Masters level programmes. Postgraduate Diploma level students must pay an acceptance fee of ZAR 15,000. This is credited against the initial payment due upon registration. Note that this acceptance fee is subject to





cancellation charges, calculated on a sliding scale, should you subsequently withdraw your acceptance (Please refer to Fees Booklet).

Our Application Process

STEP 1: UCT GSB Pre-Application

Here is what our Pre-Application system looks like. Each step is automatically saved and you can return to complete any step later.



WELCOME TO YOUR EMBA 2025-2026 ADMISSIONS PORTAL

This is your personal gateway to the UCT Graduate School of Business. IMPORTANT: Please read everything thoroughly before you commence and as you progress through the application process!

Keep this link on hand as you will need it to come back and access your pre-application. https://gsbportal.uct.ac.za/preapp/?id=BEFD616E-64SC-467C-B5B5-B7C29A756674&u=223741

Keep your URL private and somewhere safe. You can leave and return to this portal whenever you need to - and won't lose any progress that you've made. Another way to retrieve the URL is to refer to the email we sent you.

This is a **multi-step and phased application process** and as you progress through i you will be **required to insert personal information and upload supporting documentation** so that your application can be processed by the admissions team.

PLEASE NOTE THE FOLLOWING BEFORE YOU BEGIN:

- Your URL is personalised for your individual use
 You will be required to submit your application to GSB as well as UCT. Please don't be concerned if you are doubling up on information, this is a requirement from UCT, who need to verify all information.
 Once each step has been completed and submitted, you will not be able to
- who need to verify all information.
 Once each step has been completed and submitted, you will not be able to return to any sections to edit information, please make sure information is correct before you submit.
 You will only be able to move on to the following step, once the previous
- before you submit You will only be able to move on to the following step, once the previous step has been completed and in some cases verified. This is only achieved once you see a smilley face alongside the relevant section • Should you not complete a required section, your information will be saved to the last point you entered 'next'

GET STARTED

Below, you'll see a **list of steps in the application process, beginning with the preapplication journey.** Please get your information together and prepare your documents, then complete the steps to apply. If you need any assistance please contact us on admissions.gsb@uct.ac.za.

This is for your EMBA 2025-2026 application. Should you wish to apply for a different programme, then let us know by sending us an email **here.**

1. START YOUR JOURNEY WITH UCT GSB Step Incom This application manager allows us to gather basic information about you and also provides you with guidance on the complete application process.

2. SUBMIT YOUR APPLICATION TO OUT CENTRAL ADMISSIONS







STEP 1.1: Personal details

Setting up your profile.

	ne fields below. This is a secure portal and your information will not be can assist us in keeping your information private by keeping your porta
Personal Information	
Title	Mr
Surname	Surname This is a required field
Maiden Name	Maiden Name
First Name(s) as per your ID*	Full Firstname(s)
	Please note that your First Name(s) and Surname will be used on your graduation certificate or certificate of attendance. These must match your offical documentation (South African ID or Passport Number if you are not a South Africa citizen). This is a required field
Name that you commonly go by (if it differs)*	Name by which you are normally known
Date Of Birth	This is a required field
ID / Passport Number*	ID / Passport Number
	If you don't have a South African ID number please enter your passport mumber This is a required field

Do you have a disability?*

None



~



STEP 1.1: (contd.)

Do you have a disability?*	None	
Catering Option [*]	None	
Food Allergies*	None	
Contact Info		
Email Address	Email This is a required field	
Cell Number	International format eg. +27825112254	
	This is a required field	
Work Number	International format eg. +27825112254	
Telephone Home	International format eg. +27825112254	
倄 Home Address		
Line 1*	Line 1	
	This is a required field	
Line 2 [*]	Line 2	
	This is a required field	
Suburb	Line 3	
Postal/Zip Code*	Zip Code Country* Please select This is a This is a required field	
r obtait zip oode		
	required field	
	required field	

