

**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 [our website](#), attending our [information sessions](#), 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 [time and workload demands](#) of the programme, and discuss this with your employer if necessary.
- Know what the latest [fees](#) are, and consider your [funding options](#).

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.

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.

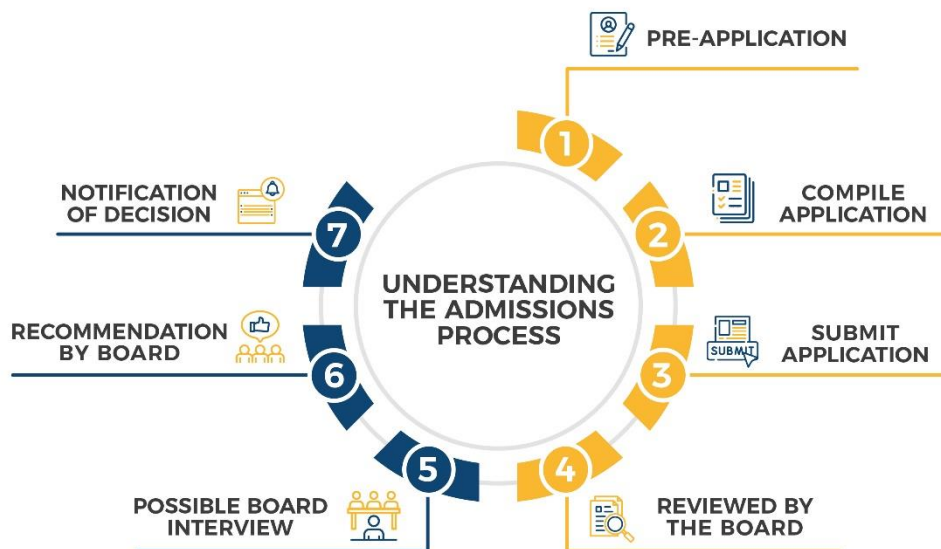


The admissions process

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 [click here](#).
- **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 [Recognition of Prior Learning \(RPL\)](#) 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 Process Profile \(CPP\) Standard Report](#), 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 2025: R212 020*

Programme Fees	African Student	Non-African Student
Year 1	R239 970	R497 300
Term 2	R216 030*	R447 700*
Total	R456 000*	R945 000*
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)	SBZAJJ
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](#) or [GSB website](#).

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 [here](#).

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 prior to registration. 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 [fees handbook](#) 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-645C-467C-B585-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 it, 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 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 step has been completed and in some cases verified**. This is only achieved once you see a smiley 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 pre-application 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


This application manager allows us to gather basic information about you and also provides you with guidance on the complete application process.



Step incomplete

2. SUBMIT YOUR APPLICATION TO UCT CENTRAL ADMISSIONS

UCT online





STEP 1.1: Personal details

Setting up your profile.

PERSONAL DATA

Please enter your information in the fields below. This is a secure portal and your information will not be shared with any third parties. You can assist us in keeping your information private by keeping your portal URL safe.

Personal Information

Title*	<input type="text" value="Mr"/>
Surname*	<input type="text" value="Surname"/> <small>This is a required field</small>
Maiden Name	<input type="text" value="Maiden Name"/>
First Name(s) as per your ID*	<input type="text" value="Full Firstname(s)"/> <small>Please note that your First Name(s) and Surname will be used on your graduation certificate or certificate of attendance. These must match your official documentation (South African ID or Passport Number if you are not a South African citizen). This is a required field</small>
Name that you commonly go by (if it differs)*	<input type="text" value="Name by which you are normally known"/> <small>This is a required field</small>
Date Of Birth*	<input type="text" value="1990-10-13"/>
ID / Passport Number*	<input type="text" value="ID / Passport Number"/> <small>If you don't have a South African ID number please enter your passport number This is a required field</small>

Disability and Dietary Requirements

Do you have a disability?*	<input type="text" value="None"/>
----------------------------	-----------------------------------



STEP 1.1: (contd.)

Disability and Dietary Requirements

Do you have a disability? ^{*}

Catering Option ^{*}

Food Allergies ^{*}

Contact Info

Email Address ^{*}
This is a required field

Cell Number ^{*}
This is a required field

Work Number

Telephone Home

Home Address

Line 1 ^{*}
This is a required field

Line 2 ^{*}
This is a required field

Suburb

Postal/Zip Code ^{*} Country ^{*}
This is a required field This is a required field

Postal Address Copy from home address

Line 1 ^{*}
This is a required field

Line 2 ^{*}
This is a required field

Suburb

Postal/Zip Code ^{*} Country ^{*}
This is a required field This is a required field

Citizenship Status

Citizenship ^{*}
This is a required field

Primary Nationality ^{*}
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

EDUCATION PROFILE

Please ensure that all **certified copies of your documents are uploaded later in your application.**

This should include, but is not limited to, a University Degree, Educational Certificates and Full Transcripts, or proof of qualifications from other establishments. You are also required to send certified hard-copies of the originals to us.

