

Frequently asked questions (FAQs)

All should be in Arial 12 format

Application and Admission

Question	Answer
How do I register?	Have you already applied for admission in the next registration period? Yes No
Where must I start?	Firstly, you will have to get an application form. You can download the application form from our website, or contact our information department and ask them to post it to you, or you can collect it at any of our campuses.
I am still at high school. In which grade can I start applying and how old should I be?	You can start applying when you have started with your final high school year.
Which marks can I use to apply when I am still at high school?	You will have to use your latest school results; if you have not received your Grade 12 mid-year results, you can use your final Grade 11 marks.
Where can I find out which courses TUT offers and how can I find out if I qualify or not?	You can collect the general information booklet from our information offices or you can visit our website.
When can I come and look at the campus and apply for the following year's intake?	We have campus visits; and schools are welcome to contact us on 012 382 5808 to book.
How can I find out if I meet the course requirements?	All the course requirements are published in our General Information booklet. We recommend that prospective students use the APS calculator in the TUT website that is accurate and user-friendly before they apply.
I did my matric through Cambridge. Are the requirements the same?	Cambridge Education and international marks work in the same way. The lowest symbol that will be accepted is a C.
I received a letter informing me that I do not qualify. It mentioned something about an APS score, but I know I did meet the	Every course that we offer has its own requirements and APS (Admission Point Score). When you applied, you did meet the course requirements but not the APS requirements, and that is why you do not qualify.

course requirements. What is going on?	
How can I calculate my APS score?	You calculate all your subject symbols together excluding LO and level 1s (which is a fail). Every course has its own APS and you have to meet not just the APS, but also the course requirements. We also have a formula on our website that you can use.
Where can I find out if the courses that I am interested in are still available?	When you visit the TUT website and click on enrolment, courses full are indicated and have been arranged according to faculties. List of courses full are also available at all admission and information offices. You are also welcome to contact Information office on 012 382 5533 to find out about courses full.
I want to study at the Mbombela Campus. How can I find out if the course that I want to study is offered there?	In our General Information booklet, the campuses are listed under each and every course.
How much is the application fee and where do I pay?	The application fee of R240 is payable by debit card at our counters, through internet transfer and bank deposit at ABSA.
Is the application fee refundable if I do not qualify?	No, that is why you have to check beforehand if you meet the course requirements with the APS.
What must be submitted with the application form?	We need certified copies of the following documents: <ul style="list-style-type: none"> • ID • Proof of payment • Three (3) latest high school results if you are still doing grade 12 or your matric certificate
What is the closing date?	<p>15 May Courses that start in July of the same year: Engineering: Civil, Electrical, Industrial, Mechanical and Mechatronics.</p> <p>15 June Correctional Services Management, Dental Technology, Medical Orthotics and Prosthetics, Policing, Pharmacy and Radiography, Road Traffic and Municipal Police Management: Municipal and Traffic Policing</p> <p>15 June for all international applicants</p> <p>31 July Agriculture: Animal Production, Agriculture: Commercial Mixed Farming, Agriculture: Crop Production, Agriculture: Development and Extension, Analytical Chemistry, Architecture: Professional , Dental Assisting,</p>

	<p>Biomedical Technology, Bio-kinetics, Biotechnology, Business Communication, Clinical Technology, Economic Management Analysis, Engineering: Civil, (B Tech's), Engineering: Chemical, Engineering: Metallurgical, Environmental Health, Fire Technology, Geology, International Communication, Journalism, Legal Assistance, Nature Conservation, Nursing, Officiating and Coaching Science, Project Management, Public Relations Management, Quality, Sport and Exercise Technology, Somatology, Three-Dimensional Design, Veterinary Technology, all qualifications in the Arts Faculty and Education</p> <p>30 September Building, Surveying, Accounting, Cost and Management Accounting, Finance and Accounting, Financial Information Systems, Internal Auditing, Local Government Finance, Local Government Management, Public Management, Engineering: Computer Systems, Information Technology, Environmental Sciences, Equine Science, Food Technology, Game Ranch Management, Horticulture, Industrial Physics Landscape Technology and all the Management Science courses</p>
<p>If there was a strike during July, will the closing date be extended?</p>	<p>Yes, the closing date will be determined by the length of the strike.</p>
<p>Which National Diploma courses start in July as well as in January?</p>	<ul style="list-style-type: none"> • Electrical Engineering • Civil Engineering • Building Science • Mechanical Engineering • Mechatronics • Industrial Engineering
<p>Can I still apply after the closing date?</p>	<p>Yes, although we do not guarantee that you will get space. You will be taking a risk by applying late.</p>
<p>Where can I submit the application form after completing it?</p>	<p>You can scan and email it to admission@tut.ac.za, or submit it by hand at any TUT campus, or you can post it to Pretoria Campus, using the postal address indicated in page 2 of the form. We suggest that you post it by registered mail so that you have a tracking number.</p>
<p>I posted my application two months ago and it still does not reflect on your system. How can I track it?</p>	<p>The only way you can track it is by waiting until it has been processed.</p>