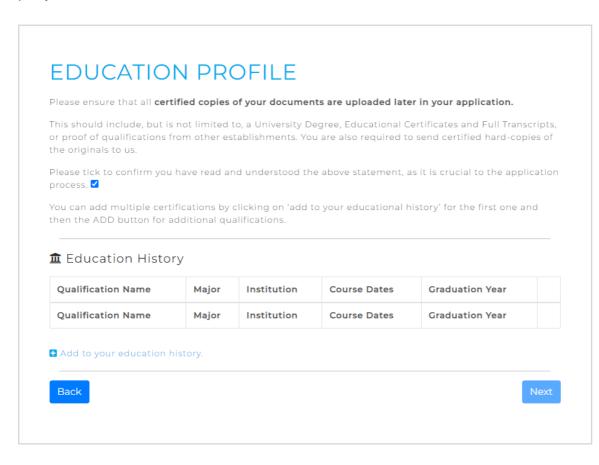
Line 2 This is a required field	
Line 3	
Zip Code This is a required field	Please select This is a required field
Please select	· · · · · · · · · · · · · · · · · · ·
Please select	
	Line 3 Zip Code This is a required field Country* Please select This is a required field





STEP 1.2: Education Profile

An Executive MBA is a postgraduate degree – please provide the details of your previous qualifications







STEP 1.3: Employment information

Tell us about your employment history.

D Experience			n n
Years of full-time wo	Years of	full-time work experience	
Years of experience managerial capacity		experience in a managerial capacit	У
Employer Pro	Position	Job Function	
company	POSITION	JOB FUNCTION	
Comnay	Pos		Z Edit





STEP 1.4: Fees *How are you planning on funding your studies?*











STEP 1.5: Consulting Project

Our EMBA requires you to have access to stakeholders and departments in your organisation that will allow you to gather data and apply your new skills and knowledge

	use consulting	project		
access to un	nisation prepared to dertake an in-house programme?*		Please select	. •





STEP 1.6: Standardised Assessments

EMBA applicants are required to write a Modified Career Path Appreciation Assessment (MCPA) OR a Cognitive Process Profile (CPP) Standard Report, or an equivalent assessment. Find out more <u>here</u>.

		>
🌶 EMBA assessments		
In order to be considered for the E	MBA programme, applicants ha	ave a few options.
Applicants can complete the Modi	fied Career Path Appreciation A	ssessment (MCPA).
Cognitive Process Profile (CPP) Sta	andard Report, or an equivalent	assessment.
Cognitive Process Profile (CPP) Sta Have you taken a standardised	ndard Report, or an equivalent	assessment.





STEP 1.7: Application essays

Back

This is an important part of the application process – give yourself time, be authentic, and proofread before your submit.

Later in the a	pplication process, you will be required to submit motivational essays. Please see the subject
and guidelin	es below.
	is box to show that you have read and understood the instructions for submitting your as this is a crucial part of the process. \Box
A Motiva	tion Questions
	-
1 What is	your motivation for applying for the programme which you have chosen at this stage of your
career a 2. How an	your motivation for applying for the programme which you have chosen at this stage of your nd how will this programme help you in achieving your vision and goals for your future? d why have you decided on UCT GSB for your application and what are your expectations for
career a 2. How an your GS 3. How do	nd how will this programme help you in achieving your vision and goals for your future?
career a 2. How an your GS 3. How do working	nd how will this programme help you in achieving your vision and goals for your future? d why have you decided on UCT GSB for your application and what are your expectations for B experience? you intend coping with the high demands and added pressure of the programme and
career a 2. How an your GS 3. How do working FORMAT YOU • Comple	nd how will this programme help you in achieving your vision and goals for your future? d why have you decided on UCT GSB for your application and what are your expectations for B experience? you intend coping with the high demands and added pressure of the programme and in groups? JR MOTIVATIONS te each motivation on a separate page, upload onto the UCT GSB pre Application and UCT
career a 2. How an your GS 3. How do working FORMAT YOU • Comple Online • Please	nd how will this programme help you in achieving your vision and goals for your future? d why have you decided on UCT GSB for your application and what are your expectations for B experience? you intend coping with the high demands and added pressure of the programme and in groups? JR MOTIVATIONS