Please tick to confirm you have read and understood the above statement, as it is crucial to the application process. ☒

You can add multiple certifications by clicking on 'add to your educational history' for the first one and then the ADD button for additional qualifications.

Education History

Qualification Name	Major	Institution	Course Dates	Graduation Year	
Qualification Name	Major	Institution	Course Dates	Graduation Year	

[+ Add to your education history.](#)

Back

Next

STEP 1.3: Employment information

Tell us about your employment history.

EMPLOYMENT INFORMATION

Please enter your employment information below. If you are not currently employed, please enter previous employment information.

Experience

Years of full-time work experience

Years of experience in a managerial capacity

Employer Profile

Company	Position	Job Function	
Comnay	Pos		Edit
Company	Position	Job Function	

[Add to your employment history.](#)

STEP 1.4: Fees

How are you planning on funding your studies?

FINANCIAL CONSIDERATIONS

This postgraduate programme is a 2-year modular programme that requires time and attention. Have you considered the financial implications of this? Let's get into the details, below.

This intake runs from Monday, 04 March 2024 until Monday, 09 February 2026

Funding

How do you intend to fund your studies?*

I will be self-funded ▼

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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

IN-HOUSE CONSULTING PROJECT

In-house consulting project

Is your organisation prepared to provide you with facilities and/or access to undertake an in-house consulting project during the final year of the programme?*

Please select... ▼

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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 [here](#).

TESTS AND ASSESSMENTS

Certain pre-admissions tests are required for various GSB programmes.

EMBA assessments

In order to be considered for the EMBA programme, applicants have a few options.

Applicants can complete the [Modified Career Path Appreciation Assessment \(MCPA\)](#), [Cognitive Process Profile \(CPP\) Standard Report](#), or an equivalent assessment.

Have you taken a standardised assessment? If so, which one? *

No

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STEP 1.7: Application essays

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

MOTIVATIONS

Later in the application process, you will be required to submit motivational essays. Please see the subjects and guidelines below.

Please tick this box to show that you have read and understood the instructions for submitting your motivations, as this is a crucial part of the process. ☐

Motivation Questions

1. What is your motivation for applying for the programme which you have chosen 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 MOTIVATIONS

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

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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.

CONFIDENTIAL EVALUATOR'S FORMS

You will be required to contact two individuals who know you in a professional context. They will be required to complete a confidential evaluator's forms as part of your application.

IMPORTANT TO NOTE:

- You must notify your selected evaluators before completing this step. Do not complete the step without notifying them as they need to be made aware of your intention to apply at UCT GSB.
- Your evaluators cannot be a family member.

Continue below by entering the details of your evaluators. They will be emailed a link to start their evaluation. They will be required to download the evaluator form, complete it and upload it through the link provided in the email. The email to your evaluators will be sent when you have completed the statement of integrity at the end of the pre-application.

If you do not have any work experience you are not required to fill in the evaluator forms below.
I do not have any work experience ☐

NB: Please tick this box to show that you have read and understood the instructions and contacted your evaluators to notify them, as this is a crucial part of the process ☐

🔒 Evaluator #1:

Full Name	<input type="text" value="t"/>
Company	<input type="text" value="C"/>
Position in company	<input type="text" value="P"/>
Telephone (Work)	<input type="text" value="+27215557864"/>
Mobile	<input type="text" value="+27215557864"/>
Email	<input type="text" value="Email Address"/> <small>This is a required field</small>
Evaluator Status	<input type="text" value="Pending"/>

🔒 Evaluator #2:

Full Name	<input type="text" value="Full Name"/> <small>This is a required field</small>
Company	<input type="text" value="Company Name"/> <small>This is a required field</small>
Position in company	<input type="text" value="Position in company"/> <small>This is a required field</small>
Telephone (Work)	<input type="text" value="International format eg. +27825112254"/>
Mobile	<input type="text" value="International format eg. +27825112254"/>
Email	<input type="text" value="Email Address"/> <small>This is a required field</small>
Evaluator Status	<input type="text" value="Pending"/>

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[Next](#)

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.

STATEMENT OF INTEGRITY

I hereby certify that I have provided accurate information in this application, including all required supporting documents that are to be uploaded as part of the application process. I authorise all persons or entities to provide any relevant information in their possession to the University of Cape Town or its agent for use in considering me for admission or verifying my credentials for admission, and I expressly waive any required notice to me.

I understand and agree that any misrepresentation or omission of facts in my application will justify the denial of admission, the cancellation of admission, or expulsion. This application is my own, honest statement to the Admissions Committee.

☒ I agree with the statement above

Your Full Name

Full Name

This is a required field

Date

2024/04/09

Application Status

I want to change previous sections

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Submit

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.

