

OUTSTANDING DOCUMENT STATUSES

03/09/2020

Dear prospective Architecture or Industrial Design student

Thank you for your interest in pursuing a qualification in Architecture or Industrial Design at the Tshwane University of Technology in 2021.

We received your application for the Bachelor of Architecture (BPAR20) or the Diploma in Industrial Design (DIND18).

Unfortunately, there are outstanding information or documents. Without all the necessary documents, the process cannot continue.

To assist you in completing your application, please follow the steps below.

STEP 1: Log on to your application

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- a) The following link will direct you to your current application and indicate its status: <https://ienabler.tut.ac.za/pls/prodi41/wtut012pkg.startup>



The screenshot shows a web form titled "Enter ID Number to be able to see Application Status and Student Number". It contains the following fields and options:

- ID Number:
- Alternatively: Enter the following if you dont have an ID Number
- Surname:
- Full Name:
- Date of Birth: (with a calendar icon)
- Submit:
- Restart:

- b) Enter your ID number, or Surname & Full Name & Date of Birth
c) Click on **submit**
d) You will now be able to see your application status.

STEP 2: Check Enquiries on applications (Certificates seen)

The menu page below should open now.

- a) Select the third option from the top (**Enquiries on applications**),
b) then select **Certificates seen**

- ∨ First Time Applicants
- ∨ Re-admission
- ∧ **Enquiries on Applications**
- Certificates seen
- ∨ Enquiries on Residences
- ∨ Residence Application
- ∨ Registration
- ∨ Subject Cancellation
- ∨ Qualification Cancellation
- ∨ Address/Communication Info
- ∨ Residence Registration
- ∨ Class Timetable

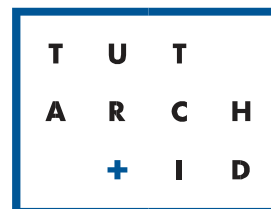
c) the following screen should open

Certificates seen

Student Number: 000000000

Name: YOUR NAME

Certificate	Processed	Expiry Date	Remarks	Load/View	Uploaded via the web
1 SENIOR CERTIFICATE	NO			Load/View Document	No
3 ADMINISTRATION FEE	NO			Load/View Document	No
75 STATEMENT OF SYMBOLS	NO			Load/View Document	No
76 GRADE 11 RESULTS	NO			Load/View Document	No
ID IDENTITY DOCUMENT	NO			Load/View Document	No
14 NATIONAL DIPLOMA	NO			Load/View Document	No
15 B TECH	NO			Load/View Document	No
1A ACADEMIC RECORD	NO			Load/View Document	No



STEP 3: Interpreting your status

If one or, more of the statuses listed below appear, then you have to upload the required documents.

- **DOCUMENTS OUTSTANDING**

This means that not all documents are uploaded.

Please check that all the following documents are submitted:

- **A certified copy of your ID document.**
- **Proof of payment of the R240 application fee,**
- **Grade 12 / Matric Results** (if you have already completed Grade 12 / Matric) **OR Grade 11 results** (if you are currently busy with Grade 12).

- **MONEY OMITTED**

This means that you have not paid the R240 application fee.

If you have already paid, you have not uploaded the proof of payment.

- **MONEY AND ID DOCUMENT**

This means you have not uploaded: ○ The proof of payment of the R240 application fee, and ○ a certified copy of your ID document.

- **MONEY, SNR CERT/GRADE 11**

This means you have not uploaded: ○ The proof of payment of the R240 application fee, and ○ your Grade 11 / Grade 12 / Matric results.

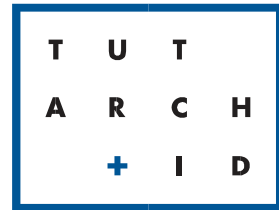
- **NCS/GRADE 11, ID**

This means you have not uploaded:

- Your Grade 11 / Grade 12 / Matric results, and ○ a certified copy of your ID document.

- **SNR CERT/GRADE 11, MONEY, ID** This means you have not uploaded: ○ Your Grade 11 / Grade 12 / Matric results, ○ proof of payment of the R240 application fee, and ○ a certified copy of your ID document.

- **IMPROVED MARKS**



- This means that you were upgrading your Grade 12 / Matric results but have not uploaded the improved marks. ○ If you are currently busy upgrading your marks, upload a letter from the institution stating that you are busy upgrading your Grade 12 / Matric marks.

STEP 4: Update your application

- Use the links provided on the page below to upload the outstanding document(s).
- Make sure you are uploading the relevant document in the correct category.
- To upload and store the document(s) please select the blue link [Load/View document](#).

Certificates seen

Student Number: 000000000
Name: YOUR NAME

Certificate	Processed	Expiry Date	Remarks	Load/View	Uploaded via the web
1	SENIOR CERTIFICATE	NO		Load/View Document	No
3	ADMINISTRATION FEE	NO		Load/View Document	No
75	STATEMENT OF SYMBOLS	NO		Load/View Document	No
76	GRADE 11 RESULTS	NO		Load/View Document	No
ID	IDENTITY DOCUMENT	NO		Load/View Document	No
14	NATIONAL DIPLOMA	NO		Load/View Document	No
15	B TECH	NO		Load/View Document	No
1A	ACADEMIC RECORD	NO		Load/View Document	No

- **Take note:**
 - Please upload your latest results for Grade 11 / Grade 12 / Matric.
 - If you are from another tertiary institution/university upload all your marks and your latest qualification (if already obtained).

STEP 6: Revised application status

- **Please ensure you have uploaded ALL the required documents.**
 - E-mailed documents are not accepted and cannot be uploaded, or ○ If you have previously sent documents via e-mail, they were not uploaded. Please submit the document using the instructions above.
- Your status should now change to **(7) UNDER CONSIDERATION** ○ This means have uploaded all the necessary documents. ○ It will take approximately 21 days to review your application.
 - Regularly check your application status.

STEP 6: Meeting the minimum entry requirements

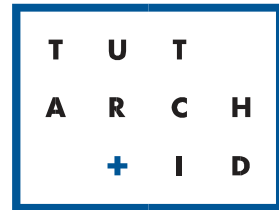
- If you **meet all the minimum entry requirements**, you will be invited to write a selection test at the Department.
- If you do not meet minimum entry requirements, your status will change to **(8) DID NOT MEET COURSE REQUIRE** ○ Unfortunately, this means you do not meet the minimum admission requirements.
 - The only option is to improve your marks, ensuring you meet the minimum entry requirements before applying again.

STEP 7: Further enquiries

- If you have problems uploading your documents or tracking your application status, please contact the relevant office:
- For all prospective students who are South African citizens **Contact Details**

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- For all prospective students who are international citizens **Contact Details**

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