

CHECK LIST TO ENSURE THAT ALL REQUIREMENTS HAVE BEEN MET:

APPLICATION for COLLEGE/UNIVERSITY STUDY

BEFORE MAILING YOUR APPLICATION FORM,
ENSURE THAT THE FOLLOWING ARE IN ORDER:

**TICK IF
DONE:**

- 1) **HAVE YOU WRITTEN YOUR ESSAY** (on page 3)?
NB it must be **HAND-WRITTEN BY YOU!**

- 2) **HAVE YOU ATTACHED** a), b) or c)?
 - a) **IF YOU ARE in GRADE 12 / FINAL year at SCHOOL:**
A CERTIFIED COPY OF YOUR JUNE SCHOOL REPORT
 - b) **IF ALREADY AT UNIVERSITY / COLLEGE:**
A CERTIFIED COPY OF YOUR LATEST RESULTS
 - c) **IF YOU ARE NOT STUDYING in 2013:**
RESULTS from MOST RECENT study undertaken (**since** leaving school) **OR**
A CERTIFIED COPY OF YOUR MATRIC / 'O' or 'A' Level CERTIFICATE
(if you have not done any studying since leaving school)

- 3) **ONLY IF OVER 18 YEARS:** a) **COPY OF YOUR CONFIRMATION CERTIFICATE**
– **DO NOT SUBMIT THE ORIGINAL**
OR b) Letter from Minister explaining why this is not possible.

- 4) **YOUR PARENTS', GRANDPARENTS', GAURDIAN'S** proof of income
i.e. copy of latest payslip, **or** proof of receipt of a pension / government grant
or a letter from your minister confirming your family member/guardian's work situation
or for informal sector workers, some pensioners, etc: an affidavit stating the amount of
any income received from whatever source

- 5) **HAS YOUR PARENT / GRANDPARENT / GUARDIAN COMPLETED THE**
FAMILY DETAILS SECTION ON AND SIGNED YOUR FORM (Page 4)?

- 6) **HAS YOUR MINISTER / INTERIM MODERATOR / SESSION CLERK**
SUPPLIED REQUESTED INFORMATION AND SIGNED YOUR FORM (Page 5)?

- 7) **HAS YOUR FORM BEEN STAMPED WITH CONGREGATION STAMP?**

- 8) **HAVE YOU ENCLOSED PROOF THAT YOU HAVE APPLIED TO A**
COLLEGE / UNIVERSITY? i.e. A COPY of letter of PROVISIONAL ACCEPTANCE
or ACKNOWLEDGEMENT of RECEIPT of APPLICATION

IF **ALL** THE ABOVE HAVE BEEN COMPLETED AND YOU CAN HONESTLY TICK
EACH BOX, THEN YOUR FORM IS READY FOR SUBMISSION.

DO NOT SUBMIT THIS FORM IF ANY OF THE BOXES HAS NOT BEEN TICKED,
UNLESS YOU EXPLAIN WHY THE BOX HAS NOT BEEN TICKED, AND HOW AND
WHEN YOU WILL BE ABLE TO SUBMIT THE APPROPRIATE DOCUMENT OR
INFORMATION. NB: **FINAL DEADLINE** IS 23 DECEMBER, 2013.