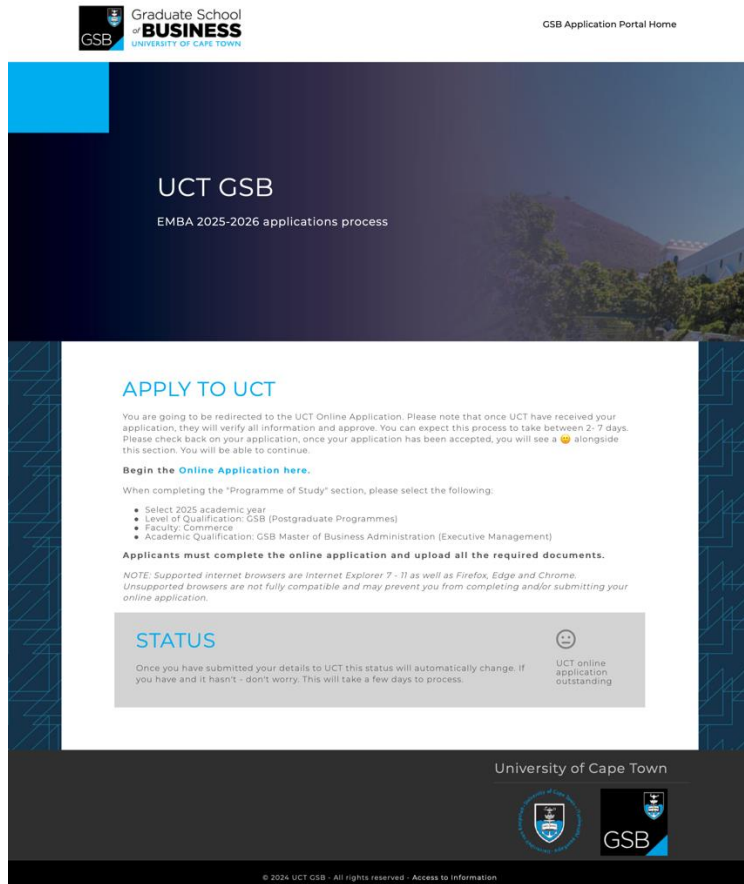
Please note that once UCT have received your application, they will verify all information and approve. You can **expect this process to take between 2- 7 days**.

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

You can also reach the [Online Application here](#).

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

- Select 2025 academic year
- Level of Qualification: GSB (Postgraduate Programmes)
- Faculty: Commerce
- Academic Qualification: Executive MBA



Graduate School
BUSINESS
UNIVERSITY OF CAPE TOWN

GSB Application Portal Home

UCT GSB

MBA 2025-2026 applications process

APPLY TO UCT

You are going to be redirected to the UCT Online Application. 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 😊 alongside this section. You will be able to continue.

Begin the Online Application here.

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

- Select 2025 academic year
- Level of Qualification: GSB (Postgraduate Programmes)
- Faculty: Commerce
- Academic Qualification: GSB Master of Business Administration (Executive Management)

Applicants must complete the online application and upload all the required documents.

NOTE: Supported internet browsers are Internet Explorer 7 - 11 as well as Firefox, Edge and Chrome. Unsupported browsers are not fully compatible and may prevent you from completing and/or submitting your online application.

STATUS

Once you have submitted your details to UCT this status will automatically change. If you have and it hasn't - don't worry. This will take a few days to process.

😊 UCT online application outstanding


University of Cape Town

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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.



Graduate School
of **BUSINESS**
UNIVERSITY OF CAPE TOWN

GSB Application Portal Home

UCT GSB

EMBA 2025-2026 applications process

UPLOADS

Please upload your documents here in order to process your application.

File uploads

CV

Choose File

no file selected

Upload

Currently uploaded documents: N/A

Copy of certificates

Choose File

no file selected

Upload

Currently uploaded documents: N/A

ID/Passport

Choose File

no file selected

Upload

Currently uploaded documents: N/A

Degree certificate and full transcript of degree programmes

Choose File

no file selected

Upload

Currently uploaded documents: N/A

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 Profile (CPP) Standard Report

Choose File

no file selected

Upload

Currently uploaded documents: N/A

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

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

Currently uploaded documents: N/A

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 applicable)

Choose File

no file selected

Upload

Currently uploaded documents: N/A

See the application fees section for more information about what information is required

[Return to your Pre-Application Portal home page](#)

University of Cape Town



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STEP 4: Application fee

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

UCT GSB

EMBA 2025-2026 applications process

APPLICATION FEE

Please email your application fee proof of payment to GSB Admissions on admissions.gsb@uct.ac.za.

Pay your non-refundable application fee:

Citizens of all African countries	R1000 (one thousand rands)
Applicants from all other countries	US\$ 100 (US Dollars)

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

Company Sponsorship:

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

Proforma invoice can be requested [here](#).

Payment Methods:

1. Direct deposit at any branch of Standard Bank
2. Internet banking direct transfer
3. Telegraphic / wire transfer (from outside South Africa)
4. Debit and Credit Card payments (we do not accept American Express or Diners Cards though)
5. 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.)
6. Cash payments up to a maximum of R1,000.00 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.

STATUS



Application
fee yet not
received

University of Cape Town



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Executive MBA Checklist

Use this checklist to track your progress.

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

	√	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