Next





STEP 1.8: Evaluator Forms

We require professional references from two objective and reliable sources. Take care to select referees who know you in a professional context, and will be responsive to your request. It's a good idea to contact them ahead of time and let them know what will be required to avoid delaying your application.

	ct two individuals who know you in a professional context. They will be dential evaluator's forms as part of your application.
IMPORTANT TO NOTE:	
	lected evaluators before completing this step. Do not complete the step as they need to be made aware of your intention to apply at UCT CSB. be a family member.
evaluation. They will be requi	he details of your evaluators. They will be emailed a link to start their red to download the evaluator form, complete it and upload it through the e email to your evaluators will be sent when you have completed the end of the pre-application.
If you do not have any work e I do not have any work experi	xperience you are not required to fill in the evaluator forms below. Hence \Box
	how that you have read and understood the instructions and contacted your : this is a crucial part of the process \Box
४ Evaluator #1:	
Full Name	t
Company	С
Position in company	P
Telephone (Work)	+27215557864
Mobile	+27215557864
Email	Email Address
Evaluator Status	This is a required field Pending
🎖 Evaluator #2:	
Full Name	Full Name This is a required field
Company	Company Name
	This is a required field
Position in company	Position in company
	This is a required field
Telephone (Work)	International format eg. +27825112254
Mobile	International format eg. +27825112254
Email	Email Address
Evaluator Status	This is a required field Pending
	· sharing *









STEP 1.9: Digital signature

This confirms the authenticity of your submission, and allows you to choose whether you've completed this section or intend to return later and make changes.

supporting documents tha entities to provide any rele	provided accurate information in this application, including all required at are to be uploaded as part of the application process. I authorise all persons or vant information in their possession to the University of Cape Town or its agent for admission or verifying my credentials for admission, and I expressly waive any
	at any misrepresentation or omission of facts in my application will justify the ncellation of admission, or expulsion. This application is my own, honest ns Committee.
✓ I agree with the stateme	nt above
Your Full Name	Full Name This is a required field
Date	2024/04/09
Application Status	I want to change previous sections

Next steps

Once you've confirmed your submission, the Pre-Application process (Step 1) is complete.

You will also need to UCT Online Application (Step 2) described below.





STEP 2: UCT Online Application

You will also need to submit your information to UCT Central Admissions (PeopleSoft) to create your official UCT student record and student number.

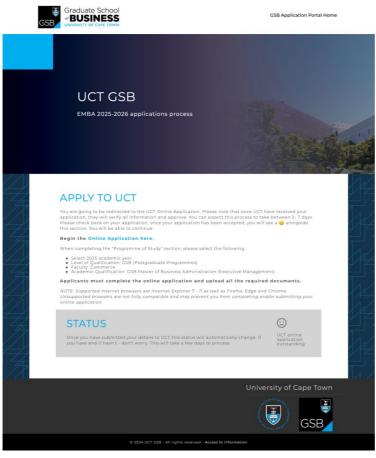
Please note that once UCT have received your application, they will verify all information and approve. You can **expect this process to take between 2-7 days**.

Please check back on your application, once your application has been accepted, you will see a \equivee alongside this section.

You can also reach the Online Application here.

When completing the "Programme of Study" section, please select the following:

- Select 2026 academic year
- Level of Qualification: GSB (Postgraduate Programmes)
- Faculty: Commerce
- Academic Qualification: Executive MBA







STEP 3: Document Uploads

By this stage in the application process these should be easy to access. Rest assured, we'll process all documents with the strictest confidentiality.

