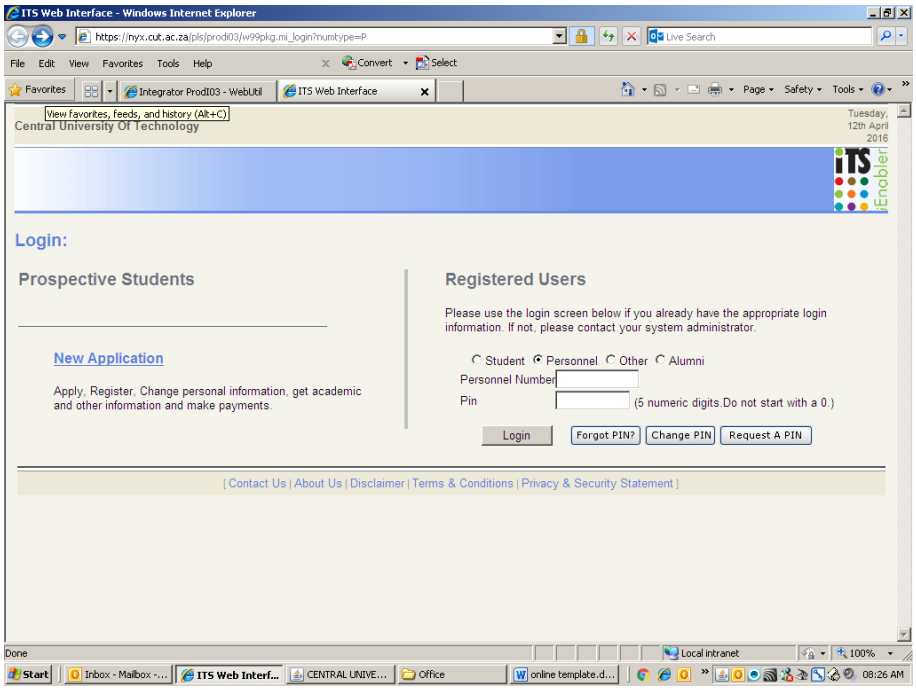
Central University of
Technology, Free State

ONLINE APPLICATION GUIDE

1. Before you proceed, kindly pay the application fee of R100.

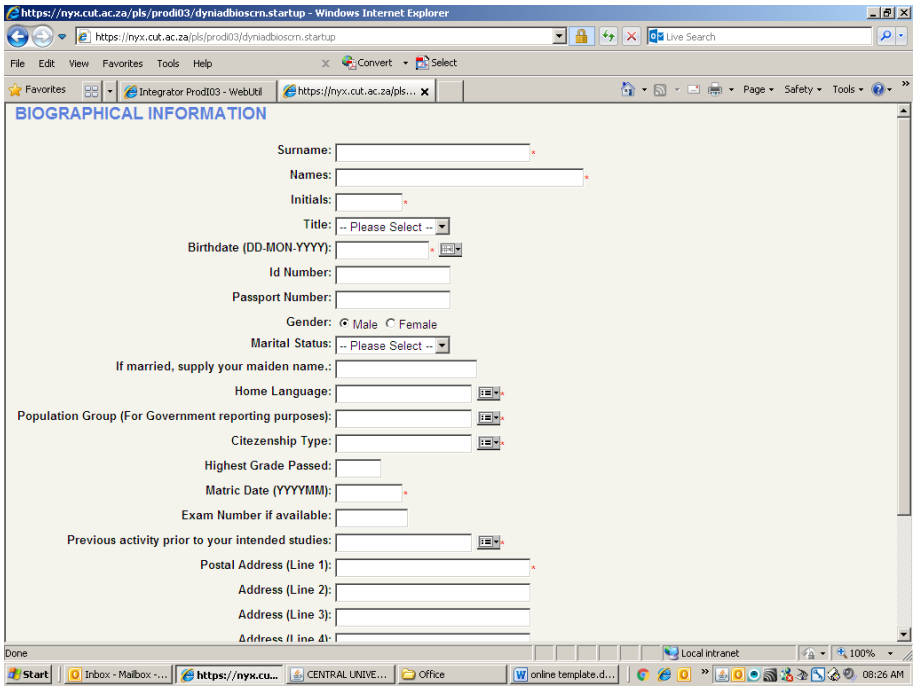
Bank:	First National Bank
Account Name:	Central University of Technology FS Student Fee Account
Branch Name:	Bloemfontein
Branch Code:	230134
Account Number:	62684987418
Account Type:	Cheque account
Account Name:	Central University of Technology FS Student Fee Account
Reference:	**YOUR STUDENT NUMBER OR IDENTITY (ID) NUMBER OF APPLICANT**