For how many courses can I apply at a time?	For only two at a time. If you did not qualify for any of those two courses, you can use a reapplication form to reapply for two other courses.
How can I check the status of my application?	You can come to any campus and check, email us or phone us. We will need your ID number to check it. You can also visit tut website www.tut.ac.za , click check your admission status on the top right of the home page, type your ID number and click submit.
I applied before but did not qualify. Which form should I fill in to apply again?	The application for the change of qualification form. It is a one-page form and it is obtainable on our website or at our information offices at any campus.
I applied before. Do I have to pay the application fee again?	No, if you have paid before you will never need to pay the application fee again.
Previously when I applied, the application fee was R190. Do I have to pay in the difference?	No, even though the application fee changes every year, it does not mean that students who have applied before have to pay in the difference.
How long will I have to wait before I know whether I have been accepted for the courses that I have applied for?	It depends on which course you applied for and when you applied the first time.
I am currently working. Do you offer part-time National Diploma courses, correspondence courses or after-hours courses?	No, all our National Diploma courses are full-time courses. Distance education courses are offered in Durban and Cape Town office.
I see you have a distant education campus. Which courses are offered at your distant education campus?	<ul style="list-style-type: none"> • Policing • Correctional Services • Road Traffic and Municipal Police Management
I have applied for the National Diploma but was accepted for the Foundation or Extended Programme. Why?	Depending on which course you applied for, what your high school marks were (the APS) and if you have written a potential assessment test. If you have written a test, the final mark was too low and that is why you have been accepted for the Foundation (Extended) Programme.

<p>What is the difference between the National Diploma and B Tech degree?</p>	<p>The National Diploma is a three-year course for students who have just finished high school and a B Tech degree is for students who have already completed the three-year National Diploma.</p>
<p>Some of TUT courses are offered as B Tech and others as a Diploma, how does it work? B Tech eg.</p> <ul style="list-style-type: none"> • Architecture • Nursing • Education 	<p>Yes, there are courses that are offered as a four-year degree (B Tech). The majority of our courses are offered as three-year National Diplomas before the student can enrol for a degree.</p>
<p>I finished high school and when I applied for Architecture, I did meet the course requirements and I did qualify with the APS; but still I received a letter saying that I do not qualify. Can you please explain why I do not qualify?</p>	<p>At the bottom of your statement of symbols or Senior Certificate it is written that the candidate qualifies for Diploma or National Higher Certificate, which means that the highest qualification you can apply for is a National Diploma. Therefore, since Architecture only has a B Tech (which is a four-year course), you do not qualify for that course.</p>
<p>I see that the courses that I'm interested in require a portfolio. Must I submit it with my application?</p>	<p>No, if you qualify for that course we will send you a letter with instructions about the portfolio.</p>
<p>I passed my Senior Certificate with an Endorsement of Higher Certificate. For which courses can I apply for?</p>	<p>The certificate courses we offer are the following:</p> <ul style="list-style-type: none"> • National Higher Certificate: Accountancy • National Higher Certificate: Financial Information Systems • Dental Assisting (one-year course)
<p>Do you offer bridging courses for learners who do not qualify?</p>	<p>No, the bridging courses that we offer are called extended programmes. You will have to meet the course requirements for the National Diploma course and then you will either write a potential assessment test or the department will decide whether you will be admitted to the extended programme or the normal National Diploma.</p>
<p>What is the difference between the National Diploma and the</p>	<p>The only difference between the two is one year of studies. Students in the extended programme do the three-year National Diploma over a minimum period of four years.</p>

