Tshwane University of Technology

Distance Education Unit

PRE-APPLICATION FOR ADMISSION FORM: DIPLOMA IN RETAIL BUSINESS MANAGEMENT (DPRB23)

(This is not an official application for admission or confirmation of registration, it is merely a pre-application)

YEAR OF STUDY: 2023

Dear Applicant,

Thank you for your interest in the distance education qualification: Diploma in Retail Business Management offered at the Tshwane University of Technology (TUT).

This programme is presented to students via a fully online mode of delivery.

Please note that this programme is only offered and available to actively employed members within the Retail Motor Industry, who meets the requirements as specified within the prospectus.

Any person wishing to apply for this programme at TUT, has to complete this pre-application form and submit it together with the relevant certified application documentation, mentioned below.

Please complete page 3, of this form comprehensively and email it along with the following certified documentation to WannenburgEM@tut.ac.za

Clearly indicate in the subject line of the email: Pre-Application RMI and your surname

Application documentation (NB: All documents have to be certified before sending it along with the pre-application form):

- **Official employment letter**. The letter should be printed on an official letterhead of the company, recently dated/date stamped (not older than 1 month), signed by the authorised HR division of the department or direct line manager, stating your ID number and the period of employment. A service contract or offer of employment is not acceptable.
- **Identification document (ID)**.
- *Marriage certificate/divorce letter if your surname is different on your ID and certificate(s).*
- **Senior Certificate**; National Senior Certificate, National Senior Certificate (Level 4 Vocational); National N Certificate; National Senior Certificate N3 (NQF level 4).
- **Proof of name/surname change**; if you have at any time changed your name(s) or surname after your matric certificate was issued.
- **Abbreviated Curriculum Vitae;** to show specialization and experience within the Motor Retail Industry.

Failure to submit this form and the required certified application documentation will result in a delay in, and/or omission of the application process.

Your submission will be scrutinised and you will receive further instructions and/or communication from the Distance Education Unit of TUT in due course.

If we have not responded within a Month from the closing date, you should regard your application as unsuccessful.

What do I need to do?

1. Consult the attached information brochure.
2. Open or print the attached Diploma in Retail Business Management Prospectus.
3. Read the section on Programme Admission Requirements and Selection Criteria.
4. Compare your matric certificate with the relevant requirements.
5. Complete and e-mail page 3 together with the certified documentation to: WannenburgEM@tut.ac.za

Important information and overview of the Application process

Limited space is available in the programme for the academic year 2023. Email the Pre-application form and supporting certified documents **on or before 6 July 2023** to wannenburgem@tut.ac.za.

Any person wishing to apply for this programme has to follow these steps:

Step 1: Pre-application screening

- The applicant has to email the Pre-application Form and supporting certified documentation to: WannenburgEM@tut.ac.za
- The applicant will receive further instructions or communication from the Distance Education Unit of Tshwane University of Technology (TUT).
- If the applicant's pre-application screening is successful, then he or she will receive email communication and instructions on how to apply online.
- If we have not responded within a Month from the closing date, you should regard your application as unsuccessful.

Step 2: Only for applicants who have received instructions on how to apply online:

- The applicant will have to pay a R240.00 non-refundable application fee. (Banking details will be provided to those who received official communication from the Distance Education Unit of TUT)

Step 3: Only for applicants who have received instructions on how to register subjects online:

The applicant will have to pay an initial deposit of R1500.00 or submit a bursary approval letter before registration will be allowed.

Email this page and certified documentation to WannenburgEM@tut.ac.za

Please complete the below sections.

Title:		Initials:		Surname:	
ID Number:				Cell phone number:	
Other contact number:				e-mail address:	
City, Town and Province of residence:					

Indicate an X in the relevant section.

I have read the information document (The Brochure/Prospectus) and understood the information.	YES	
	NO	
I compared my matric certificate with the relevant Admission Requirements and Selection Criteria.	YES	
	NO	

Indicate an **X** in the relevant YES or NO column, if you need to comment on a document then please indicate it in the remarks column.

APPLICATION DOCUMENTATION (CERTIFIED COPIES INCLUDED)	YES	NO	REMARKS
Official employment letter			
Identification document (ID)			
Marriage Certificate			
Senior Certificate			
National Senior Certificate			
National Senior Certificate (Level 4 Vocational)			
National N Certificate; National Senior Certificate N3 (NQF level 4).			

Signature of applicant: _____ **Date:** _____