



Avoid long queues

**Apply Online**



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# Guidelines to Apply Online for 2022

Enquiries

Admissions Office

[applications@spu.ac.za](mailto:applications@spu.ac.za)

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# How to apply for the first time (Under- and Postgraduates)

## Please Note the following:

- Use a computer or laptop to apply online. **(NOT A CELLPHONE)**
- Visit our website: [www.spu.ac.za](http://www.spu.ac.za)  
or  
use the following link [https://ienabler.spu.ac.za/pls/prodi41/w99pkg.mi\\_login?numtype=S](https://ienabler.spu.ac.za/pls/prodi41/w99pkg.mi_login?numtype=S) to apply online.
- After you capture your biographical information, your student number will be displayed on the screen.

### a) New Prospective student: Capture your biographical information.

#### STEP 1.


Click on the icon



Apply, register, change personal information, get academic and other information.

**Prospective Students**

If you are a prospective student, not registered at this institution, please select the following option:

 **Apply, Register, Change personal information, get academic and other information and make payments.**

**Registered Users: Login Credentials**

Student  Personnel  Other  Alumni

**Student Number:**

**Pin:**

(5 numeric digits. Do not start with a 0.)

Login Forgot Pin Change Pin Request A Pin  
Forgot Student Number

#### STEP 2.

Read Step 1 and 2 on the screen below. Capture your Biographical information and click on the SAVE button.

## BIOGRAPHICAL INFORMATION

**Step 1:** Please complete your Personal Information as requested below. All fields indicated with a \* must be completed.


**Step 2:** Submit your Personal Information by clicking the 'Save' button or click the 'Clear Form' button to clear the inserted values.

Title:  Q\*

Initials: \*

First Names: \*

Surname: \*

Birthdate: \*  **Calendar**

Citizenship Code:  Q\*

ID - Identity Number (South Africa Citizen):

Passport Number (Only if you are not a South African Citizen):

Gender (Male or Female):  Male  Female

Marital Status:  -- Please Select -- \* **Drop Down List**

Home Language:  Q\*

Population Group:  Q\*

Preferred Language:  English \* **Drop Down List**

Maiden Names (Only if married):

Highest Grade Passed: \*

Senior Secondary School:  Q\*

Matric Date (YYYYMM) (e.g. 201912):

Matriculation Type:  Q **Click to get a list**

Street / Physical / Postal Address Line 1:

Address Line 2:

City / Town:

Province:

Postal Code:  Q\*

Cell Phone: \*

E-Mail Address:

Numeric Aggregate:  1\*

## How to process the Matriculation type?

Those possessing a **Senior Certificate** should select the following:

- **Certificate of complete exemption or School leaving certificate**

Those possessing a **National Senior Certificate** or is **currently in matric**, should select the following:

- **NSC Gr12: Admis to Bachelors** or **NSC Gr12: Admis to Diploma** or **NSC Gr12: Admis to Cert**

## b) How to create a pin?

### STEP 3.

#### How to create a pin as a new prospective student?

If you are a new prospective student, following the steps below on page 5 (c).

#### How to create a pin as an existing student?

- Type in your student number and click on **Request a Pin** or click on **Forgot Pin**.
- A web pin will be send directly to your email address. If your email address has changed, please notify the following departments to update it:
  - **Potential undergraduate students:** Application/Admissions office [applications@spu.ac.za](mailto:applications@spu.ac.za)
  - **Potential postgraduate students:** School Registrar/Administrator, see page 19.

- If the system block you after 3 attempts of unsuccessful logins, contact the Application/ Admissions office [applications@spu.ac.za](mailto:applications@spu.ac.za) or your School Registrar/Administrator to reset your login.
- Login, **read** then **accept application rules** in order to proceed with your application.

### If ID number already exists.

- Click on **Forgot Student Number**, enter **ID number** and **SEARCH**. Student number will be sent to your email address.
- If the email address has changed, notify the applications office on [applications@spu.ac.za](mailto:applications@spu.ac.za). Quote full name/s, surname and id number together with the changed email address.

### c) New prospective students

**NB:** System created a reference number that will become the student number once your biographical data have been saved.

Integrated Tertiary Software Friday, 29th May 2020

**Academic Application : Pin Creation**

You have been issued with the following reference number : **202100001**  
All future interaction with our institution must be conducted using this reference number.

The next phase of the application process requires the creation of a pin which will be used in conjunction with your new reference number for future interaction with our institution. Please record this reference number and pin in a safe place for future reference.

Please Enter Your Pin and Pin Confirmation And Press **Create Pin**.

Pin :  **5 numeric digits. Do not start with a 0.**

Re-enter Pin :

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**Congratulations!!** You have accessed the Student Online System.

SOL PLAATJE UNIVERSITY Monday, 1st June 2020

**Student Web**

- Application
- Residence Application
- Registration
- Student Administration
- Student Enquiry

**GRANHALCY TEBOGO, MOTLHABANE**

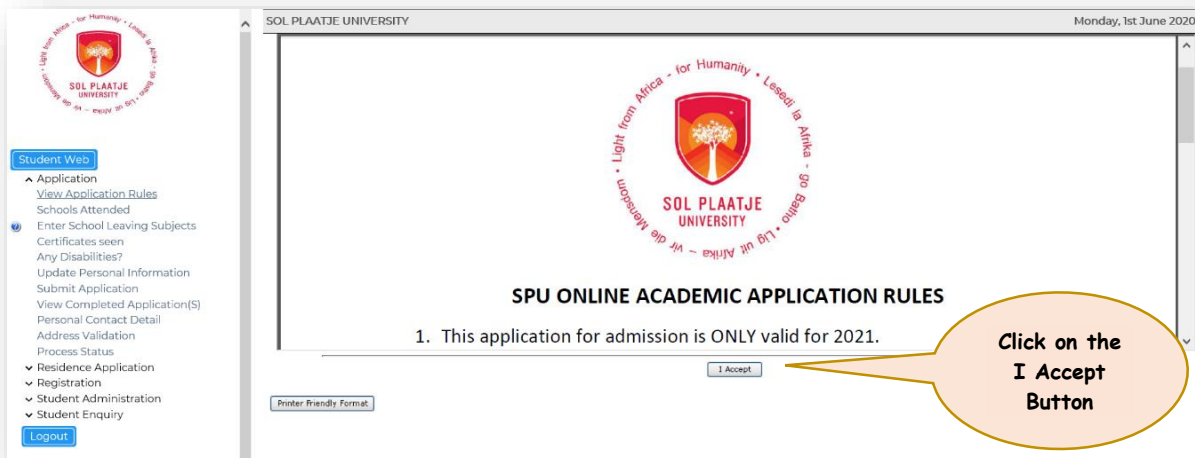
|                        |  |
|------------------------|--|
| Student Nbr            | 202100001  |
| Gender                 | Male   |
| Birthdate              | 04-Feb-2001  |
| ID Nbr                 | 0102045652082  |
| Marital Status         | Single   |
| Home Lang              | SETSWANA   |
| Citizenship            | SOUTH AFRICA   |
| <b>Email Address</b>   | <a href="mailto:tmotlhabane@gmail.com">tmotlhabane@gmail.com</a> |
| <b>Cellphone</b>       | 0796019262   |
| <b>Postal Address</b>  | HOUSE NO 20530 MANAMAKGOTHA RUSTENBURG NORTH WEST 0300           |
| <b>Study Address</b>   |  |
| <b>Current Balance</b> |  |

## d) Read and Accept the Application Rules.

### STEP 4.

Click on **Application**, then click on **View Application Rules**.

