

PROCESS FOR UCT PGCE ONLINE APPLICATION

1. Go to UCT homepage: www.uct.ac.za
2. Now click on 'Applicants&Students' - drop down
3. Scroll down and go to 'Apply online'
4. Click on the Postgraduate Admission option
5. Read the page
6. Then 'Click here to continue' at the bottom of the page
7. Select whether you are a first-time user or not.
 - a. If NO, sign in
 - b. If YES, create an account
8. You will receive an email to verify your email address. Follow the prompt on the email.
9. You now have to complete your PERSONAL DETAILS. Then click SAVE.
10. Select PROGRAMME OF STUDY tab.
11. Go to First Choice.
12. Complete the boxes - select

Level of Qualification: Postgraduate Diploma, then

Faculty: Humanities, then

Academic Qualification: PGCert (SP&FET Teaching)

- **Performance Arts students:**

Music applicants should select HG026EDN28, whereas; Dramatic Arts, Dance and Fine Art applicants ought to select the HG027EDN29 application code options during the application process

13. SAVE
14. Then upload all requested documents and academic records. Please ensure that full and complete academic records are uploaded to the admissions portal as incomplete or missing documents/pages will delay or forfeit an application if left unresponsive beyond the upload deadline date.
 - Third-year students – please provide a complete undergrad unofficial transcript that clearly indicates **previous and current subjects and the number of credits per course** (third-year subjects do not need to reflect marks at this stage – only credits need to be evident).
 - Graduands – an official graduation certificate along with the complete transcript (**that clearly indicates the subjects and the number of credits per course**) is required.
15. Complete the rest of the application form.
16. SAVE & SUBMIT