



APPLICATION PROCEDURE FOR NEW STUDENTS

You are considered a NEW STUDENT if you are:

Applying/intending to apply at ORBIT TVET College for the first time in a qualification

1. It is mandatory for all new students to write a Placement Assessment Test which is completed online using the following link:
<https://learnerprofiler.co.za/?c=orb21stl>
Please note that placement assessment is a selection and placement tool, it does not test your IQ.
2. Apply online by using the link to the ORBIT Application Wizard which will be available on the Learner Profiler once ALL Learner Profiler steps have been completed. **IT IS MANDATORY FOR ALL NEW APPLICANTS TO CAPTURE SCHOOL LEAVING SUBJECTS ON THE APPLICATION SYSTEM**

3. All new students MUST apply for an NSFAS bursary first by accessing the following NSFAS Portal link: (<https://www.nsfas.org.za/content/>)
The below documentation will be required of you when you make an application.

All Applicants:

- Certified copy of your ID
- Certified copy of your latest results

If you are dependent on your parents/guardian/spouse, please provide:

- Certified ID copies of parent/s, guardian, spouse

If you have a disability, please provide:

- Medical proof of your condition
- Completed and signed disability Annexure A (if your information is not pre-populated on the portal)

Foreign students: (Documents must not be older than 3 months)

- Certified copies of passport
- SAQA approved foreign qualification
- Proof of medical insurance or cover
- Valid study permit

All documents will become the property of the College once submitted. If documents are not in English they must be accompanied by a certified translation in English

4. IT IS MANDATORY THAT CERTIFIED COPIES OF THE LATEST SCHOOL RESULTS AND ID/PASSPORT BE UPLOADED TO THE APPLICATION SYSTEM.
If you are a student from another TVET College and you wish to continue your ORBIT, you will be required to upload all your results from your previous institution, including a transfer letter.
5. A selection committee will review your application and academic records. The selection criteria is available on the College website.
If you meet the requirements, you will be notified via an SMS, alternatively check your status on the i-enabler system under “**REVIEW APPLICATION STATUS**” whether you have been provisionally accepted or rejected.
Please make sure that the contact number you provide is valid.
6. Once your application has been finally approved you will receive an SMS alternatively check your status on the i-enabler system under “**REVIEW APPLICATION STATUS**” indicating that your application has been successful.

Note: You have 3 days in which to complete your registration once you have received your admission SMS

***Take note that no final approvals will be done during the APPLICATION process.
The status of your application will be dependent on your latest results and the College selection criteria***

***PROVISIONAL ACCEPTANCE DOES NOT GUARANTEE YOU SPACE AS YOU WILL ONLY BE CONSIDERED REGISTERED
ONCE YOU HAVE RECEIVED PROOF OF REGISTRATION FROM THE SYSTEM***

If your application is rejected, you may access the necessary appeals procedure which is available in the college admission policy

OFFICIAL COLLEGE DOCUMENT

086 1000 305