**NB:** Read the **SPU Online Academic Application Rules**, scroll down and click on the **[I Accept]** Button.



## e) Complete the following pages.

- **School Attended**
- **School Leaving Subjects**
- **Certificates Seen** (used to upload various documents such as ID, Affidavit, Matric Certificates, Academic Transcripts, Qualification(s) obtained at another University, etc.)  
**NB:** Your affidavit should state whether or not you studied at any tertiary institution after completion of your matric, prior to the current year.
- **Enter Previous Qualification** used only if you have previously studied at a different institution and
  - obtained a degree or certificate, or
  - the degree was not yet awarded**NB:** Please upload your supporting documents (**Certificate Seen: "PQ – Degree/Certificate Achieved".**)
- **Any Disabilities**
- **Update Personal Information** (e.g. If you require residence accommodation, etc.)
- **Submit Application**
- **View Completed Applications**
- **Academic Admission Status**

## f) Availability of Websites in the Application Rules

**Please note:** You will be able to access the following websites from the **Application Rules**

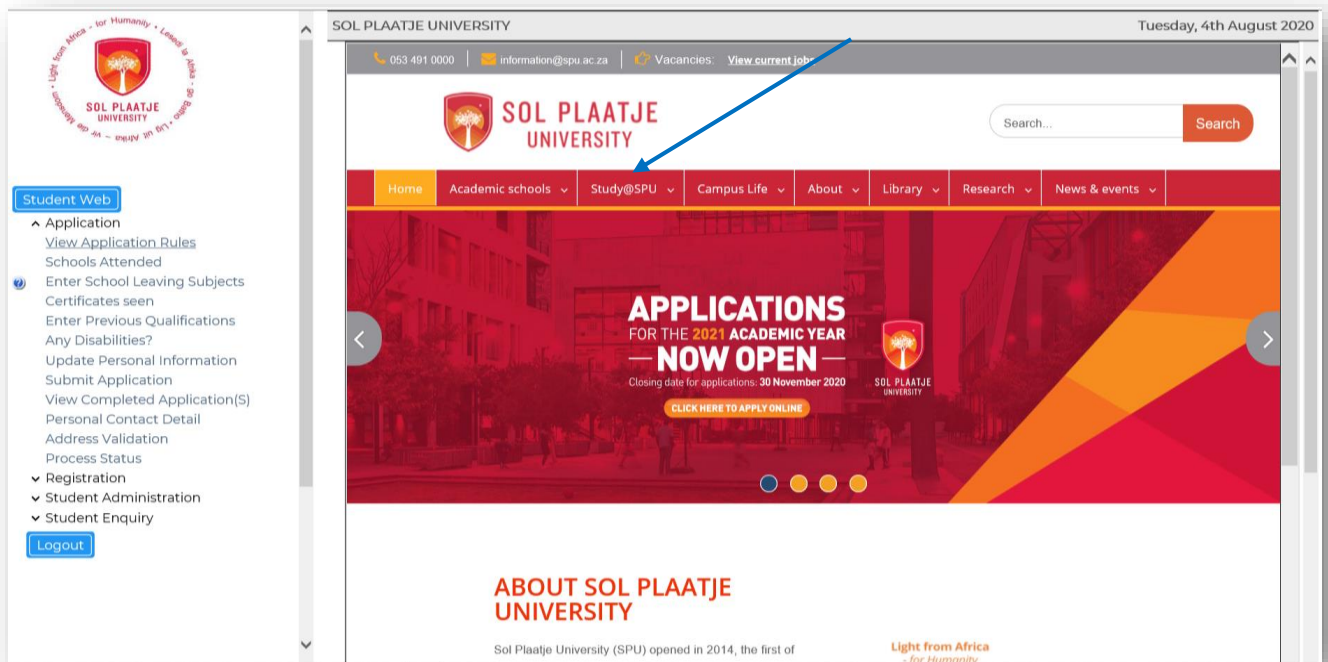
- SPU Website: [www.spu.ac.za](http://www.spu.ac.za)
- Matriculation Board: <https://mb.usaf.ac.za>
- South African Qualification Authority (SAQA): [www.saqa.org.za](http://www.saqa.org.za)

### **Apply for funding**

- NSFAS: [www.nsfas.org.za](http://www.nsfas.org.za)
- FUNZA: [www.funzalushaka.doe.gov.za](http://www.funzalushaka.doe.gov.za)

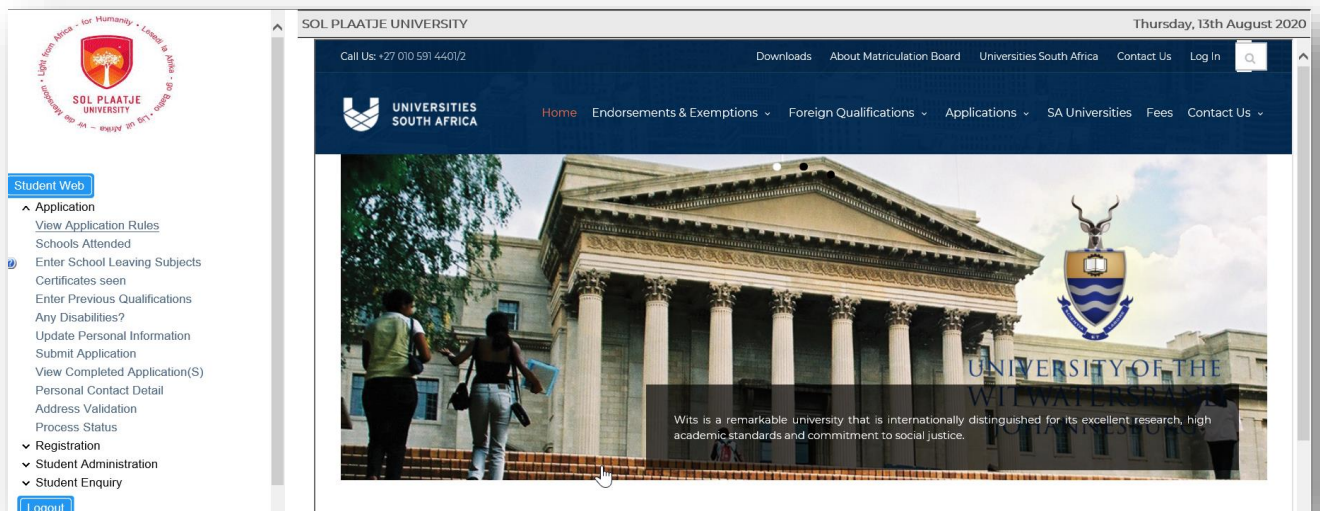
g) How to access websites:

SPU Website: [www.spu.ac.za](http://www.spu.ac.za)

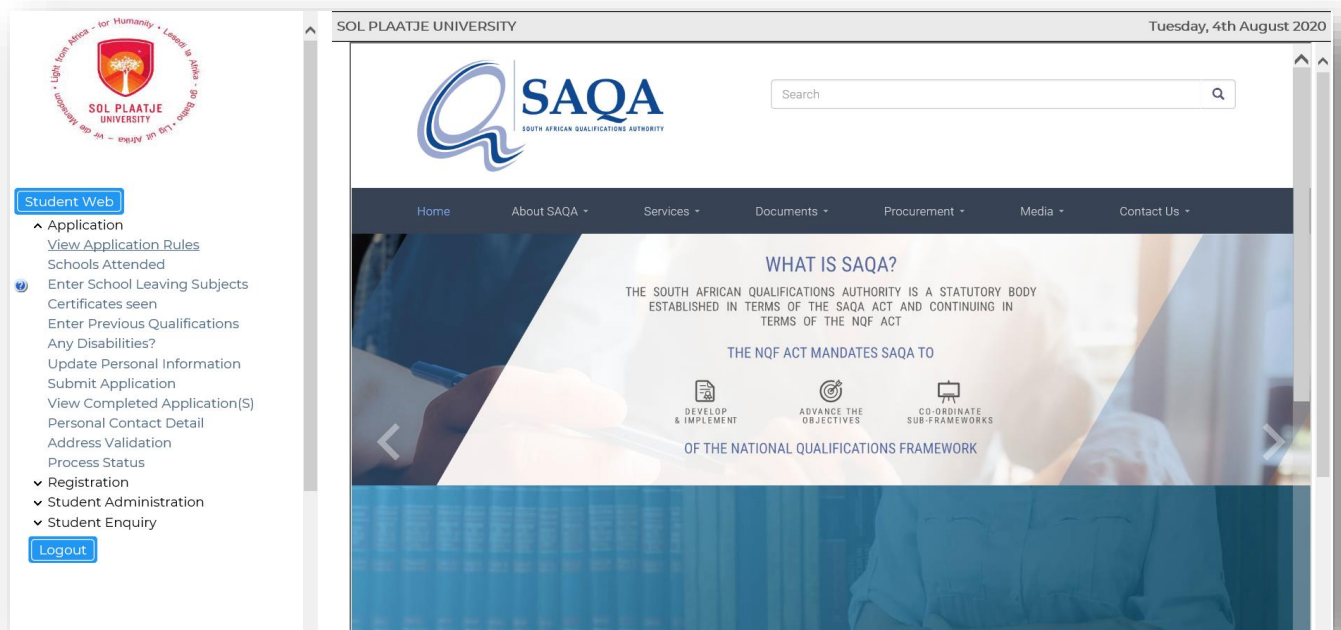


Click on “Study@SPU”, then click on “How to apply” to access the Online Application Guide and link to access the Online Student System.

Matriculation Board: <https://mb.usaf.ac.za>

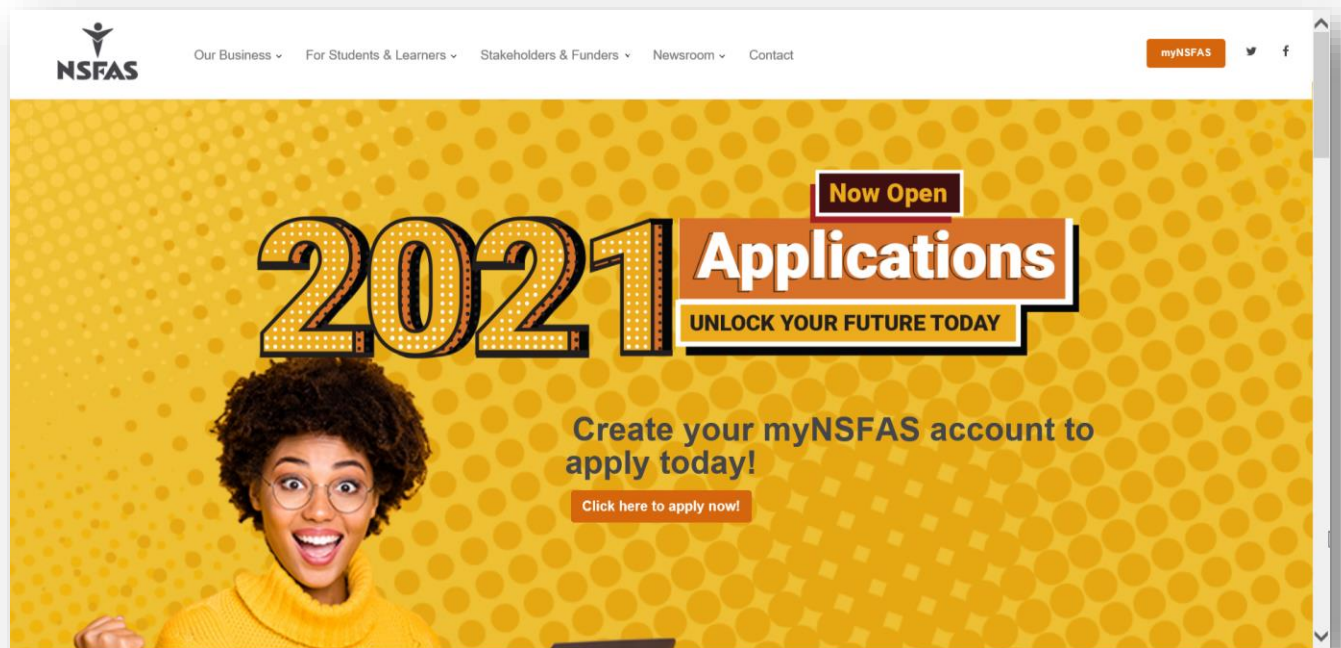


South African Qualification Authority (SAQA): [www.saqa.org.za](http://www.saqa.org.za)

