THE 5-STEP APPLICATION PROCESS

PGDip

POSTGRADUATE DIPLOMA IN MANAGEMENT PRACTICE

TO FIND OUT MORE ABOUT OUR WORLD-CLASS ACADEMIC PROGRAMMES

Tel: 0860 UCT GSB (828 472)
Intl: +27 (0)21 406 11 11
Email: admissions@gsb.uct.ac.za

www.gsb.uct.ac.za/pgdip

1

Start your pre-application journey: by submitting your information and documents online, using the unique portal URL we provide you with. This allows us to get to know you and gives you the opportunity to gather all your information and documents.

2

Submit your application to UCT: for verification and to formalise your application.

3

Pay the application fee: which helps cover the administrative costs of the process.

4

Submit your hard copies to UCT: for official verification.

5

Await a response: and view your status while you wait.

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

Pre-application Journey

1

UPDATED CV

You can collate your CV as you fill in your information, employment history and qualifications in the pre-application portal.

3 MOTIVATIONAL ESSAYS

These help us learn more about you and your motivations for applying to the PGDip programme. **Topics are currently:**

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. The UCT GSB experience is a demanding one, how do you plan on managing the pressure of the programme; specifically what support will you have from work and family to successfully complete the programme?

3. Assessment on the PGDip is primarily done through Action Learning Assignments that requires students to integrate and apply their learning from each course directly in their organisations/workplace. What are the challenges that you foresee with the application of your learning in your workplace and how do you plan to overcome these?

You will be asked to write openly and honestly, complete these answers in a Word document (for later submission) and then to submit them in the application portal by copying and pasting them into the relevant blocks.

2 X EVALUATOR'S FORMS

This is essentially a recommendation/truthful assessment from 2 evaluators who are not family members. They should be people you currently work with or who you have worked with in the past.

ADDITIONAL INFORMATION

If you have not completed a Bachelor Honours degree, Postgraduate Diploma or a cognate Bachelor's Degree equivalent, at level 8 through relevant work experience, you can apply through the **Recognition of Prior Learning (RPL)** route and submit the Portfolio of Learning (POL) assessment form in the portal.

Applicants whose mother tongue is not English will be required to produce a **TOEFL** certificate to verify fluency in English.

STEP 2
Submit your UCT application, online

Submit your online application:
https://applyonline.uct.ac.za/

However, you will be provided with this information and prompted to do this once you've been through the pre-application portal.

STEP 3
Application Fee Payment

Citizens of all African countries: **R1 650.00** (One Thousand Six Hundred and Fifty Rand)	Applicants from all other countries: **US$ 285** (Two Hundred and Eighty Five US Dollars)

Please note: Your application fee is non-refundable.

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

STEP 4
Submit your hard copies

Certified **HARD COPIES** of **ANY NON UCT** degree certificate/s AND academic transcripts.

Certified **HARD COPY** of your passport or ID.

You will also be required to submit other supporting documents.

HARD COPIES to be hand-delivered or couriered to:	GSB Admissions, Breakwater Campus, Portswood Road, Green Point, Cape Town, 8001

No faxed or emailed copies of certified documents will be accepted, to ensure their safe and uncompromised arrival in hard-copy format, for verification.

STEP 5
Check your status while you wait

We will update your status on the web whenever it changes.

Click **here** to follow your application, once it's complete.

IF YOU NEED ANY HELP, PLEASE FEEL FREE TO CONTACT US.