



HELDERBERG COLLEGE
OF HIGHER EDUCATION

APPLICATION FORM

1. Please PRINT all information requested.
2. ALL sections must be completed and signed.
3. Tick the check-boxes and write "N/A" if a question is not applicable to you.
4. This application form must be completed by all who have:
 - 4.1 Not registered at Helderberg College before
 - 4.2 Registered previously but interrupted their studies for one year or more
 - 4.3 Applied but not registered within a year of acceptance
5. Applications must be accompanied by proof of payment of the application fee
6. Applications close one month before the registration date each semester, after which a late application fee is payable.
7. Your application may be submitted in person, by mail, email or by fax.
8. PROCEED TO HELDERBERG COLLEGE OF HIGHER EDUCATION ONLY AFTER RECEIVING AN OFFICIAL ACCEPTANCE LETTER

FOR OFFICE USE

Programme:

Basis of Admission:

Acceptance Status:

Date:

Student No.:

Send your application to:

Email: enroll@hbc.ac.za • The Admissions Office, Helderberg College, PO Box 22, Somerset West, 7129, South Africa

Reception: +27 21 8507500 • Direct line: +27 21 8507569 • Fax Admissions: 086 6162596

SECTION A: PERSONAL DATA

Last Name:	<input type="text"/>																													
First Name:	<input type="text"/>																													
Date of Birth:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																		Gender: Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
Identity / Passport Number:	<input type="text"/>																													
Language:	<input type="text"/>																													
Nationality:	<input type="text"/>																													
Citizenship:	<input type="text"/>																													
Marital Status:	<input type="text"/>																													
Religion:	<input type="text"/>																													
Race*:	Black	<input type="checkbox"/>	Coloured	<input type="checkbox"/>	Asian	<input type="checkbox"/>	Indian	<input type="checkbox"/>	White	<input type="checkbox"/>	Other	<input type="checkbox"/>																		

* Information on race is only for South African students and is only used for statistical purposes.

Tel./Cell No.:	<input type="text"/>											Alternative No.:	<input type="text"/>														
Email:	<input type="text"/>																										
Physical Address:	<input type="text"/>																										
	<input type="text"/>																										
	<input type="text"/>																										
Postal Address:	<input type="text"/>																										
	<input type="text"/>																										
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YOUR CHRISTIAN VARSITY OF EXCELLENCE

Tel: +27 21 850 7500 | Fax: +27 21 850 7547 | Web: www.hbc.ac.za | Helderberg College of Higher Education, 27 Annandale Drive, Somerset West, 7130, South Africa.
Helderberg College of Higher Education is registered with the Department of Higher Education and Training as a Private Higher Education Institution in terms of Section 54(1)(c) of the Higher Education Act, (Act No. 101 of 1997), Certificate No. 2001/HE08/001



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SECTION B: ACADEMIC INFORMATION

HIGH SCHOOL

Full name of the school where you completed or will complete High School:

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MINIMUM REQUIREMENTS FOR ADMISSION

Date of Completion: D D M M Y Y NSC Level Pass: H D B M SC-M SC-S RPL

Certificate / Diploma Awarded on Completion:

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POST-HIGH SCHOOL

Name of Institution:

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City / Country:

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Degree Completed:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Duration of Study:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

ENGLISH SKILLS

International students who have not received their High School education in English must show evidence of having satisfactorily completed the Test of English as a Foreign Language (TOEFL) with a score of at least 550 (paper-based test) or at least 213 (computer-based test)

TOEFL Score:

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 Date TOEFL taken: D D M M Y Y

If you are applying to the English Language Institute, your language level will be tested when you arrive.

Have you attended Helderberg College of Higher Education before? YES NO Year: Y Y Y Y

Has any family member attended or worked at Helderberg College of Higher Education? YES NO

If yes, indicate name

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Relationship to you

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SECTION C: FINANCIAL INFORMATION

Who is responsible for Expenses: Self-Sponsored Sponsored Parents

Sponsor's Name and Address:

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 Postal Code:

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Indicate if you require accommodation on campus?