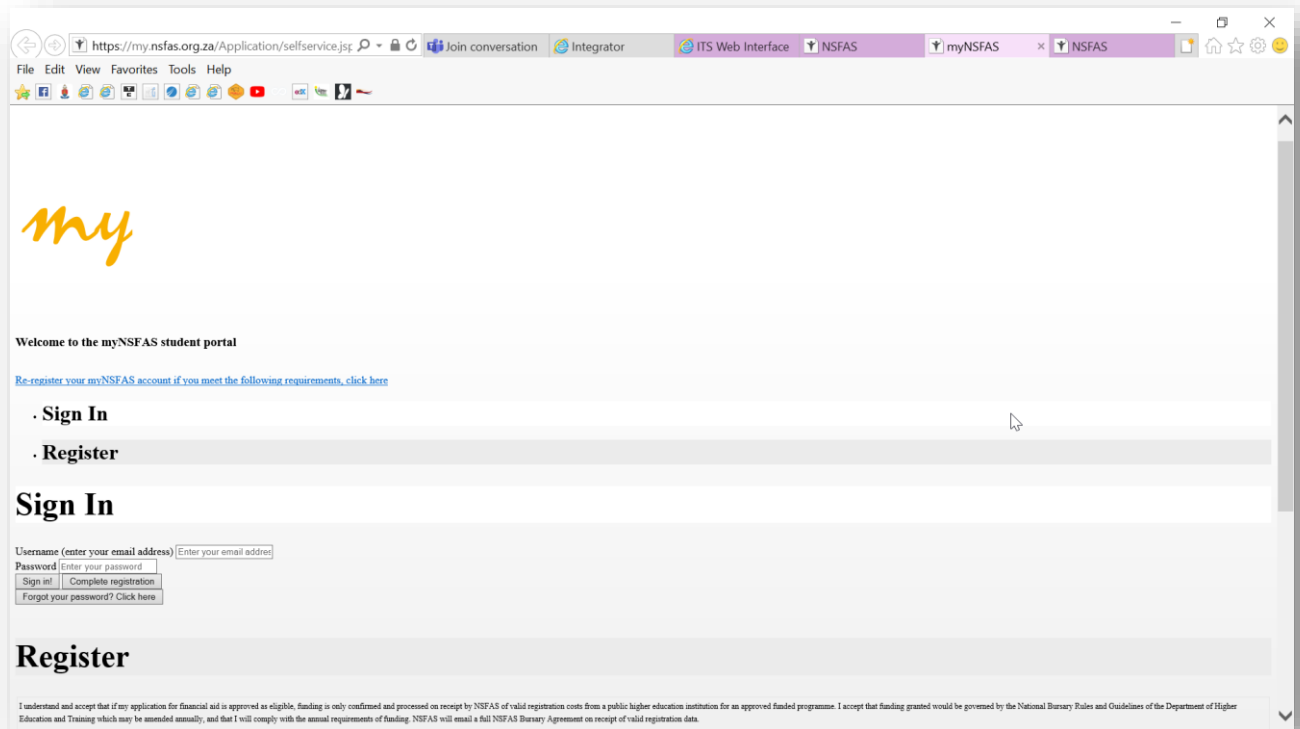


h) To apply for funding:

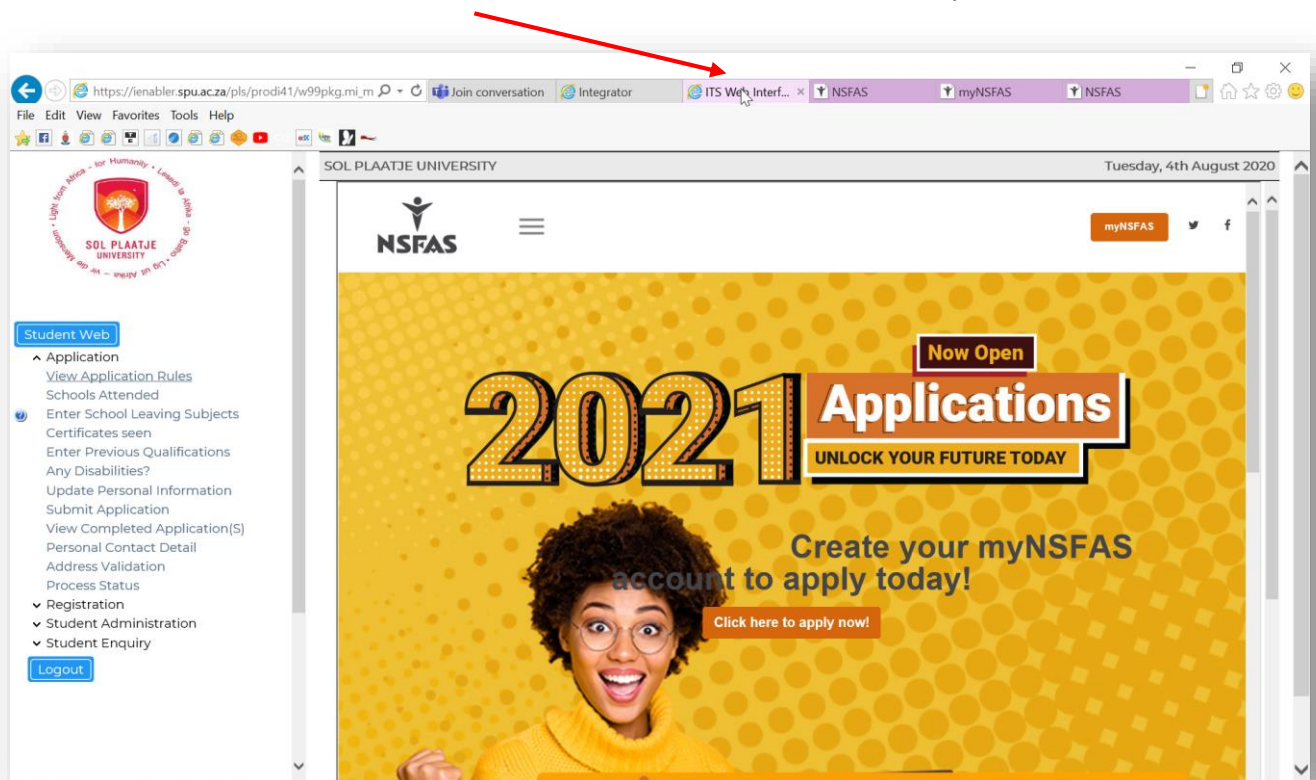
NSFAS: [www.nsfas.org.za](http://www.nsfas.org.za)

