10 things you should know about applying for private and public tertiary institutions

By Kay Cheytanov, issued by 3RC   11 Nov 2021

This is an exciting time of life. Matriculating, leaving high school, and taking your first steps into your next adventure. It's an especially crazy time if you want to study further and are applying for the course that will unlock your future success! While you're in the middle of deciding exactly what it is that you want to study and where you want to study, it's essential that you understand the application processes involved.

This can be a bit of a challenge, but thankfully there are a few things that will make your application process much much easier.

In fact, to help take the edge off, we've gathered 10 of the most important things you should know about applying to study at either a private or public tertiary institution.

1. **Do your research:** Make sure that the college, technikon, or university you want to attend actually has the qualification you want.

2. **The right application dates:** All education institutions have cut off dates for applications, so make sure you know the final submission date is.

3. **How applications are submitted:** Some places only accept physical applications, while others allow online submissions. Make sure you know how you need to submit your application.

4. **Check your details:** Double-check, no triple-check *all* your personal details. The correct details on your application actually does make a big difference.

5. **Make copies:** You'll probably need copies of all the supporting documents, some of which need to be certified (getting them stamped at the police station), like your ID and your parents' IDs. Check which copies you need with the institution you're applying to.

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6. **Check for application fees:** You might need to pay an application fee by a certain date that needs to be paid by EFT or by card or even cash.

7. **The minimum requirements:** Make sure you know if you meet the minimum application requirements so you have peace of mind when you apply. It could even save you a bunch of money if there are application fees.

8. **Supporting documents:** You don't want to discover right before the deadline that you need a letter from your school or any other references and you'd be surprised at what some courses ask for!

9. **Sign on the dotted line:** Is your application signed in all the right places by all the right people? Failing to sign could delay your acceptance and cause you a lot of stress.

10. **What finances you need:** Do you need a student loan, a bursary, or any other financial aid? Figure out how much you need, where and how you can apply for financial support, and even which institutions provide student aid.

We know all too well how a stack of application forms and a looming deadline can seem very intimidating. What's important

to know is that everything the university of college of your choice is asking you to submit with your application plays an important role in how the decision around your application is made.

So, if you're ever confused or unsure about what is being asked for, then phone or email the university and ask!

We wish you all the best of luck with your applications and hope that these tips will help you secure your place.

ABOUT THE AUTHOR

Kay Cheytanov is founder and owner of 3RC.

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