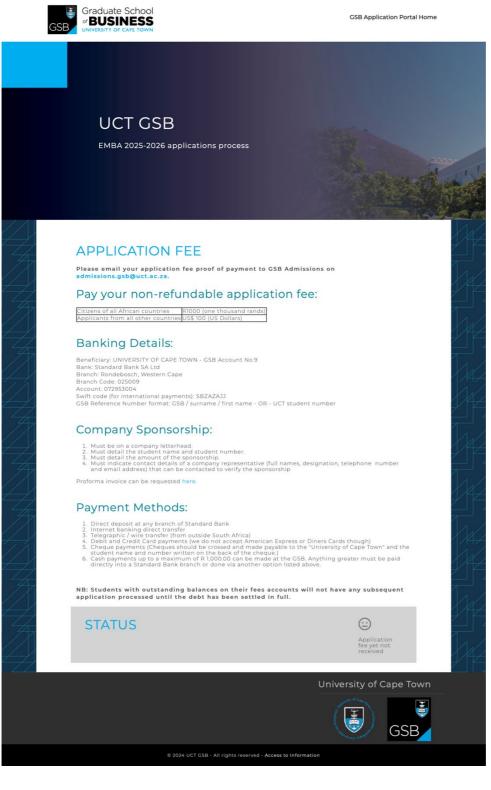
EMBA 2025-2026 appl		
	ications process	
UPLOADS		
Please upload your documents h	nere in order to process your application.	
File uploads		
CV	Choose File no file selected	Upload
Copy of certificates	Choose File no file selected	Upload
	Currently uploaded documents: N/A	
ID/Passport	Choose File no file selected Currently uploaded documents: N/A	Upload
Degree certificate and full transcript of degree programmes	Choose File no file selected	Upload
Application Essays	Choose File no file selected	Upload
	Currently uploaded documents: N/A Click here to see the motivation essay topics	
MCPA feedback report	Choose File no file selected	Upload
	Currently uploaded documents: N/A Modified Career Path Appreciation Assessment (MCPA)	
Cognitive Process Profie (CPP) Standard Report	Choose File no file selected	Upload
Equivalent assessment	Choose File no file selected	Upload
	Currently uploaded documents: N/A If you have not taken the MCPA or CPP Standard Report, upload your equivalent assessment here.	
TOEFL Score / Eng language certificate	Choose File no file selected	Upload
certificate	Currently uploaded documents: N/A Required if international applicant	
English translations of documents	Choose File no file selected	Upload
	Currently uploaded documents: N/A Required if international applicant	
Proof of Payment - Application Fee	Choose File no file selected	Upload
	Currency upleaded obcurrents. NA If you have already paid your application fee you can upload the proof of payment here. If you have not yet paid, you can return to this section later to upload your proof of payment.	
Company sponsorship letter (if	Choose File no file selected	Upload
applicable)	Currently uploaded documents: N/A See the application fees section for more information	
	about what information is required	
D Return to your Pre-Applicatio	on Portal home page	





STEP 4: Application fee

This is a non-refundable application fee that covers the expense of processing your application.









Executive MBA Checklist

Use this checklist to track your progress.

Bear in mind that some elements listed below will take more time than others.

	\checkmark	NOTES
Prepare documentation		
CV		
Transcripts		
Degree Certificates		
ID/Passport		
Write Application Essays		
Application Essay 1		
Application Essay 2		
Application Essay 3		
Submit your Evaluator Forms		
Evaluator 1		
Evaluator 2		
Complete your UCT Online Application		
MCPA / CPP / Equivalent Assessment		
Submit your application to UCT Central Admissions (PeopleSoft)		





Upload your documents	
CV	
Transcripts	
Degree Certificates	
ID/Passport	
Motivation essays	
TOEFL Score/Eng Lang certificate	
*if applicable	
Company Sponsorship letter	
*if applicable	
Application fee paid	

Good luck, and remember: if you have any questions or require assistance on your application journey, you can reach the Admissions Team on:

Tel: +27 (0)21 650 7500 Email: admissions.gsb@uct.ac.za