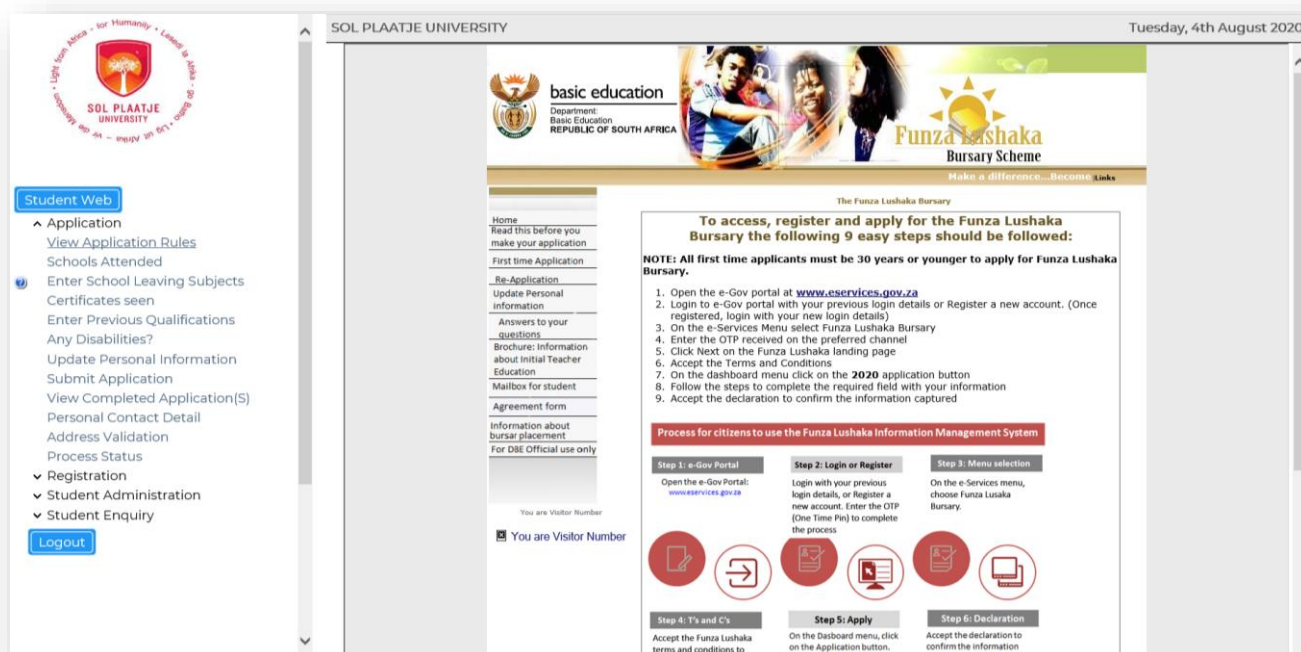




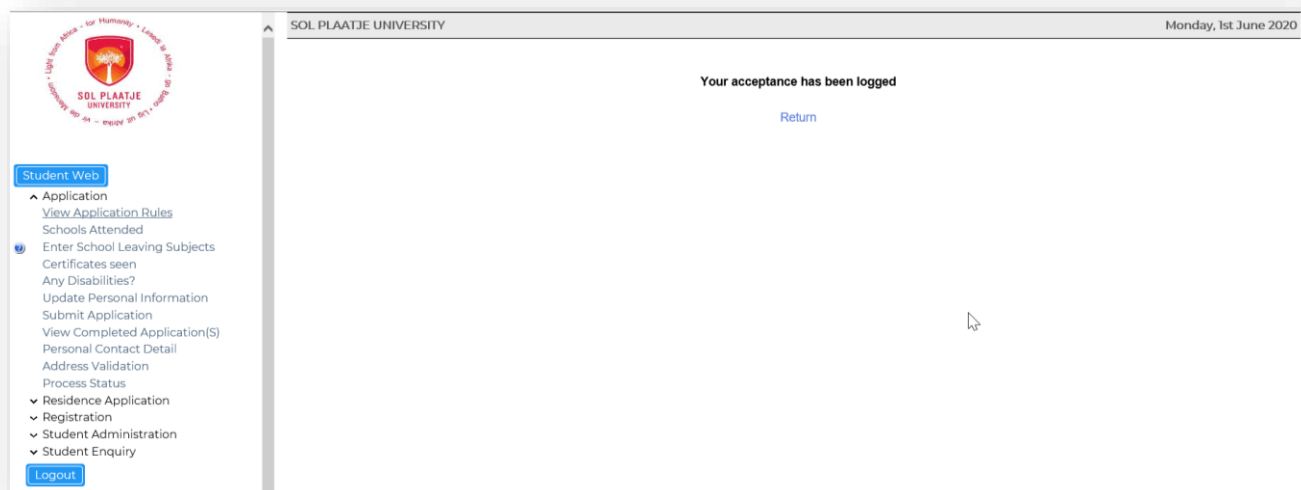


Please note: After registering on the NSFAS student portal and completing the necessary information, click on the **“ITS Web Interface”** follow the arrow below to return to the Online Student System.





After accepting the **Application Rules**, you are now ready to proceed to the next step.



i) Capture your senior secondary school information.

### STEP 5.

Click on **Schools Attended**, then click on the list of values to search for your Senior Secondary School. See example below.

Valid School Names

Search criterion for Valid School Names:

| Description                   |
|-------------------------------|
| <u>KGAMANYANE HIGH SCHOOL</u> |
| <u>MAKGAMATHU HIGH</u>        |

Click on the correct school. Capture the start year and month then the end year and month and **SAVE**. If you made a mistake, click on the **Delete** button and **SAVE**.

SOL PLAATJE UNIVERSITY Thursday, 4th June 2020

**Schools Attended**

Student Number: 202100001  
Name: MR GRANNALCY TEBOGO MOTLHABANE

Note: All fields indicated with a \* must be completed. Click the 'Save' button in order to submit the entered information. Click the 'Revert Changes' button to restore the initial values. Select the 'Delete' checkbox(es) and then click the 'Save' button to remove.

| School Name            | Period of Attendance |            |                |            | Delete                   |
|------------------------|----------------------|------------|----------------|------------|--------------------------|
|                        | From Year (YYYY)     | Month (MM) | To Year (YYYY) | Month (MM) |                          |
| KGAMANYANE HIGH SCHOOL | 2018                 | 1          | 2018           | 12         | <input type="checkbox"/> |
|                        | *                    | *          | *              | *          | <input type="checkbox"/> |
|                        | *                    | *          | *              | *          | <input type="checkbox"/> |
|                        | *                    | *          | *              | *          | <input type="checkbox"/> |
|                        | *                    | *          | *              | *          | <input type="checkbox"/> |
|                        | *                    | *          | *              | *          | <input type="checkbox"/> |
|                        | *                    | *          | *              | *          | <input type="checkbox"/> |
|                        | *                    | *          | *              | *          | <input type="checkbox"/> |
|                        | *                    | *          | *              | *          | <input type="checkbox"/> |
|                        | *                    | *          | *              | *          | <input type="checkbox"/> |

## j) Capture your school leaving subjects.

### STEP 6.

Click on **Enter School Leaving Subjects**.