extended programme course?	
I have applied for the National Diploma but I was accepted for the foundation or extended programme. Why?	It depends on which course you applied for, what your high school marks were (the APS) and if you wrote a potential assessment test. If you have written a test, the final mark was too low and that is why you have been accepted for the foundation (extended) programme.
I was accepted for a course but decided to change. Now I do not qualify and I want to go back to the course that I was accepted for and now you tell me that my acceptance was cancelled, but I did not ask you to cancel my first option.	When you reapplied, after you received a letter or was told that you were accepted and you decided to change, your reapplication indicated that you do not want to do that course anymore and we cancelled that acceptance. If you again want to do that course, you will have to re-apply.
Can I fax you my outstanding documents?	No. Faxes are not accepted, even if they were certified.
I faxed through certified copies of the outstanding documents but I received another letter requesting the same documents again. Why?	Because we do not accept certified faxed documents.
How can I submit the outstanding documents if I cannot bring them to you in person?	You can scan an original certified copy and send it by email, or you can send it via registered mail so that you can track it.
I sent a copy of the proof of payment (a postal order) but I still received a letter indicating that you did not receive the payment receipt. Why?	A postal order is the same as cash. You could just as well have made a copy of cash and sent it to us. We need the original postal order.
I applied for the Civil Engineering course and I did meet the course requirements	The department evaluates your application on your school performance and they can decide if they accept or deny you. If your APS is 23 they will accept the student with the highest evaluation score. This also applies to some other courses.

with the APS, but why was I still denied?	
If I do not qualify for any of TUT's courses, can I go study at another institution and apply again after a year?	If you did not qualify now with your high school marks you also will not qualify after a year or two of studies at another institution. We evaluate your application on the highest qualification. If you do not upgrade your high school results during the time you study at another institution, you still won't qualify for admission to TUT.
I am currently on a waiting list. When and how will I find out if I am accepted or not?	You will only be informed when there is a cancellation by a student who has already been accepted, or in January when some students do not attend the orientation process.
I received a letter saying that I do not qualify for the course that I have applied for; where can I go and upgrade?	At any FET college or the high school you attended. If you decide to upgrade, make sure what the course requirements for that course are and which subjects were the reason why you did not qualify for the course.
I applied for two courses and only received a letter for my first option and nothing for my second option. When will I get the letter for my second option?	We process both courses on the system. If you met the course requirements with your first option we only send you the letter for the first option. If the department decides to deny you or put you on a waiting list, then we will send you a letter for your second option.
I applied on time but still I received a letter indicating that the course that I have applied for is full.	We accept applications from as early as March of each year for the following year. Many students that were on a waiting list the previous year are contacted and those who are still interested will be accepted first. You should apply in good time.
I studied a course at a FET college and needed to do my second year at TUT, but I received a letter indicating that I do not qualify. Why is that?	Your application is evaluated first on your high school performance and if you meet the requirements as a first-year student, then we will evaluate your qualification. It also depends on which college you attended because not all colleges and qualifications are accredited.
What is the difference between a Senior Certificate and a statement of symbols?	A statement of symbols is a temporary certificate that you get when you passed your matric, which will be acceptable until you get the hard copy of the Senior Certificate. Normally, the Senior Certificate is issued in September of each year and it has to be submitted before the next registration period.
I have lost my	Yes, but you will be blocked and will not be able to register or

<p>original Senior Certificate. Can I use the statement of symbols until I get a replacement?</p>	<p>get any of your results. You will need to submit the proof of payment and the temporary statement of symbols.</p>
<p>I received a letter informing me that I have to phone the department within 14 days to make an appointment for a test date. The letter's date has already passed. What now? I received the acceptance, but the date has already expired.</p>	<p>In our letter we say that you have to phone the department within 14 days of receiving the letter. Ignore the date on the letter because letters take a number of days to reach the students.</p>
<p>What is the difference between a student number and a reference number?</p>	<p>There is no difference between the two. The reason why we say reference number is because students are under the impression that if they have a student number it means they are accepted, which is not the case.</p>
<p>There is a number on the proof of application fee receipt, is that my student number?</p>	<p>No, that is the receipt number, so that if your receipt is separated from your application we can always track your application with that number.</p>
<p>If I have a student number, does it mean I have been accepted?</p>	<p>No, all applicants get a student number. Some call it a reference number. You can also be denied and still have a student number.</p>
<p>I have changed my surname and therefore want to change it on the system. How must I do it?</p>	<p>If you got married, we need a copy of your marriage certificate and a copy of your new ID document. If you have simply changed your surname, we will require a letter from Home Affairs and also a copy of your new ID document.</p>
<p>I have changed my postal address. Can I phone the Admissions office to update it?</p>	<p>No, we need the change in writing, for auditing purposes. You can either email us or fill out the form for that purposes.</p>
<p>I received a letter requesting my Senior Certificate, but I have already submitted it. Can you please check</p>	<p>You either submitted a copy that was not certified, or a faxed copy, or a copy of a copy (you made a copy of a certified copy) or you only submitted a statement of symbols, which is not a Senior Certificate.</p>

for me?	
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SENIOR
STUDENTS FROM
ANOTHER
INSTITUTION