Men's Residence Ladies' Residence Married Students Day Student

BANKING DETAILS

Pay by cheque, bank draft or bank transfer made out to Helderberg College of Higher Education into one of the following accounts:

- ABSA Bank Current Account, Acc No.: 4060394706, Branch Code: 632656, SWIFT Code: ABSAZAJCCT
 - Nedbank Savings Account, Acc No.: 2060030587, Branch Code: 106012, SWIFT Code: NEDSAZJJ
- (Please put the reference as follows: YOUR NAME_APPLICATION FEE)



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SECTION D: PROPOSED STUDY PROGRAMME

I am applying for the First Semester Second Semester for the year

I acknowledge that if I join in the second semester the duration of my study programme may extend beyond the minimum stipulated period as per the prospectus.

PLEASE TICK THE PROGRAMME AND STREAM YOU ARE APPLYING FOR:

FACULTY OF ARTS

Bachelor of Arts (Communication) - 3 years (SAQA ID 58335)

Bachelor of Arts (Psychology) - 3 years (SAQA ID 58334)

Bachelor of Education (Foundation Phase Teaching) - 4 Years (SAQA ID 101497)

STREAM

Corporate Communication

Media Studies

STREAM

Counselling

Industrial Psychology

FACULTY OF BUSINESS

Bachelor of Business Administration (Accounting) - 4 years (SAQA ID 58392)

Bachelor of Business Administration (Management) - 3 years (SAQA ID 84806)

Diploma in Business Management (Accounting) - 3 years (SAQA ID 58371)

Higher Certificate in Office Management - 1 Year (SAQA ID 94574)

FACULTY OF THEOLOGY

Bachelor of Arts (Theology) - 4 years (SAQA ID 58333)

ENGLISH LANGUAGE INSTITUTE

English as a Second Language

1st Semester

2nd Semester

One year

DECLARATION

I certify that the information given in this application form is true and correct, and understand that if it is found that a false declaration has been made, I may be asked to withdraw from Helderberg College of Higher Education. Furthermore I certify that I will adhere to the rules and principles of Helderberg College of Higher Education.

Signature: _____

Date:



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SECTION E: CHECKLIST

Have you included the following documents with your application?

(Please note that ALL applicable documents are needed in order for your application to be processed)

- Copy of your Identity Document and a Photo (South African Students) or Copy of your Passport and a Photo (International Students).
- High School / School-leaving Certificate. If you are still in your final year of High School, please submit your latest examination results. Provide certified English translation if applicable.
- Transcript. Transfer students must attach a certified copy of the original official transcript. Provide certified English translations if applicable.
- Copy of Medical Aid card (South African Students) or Valid medical insurance recognized in South Africa, including cover for doctor's and hospital fees (International Students).
- TOEFL certificate (International Students who have not received their High School education in English)
- Proof of Payment of Application Fee** SA - R200 SADC - R700 International - R1050
See financial brochure
- A Letter of Recommendation - All students**
Principal or Lecturer of last School / Institution attended, or Church Pastor, or Employer (if you are working)

BA Theology students ONLY

1. Recommendation Form for Ministerial Training completed by the Church Board where your church membership is held.
2. Letter of recommendation from your local Church Pastor.
3. Letter of recommendation from your Conference President on an Official Conference letterhead.
4. A Copy of your Baptismal Certificate
5. Divorced Applicants - Clearance Certificate from the SAU Ethics Committee

Foreign Applicants

Applicants holding international school leaving / Matric or Tertiary qualifications, please provide a Certificate of Evaluation of Foreign Qualifications from the South African Qualifications Authority [SAQA Online verification system - www.saqa.org.za].

PLEASE BRING YOUR ORIGINAL DOCUMENTS WHEN YOU COME TO REGISTER!

HOW DID YOU GET TO KNOW ABOUT HELDERBERG COLLEGE OF HIGHER EDUCATION?

Website Exhibition Church Parents Friends Advertisement School

Helderberg College of Higher Education Staff member Staff member's name _____

Other (Specify) _____

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