Please make use of the **list of values** linked after your **School Leaving Subjects, Grade and Symbols**. Click on the correct Subject and **SAVE**.

Example on how to search for a school leaving subject:

Capture **%math%hg%** or **%MATH%HG%** or **%math%** and click on the **SEARCH Button**. Select from the list.

Valid Matric Subjects

Search criterion for Valid Matric Subjects:

| Code        | Description                 |
|-------------|-----------------------------|
| <u>9063</u> | MATHEMATICS (HG)            |
| <u>9144</u> | ADDITIONAL MATHEMATICS (HG) |
| <u>9186</u> | FUNCTIONAL MATHEMATICS (HG) |

SOL PLAATJE UNIVERSITY

Student Number: 202100001 Enter School Leaving Certificate

**Note:** All fields indicated with a \* must be completed. Click the 'Save' button in order to submit the entered information. The 'Delete' checkbox(es) and 'Save' button to remove the existing record(s) or to clear the newly entered record.

| Date (YYYYMM) | Type | Subject                        | Grade  | Symbol Pre-Final Year | Percentage Pre-Final Year | Symbol Mid-Final Year | Percentage Mid-Final Year | Symbol Final Year | Percentage Final Year | Delete                   |
|---------------|------|--------------------------------|--------|-----------------------|---------------------------|-----------------------|---------------------------|-------------------|-----------------------|--------------------------|
| 201811        | B    | ENGLISH FIRST ADDITIONAL LANGU | Z      | <input type="text"/>  | <input type="text"/>      | <input type="text"/>  | <input type="text"/>      | 6                 | 75                    | <input type="checkbox"/> |
|               |      |                                | Rating |                       |                           |                       |                           | 6                 |                       |                          |
| 201811        | B    | SETSWANA HOME LANGUAGE         | Z      | <input type="text"/>  | <input type="text"/>      | <input type="text"/>  | <input type="text"/>      | 6                 | 78                    | <input type="checkbox"/> |
|               |      |                                | Rating |                       |                           |                       |                           | 6                 |                       |                          |
| 201811        | B    | MATHEMATICS                    | Z      | <input type="text"/>  | <input type="text"/>      | <input type="text"/>  | <input type="text"/>      | 3                 | 43                    | <input type="checkbox"/> |
|               |      |                                | Rating |                       |                           |                       |                           | 3                 |                       |                          |
| 201811        | B    | LIFE ORIENTATION               | Z      | <input type="text"/>  | <input type="text"/>      | <input type="text"/>  | <input type="text"/>      | 6                 | 70                    | <input type="checkbox"/> |
|               |      |                                | Rating |                       |                           |                       |                           | 6                 |                       |                          |
| 201811        | B    | GEOGRAPHY                      | Z      | <input type="text"/>  | <input type="text"/>      | <input type="text"/>  | <input type="text"/>      | 4                 | 56                    | <input type="checkbox"/> |
|               |      |                                | Rating |                       |                           |                       |                           | 4                 |                       |                          |
| 201811        | B    | LIFE SCIENCES                  | Z      | <input type="text"/>  | <input type="text"/>      | <input type="text"/>  | <input type="text"/>      | 4                 | 52                    | <input type="checkbox"/> |
|               |      |                                | Rating |                       |                           |                       |                           | 4                 |                       |                          |
| 201811        | B    | PHYSICAL SCIENCES              | Z      | <input type="text"/>  | <input type="text"/>      | <input type="text"/>  | <input type="text"/>      | 2                 | 35                    | <input type="checkbox"/> |
|               |      |                                | Rating |                       |                           |                       |                           | 2                 |                       |                          |

201811 \* B \*  \*  \*  \*

Capture your final grade 11 results in this column

Capture your Final Matric Results in this column

k) Upload supporting documents.

**STEP 7.**

Click on **Certificates seen**. Click on ID, upload certified scanned document and **SAVE**.

**Please note:** All uploaded documents will be validated against the original document(s).

SOL PLAATJE UNIVERSITY Friday, 29th May 2020

**Certificates seen**

Student Number: 202100001  
Name: MR GRANNALCY TEBOGO MOTLHABANE

| Certificate | Processed | Expiry Date | Remarks | Load/View                          | Uploaded via the web |
|-------------|-----------|-------------|---------|------------------------------------|----------------------|
| AI          | Yes       |             |         | <a href="#">Load/View Document</a> | No                   |
| IA          | Yes       |             |         | <a href="#">Load/View Document</a> | No                   |
| ID          | Yes       |             |         | <a href="#">Load/View Document</a> | Yes                  |
| JE          | No        |             |         | <a href="#">Load/View Document</a> | No                   |
| MC          | No        |             |         | <a href="#">Load/View Document</a> | Yes                  |
| PF          | No        |             |         | <a href="#">Load/View Document</a> | Yes                  |
| RF          | No        |             |         | <a href="#">Load/View Document</a> | No                   |

l) Capture disability information if applicable.

**STEP 8.**

Click on **Disabilities**, then click on the dropdown list to select and disclose if applicable and **SAVE**.

SOL PLAATJE UNIVERSITY Friday, 5th June 2020

**Any Disabilities?**

Student Number: 202100001  
Name: MR GRANNALCY TEBOGO MOTLHABANE

**Note:** All fields indicated with a \* must be completed. Click the 'Save' button in order to submit the entered information. Select the 'Delete' checkbox(es) and then click the 'Save' button to remove.

| Disability | Remarks | Delete |
|------------|---------|--------|
|            |         |        |
|            |         |        |
|            |         |        |
|            |         |        |
|            |         |        |
|            |         |        |
|            |         |        |

Save Revert Changes

## m) Update your personal information.

### STEP 9.

Click on **Update Personal Information** to update your Senior Secondary School, requiring accommodation, etc.

SOL PLAATJE UNIVERSITY Thursday, 18th June 2020

**Update Personal Information**

Student Number: 202100001  
Name: MR GRANNALCY TEBOGO MOTLHABANE

**Note:** Use the calendar button provided to select a date in the appropriate format. All fields indicated with a \* must be completed. Click the 'Save' button in order to submit the entered information. Click the 'Revert Changes' button to restore the initial values.