When is the closing date for students that have studied at another institution?	For all students, even for senior and B Tech students, it is 15 May for the second-semester intake, 15 June for specific courses and 15 August for all other courses.
I studied at another institution. What documents do I use to apply?	If you have never applied before, we will need the following documents: <ul style="list-style-type: none"> • Proof of payment of application fee of R240 • ID copy • Senior Certificate (if you apply for National Diploma studies) • If you have completed your studies, a copy of your National Diploma or degree. • Academic record (with letterhead from previous institution, not a downloaded document)
I applied at TUT before but never actually studied at TUT. Which form should I use to apply?	We will need to see if everything was submitted before. If so, you will only have to submit a reapplication.
I applied at TUT a long time ago and I cannot remember my student number. How can you assist me?	We will need your ID number to track it.
I want to do a non-degree course at TUT. Do I still have to pay the application fee?	Yes, you apply as if you would be completing your studies with us.
Can I use an academic record that I have downloaded from the website?	No, the academic record must be on a letterhead from the previous institution.
Do I use the same student number that was given to me previously when I applied?	Yes, your information stays on our system forever.

I applied for graduation at the previous institution but I have not yet received my diploma. Can I still apply to do my B Tech at TUT?	Yes, if you applied for September graduations and your studies start in January, we will then need a letter from the previous institution's graduation department that your diploma will be issued in September.
I have done a National N Diploma at a technical college. Will I be able to do a B Tech course?	The head of the department (HOD) will have to decide whether you need to do subjects that you have not done previously or whether they will accept the National N Diploma.

Frequently Asked Questions (FAQs)

Everything should be in Arial 12 format

International Students

Question	Answer
I want to register. What must I do?	Have you already applied for admission in the next registration period? Yes No
When is the closing date for international students?	15 June for the following year's intake
Why is the closing date for international students earlier than the closing date for local students?	Because the evaluation process (selection tests) and the process of applying for a study permit takes longer and it must be completed before registration.
Can I apply online?	Yes; go to www.tut.ac.za
Do I need a study permit to apply at TUT?	You do not need a study permit to apply at TUT. You will only need a study permit once you have been accepted.
Can international students apply for any course?	SADC countries cannot apply for Nursing Science if their SAQA NQF Level is 3. Nursing needs NQF Level 4
Do I need to submit a SAQA certificate if	SADC countries are not required to

I am from a SADC country?	submit SAQA certificates, except students from the DRC, who must be in possession of a SAQA certificate.
Where can I find the International Office?	Building 21, Room LG20
Can I apply for financial aid?	No. Only South African citizens can apply for financial aid.
Who should I contact for international students' queries?	Mmaphuti Mabutla: 012 382 4388 Email: mabutlamf@tut.ac.za Shonay Morgan: 012 382 5855 Email: morgansa@tut.ac.za
Where can I find an application form for a study permit or the renewal of a permit?	Home Affairs or International Office
Who should sign the application form for a study permit?	International Office
How do I apply for a study permit?	You have to collect a study permit letter at the International Office and submit it at Home Affairs or the South African Embassy in your country.
Can I register with another institution's study permit?	No, you have to cancel your existing permit and apply for a TUT study permit. You must be in possession of a TUT study permit before registration.
Is the following information for international students available on the TUT website? <ul style="list-style-type: none"> • Requirements • Application for study permit • SAQA information and contact details • Contact details and person for the International Office • How to apply • International levy information • Study permit and medical aid 	No, but it will be available soon.

<p>Where do I get a letter to apply for a visitor's permit to enable me to come and write a selection test?</p>	<p>The International Office will provide you with an invitation letter. Use it together with the letter from your academic department confirming the date, time and venue to apply for a visitor's permit at the South African Embassy in your country.</p>
<p>Will my place in the course be cancelled if I do not report for registration on the scheduled date in January because my study permit is not ready yet?</p>	<p>You have to inform your academic department and make the necessary arrangements in time to avoid being cancelled.</p>
<p>I am a senior student and I would like to find out if I can be unblocked for both study permit and medical aid while I am in my country?</p>	<p>Yes, after you have submitted both the originals and certified copies of the relevant documents.</p>
<p>Do I need to have a study permit and medical aid if I am studying a block course from home?</p>	<p>A letter from your academic department confirming that you are studying a block course and staying outside South Africa is requested before unblocking for registration.</p>
<p>Can I still use my parent's medical aid if I am a member on their medical aid?</p>	<p>You must be a member of a South African medical aid fund that is registered under the South African Council of Medical Aid Schemes.</p>
<p>Can I study with a work permit?</p>	<p>Only postgraduates and B Tech block students can study with a work permit.</p>
<p>Where can I get a quotation including the international levy?</p>	<p>International Office</p>