**Title:** MR  
**Initials:** GT  
**First Names:** GRANNALCY TEBOGO  
**Surname:** MOTLHABANE  
**Birthdate:** 04-FEB-2001  
**Citizenship Code:** SOUTH AFRICA  
**ID - Identity Number (South Africa Citizen):** 0102045652082  
**Passport Number (Only if you are not a South African Citizen):**   
**Gender (Male or Female):** Male  
**Marital Status:** Single  
**Home Language:** SETSWANA \*  
**Population Group:** AFRICAN  
**Preferred Language:** English  
**Maiden Names (Only if married):**  
**Activity Last Year:** TECHNICAL COLLEGE STUDENT  
**Highest Grade Passed:** 12 \*  
**Senior Secondary School:**  \*  
**Matric Date (YYYYMM) (e.g. 201912):** 201811  
**Matriculation Type:** NSC - Bachelor's Degree  
**Do you require residence accommodation?:**  Yes  No  
**Null Help**  
Please select (Y)es if you require accommodation in a residence or (N)o if you do not require accommodation or reside in Kimberley.

Save Revert Changes

List Of Values: Senior Secondary Scho...

https://ienabler.spu.ac.za/pls/prodi41/web.w01pkg.w01\_lo...

**Senior Secondary School**

Search criterion for Senior Secondary School:

%GOR%

| Code | Description                       |
|------|-----------------------------------|
| 0    | UNKNOWN SCHOOL                    |
| 0001 | GLENBRACK JUNIOR SECONDARY SCHOOL |
| 0002 | KRUIJN HOERSKOOI                  |
| 0003 | AFRIKAANS MEISIES HOERSKOOI       |
| 0004 | AFRIKAANS SEUNS HOERSKOOI         |
| 0005 | DURBAN NORTH COLLEGE              |
| 0006 | AFRIKAANS HOERSKOOI GERMISTON     |

## n) How to submit and apply for a qualification?

### STEP 10.

Click on **Submit Application**.

To find a programme or qualification, capture the following:

- %EDU% for Bachelor of Education
- %BSC% for Bachelor of Science
- %BAG% for Bachelor of Arts
- %ADV% for Advance Diplomas
- %DIP% for Diplomas
- %CERT% for Higher Certificates
- %Retail% for Diploma in Retail Business Management, etc.

## Examples 1:

The Online System will automatically insert your Academic Preference (e.g. Choice 1, Choice 2, etc.)

SOL PLAATJE UNIVERSITY Friday, 5th June 2020

Process Trail: [Qualification](#)

### Choice of Programme or Qualification

Student Number: 202100001  
Name: MR GRANNALCY TEBOGO MOTLHABANE

**Note:** Select your intended year of study from the "Academic Year" list provided. Enter a word or phrase pertaining to your intended field of study. This function will perform a search for an exact match of the text entered. All fields indicated with a \* must be completed.

Academic Year: 2021

Find A Programme or Qualification Containing: %retail%  
Restrict the Search to: Do not restrict any programme

SOL PLAATJE UNIVERSITY Friday, 5th June 2020

### Submit Application

Student Number: 202100001  
Name: MR GRANNALCY TEBOGO MOTLHABANE

**Note:** Click on the Qualification to proceed with your application.

Qualification

Faculty - SCHOOL OF ECONOMICS & MAN SCIE

DIPLOMA IN RETAIL MANAGEMENT

## Example 2.

SOL PLAATJE UNIVERSITY Thursday, 13th August 2020

Process Trail: [Qualification](#)

### Choice of Programme or Qualification

Student Number: 202100001  
Name: MR GRANNALCY TEBOGO MOTLHABANE

**Note:** Select your intended year of study from the "Academic Year" list provided. Enter a word or phrase pertaining to your intended field of study. This function will perform a search for an exact match of the text entered. All fields indicated with a \* must be completed.

Academic Year: 2021

Find A Programme or Qualification Containing: bed  
Restrict the Search to: Do not restrict any programme

SOL PLAATJE UNIVERSITY Thursday, 13th August 2020

### Submit Application

Student Number: 202100001  
Name: MR GRANNALCY TEBOGO MOTLHABANE

**Note:** Click on the Qualification to proceed with your application.

Qualification

Faculty - SCHOOL OF EDUCATION

|                                       |   |
|---------------------------------------|---|
| <input type="button" value="EDU721"/> | BED IN LANG. MATHS. SCIENCES. TECH TEACHING |
| <input type="button" value="EDU722"/> | BED IN LANG. SOCIAL SCIENCES. LIFE SKILLS   |
| <input type="button" value="EDU731"/> | BED IN LIFE SCIENCES. NATURAL SCIE. TEACH.  |
| <input type="button" value="EDU732"/> | BED IN GEOGRAPHY. MATHEMATICS AND TECH      |
| <input type="button" value="EDU734"/> | BED IN LANGUAGES AND HISTORY TEACHING       |
| <input type="button" value="EDU735"/> | BED IN HIST. SOCIAL SCIENCES & LANG TEACH   |
| <input type="button" value="EDU736"/> | BED IN TEACH OF. PHYSICAL SCIE. PLUS MATHS  |
| <input type="button" value="EDU738"/> | BED IN TEACH OF. ACC/ECO/BUS/SCI MANAGEMENT |
| <input type="button" value="EDU811"/> | BEDHONS IN CURRICULUM STUDIES               |

Process Trail: [Qualification](#) >> [Study Choices](#)

**Qualification Study Choices**

Student Number: 202100001  
 Name: MR GRANNALCY TEBOGO MOTLHABANE

- Step 1: Select how you would like to study for the qualification from the list provided.
- Step 2: Select when you would like to study for this qualification from the list provided.
- Step 3: Select your intended study period (e.g. First Year, Second Year etc).
- Step 4: Enter a number representing your order of preference for this application(i.e. 1 = First Choice,2 = Second Choice etc.)
- Step 5 (Optional) Click 'View Calendar Information' to view year book/calendar information based on your selection.
- Step 6: Confirm your acceptance of the application process rules and regulations and submit your application by clicking the 'Save and Continue' button.

Academic Year: 2021  
 Qualification: RBM600: Dip IN RETAIL BUSINESS MANAGEMENT

How would you like to study for the qualification?

When would you like to study for the qualification?

In which period are you intending to study?

Academic Preference:

Click on **SAVE and Continue**.

Process Trail: [Qualification](#) >> [Study Choices](#) >> [Detail](#)

**Application Detail**

Student Number: 201800004  
 Name: MR CARLO CUPIDO

|                      |   |
|----------------------|---|
| Academic Year:       | 2021                                      |
| Qualification:       | RBM600: Dip IN RETAIL BUSINESS MANAGEMENT |
| Mode of Study:       | 2F: CENTRAL CAMPUS - FULL TIME            |
| Academic Period:     | YR: YEAR BLOCK                            |
| Period of Study:     | 1: FIRST YEAR                             |
| Academic Preference: | 1   |

| Academic Credits |                  |                    |                        |
|------------------|------------------|--------------------|------------------------|
|                  | This Application | This Academic Year | Previous Academic Year |
| <b>Total:</b>    | .000             | .000               | 74.000                 |

- Step 1: If you want to see costs for this application please click on the 'Display Pro Forma of Costs' button below.
- Step 2: To make amendments to the application, use the "Process Trail" at the top of page that will take you to the appropriate page.

Click on **Accept Application** or **Restart Process** if you **DID NOT SAVE YET**, then search for a different qualification.

Repeat the above process to apply for another qualification.

**o) How to view your completed application records?**

**STEP 11.**

Click on **View Completed Application(s)**. To view the qualification(s) you have applied for.

**View Completed Application(S)**

Student Number: 202100001  
 Name: MR GRANNALCY TEBOGO MOTLHABANE

Note : If any previously submitted applications exist click on the academic year to view its detail.

| Academic Year | Academic Preference | Qualification | Description                             | WRS Score | Contract Code | Quote Number | Quote Total |
|---------------|---------------------|---------------|---|-----------|---------------|--------------|-------------|
| 2021          | 1                   | EDU734        | B.ED LANGUAGES AND HISTORY TEACHING     | 31        |               |              |             |
| 2021          | 2                   | EDU722        | B.ED LANG, SOCIAL SCIENCES, LIFE SKILLS | 31        |               |              |             |

## p) How to view your academic application status?

### STEP 12.

Click on **Academic Application Status** to view your status (e.g. Firm Offer, Waitlisted, Unsuccessful, etc.).

| Year | Qualification                                    | Faculty             | Status                     | Academic Choice | Contract Code | Quote Number | Quote Total |
|------|--|---------------------|----------------------------|-----------------|---------------|--------------|-------------|
| 2021 | EDU734<br>BEG LANGUAGES AND HISTORY TEACHING     | School Of Education | Application Without Status | 1               |               |              |             |
| 2021 | EDU722<br>BEG LANG, SOCIAL SCIENCES, LIFE SKILLS | School Of Education | Firm Offer                 | 2               |               |              |             |

## q) How to update your communication detail?

### STEP 13.

Click on **Personal Contact Detail**.

You can now update you're the following communication detail online:

- Your cell number
- Email address
- Next of Kin Cell Number, etc.

Click on **CELL NUMBER**, capture or override it with your new cell number and **SAVE**. The same applies to your **EMAIL Address**.

| Communication Type | Detail              |
|--------------------|---------------------|
| CELL NUMBER        | 0610826197          |
| EMAIL ADDRESS      | 201800004@spu.ac.za |

## r) How to update your address detail?

### STEP 14.

Click on **Address Validation**. Click on the list of values to link your Next of Kin or Account address. **SAVE** after creating new addresses.



## List of Values

Address Types

Search criterion for Address Types:


%  Search Close


| Code | Description                |
|------|----------------------------|
| AP   | Account Postal Address     |
| NE   | Next of Kin Postal Address |

SOL PLAATJE UNIVERSITY Friday, 5th June 2020


### Address Validation

Student Number: 202100001  
Name: MR GRANNALCY TEBOGO MOTLHABANE

Note: Enter your address details and click 'Save'. Use the list of values button  provided to access a list of pre-defined values. All fields indicated with a \* must be completed. Click the 'Clear Form' button to clear the inserted values.

Type of Address:  

Address:   
  
  
 [Address Query Criteria](#)

Postal Code:  

Save Clear Form

Please follow the steps if you are one of the following:


- 1) A prospective student who applied previously?
- 2) A graduate of SPU?
- 3) A registered student currently?  
(Under- and Postgraduates)

a) Did you forget your student number?

### STEP 1.


Click on **Forgot Student Number**

SOL PLAATJE UNIVERSITY Thursday, 9th July 2020



#### Prospective Students

If you are a prospective student, not registered at this institution, please select the following option:


 **Apply, Register, Change personal information, get academic and other information and make payments.**

#### Registered Users: Login Credentials

Student  Personnel  Other  Alumni

Student Number:  
|  
Pin:  
\_\_\_\_\_  
(5 numeric digits. Do not start with a 0.)

Login Forgot Pin Change Pin Request A Pin


**Forgot Student Number** 

**STEP 2.**

Click on the **dropdown** list to choose an identification type (e.g. ID Number, Passport Number or Email Address).

**Forgot your Student Number?**


**Note:** Choose an identification type and supply the relevant information in order for us to identify you on the system or click 'Back' in order to return to the log in screen.

Identification Type   
ID Number  \* 

Capture the Identification Type of your choice (e.g. ID Number) and click on the Search button for the system to identify you.

**Forgot your Student Number?**

**Note:** Choose an identification type and supply the relevant information in order for us to identify you on the system or click 'Back' in order to return to the log in screen.

Identification Type   
ID Number  \* 


Your requesting or forgotten student/reference number will be routed to your active email address ending with ...@spu.ac.za (e.g. [2014000001@spu.ac.za](mailto:2014000001@spu.ac.za)). Click on the **Back Button** to return to the first screen.

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**Requesting forgotten Student Number**

Your student number reminder has been sent to your e-mail address ending in \*\*\*spu.ac.za


Please access the [Contact Us] hyperlink below to contact us if you have any queries.



**STEP 3.**


After returning to the first screen and received your student/reference number, key in your student/reference number, then click on Request pin. Your new pin number will be routed to the same active email address ...@spu.ac.za.

SOL PLAATJE UNIVERSITY Thursday, 9th July 2020



**Prospective Students**

If you are a prospective student, not registered at this institution, please select the following option:

 **Apply, Register, Change personal information, get academic and other information and make payments.**


**Registered Users: Login Credentials**

Student  Personnel  Other  Alumni

**Student Number:**  
201800001 x

**Pin:**

(5 numeric digits. Do not start with a 0.)



b) Do you need assistance to access the Online Application system or you need to change your email address?



c) Communication detail for assistance.

**Undergraduates**

**Admissions Office:** [applications@spu.ac.za](mailto:applications@spu.ac.za)

**Postgraduates**

**School of Education:** [postgrad.edu@spu.ac.za](mailto:postgrad.edu@spu.ac.za)

**School of Applied and Natural Sciences:** [postgrad.nas@spu.ac.za](mailto:postgrad.nas@spu.ac.za)

**School of Humanities:** [postgrad.hum@spu.ac.za](mailto:postgrad.hum@spu.ac.za)

**School of Economics and Management Sciences:** [postgrad.ems@spu.ac.za](mailto:postgrad.ems@spu.ac.za)

**Welcome to Sol Plaatje University  
and  
thank you for applying online**