2. Start by clicking on new application on the left.

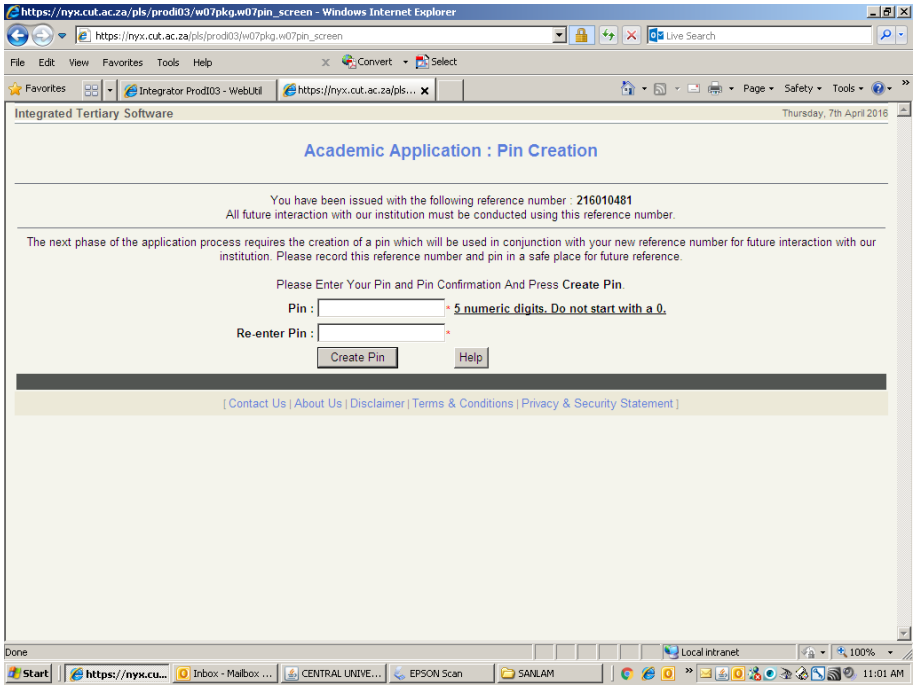


Fill in Biographical detail in CAPITAL LETTERS, e-mail in small caps.

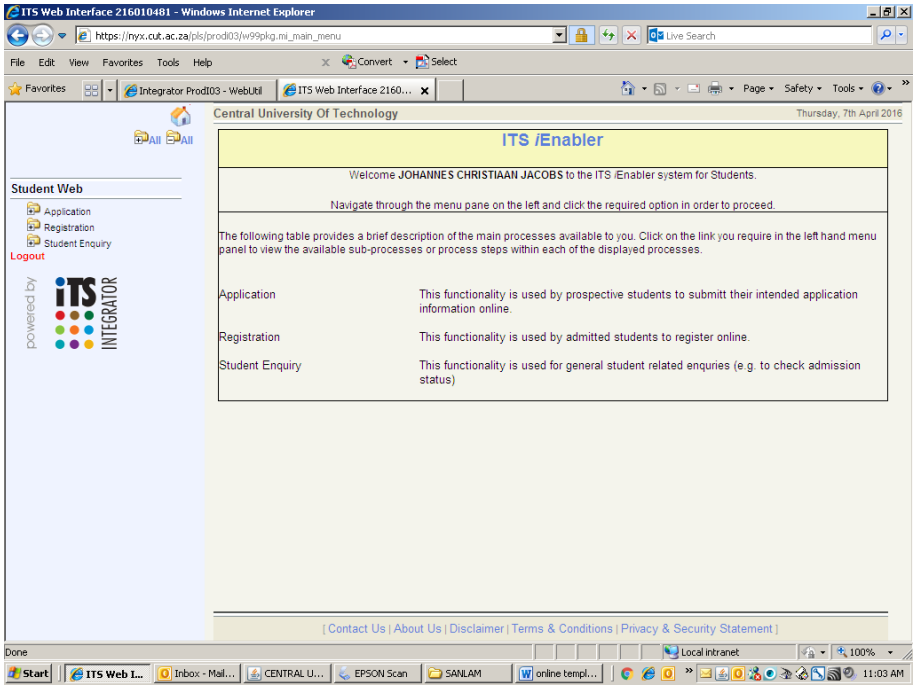
Save.



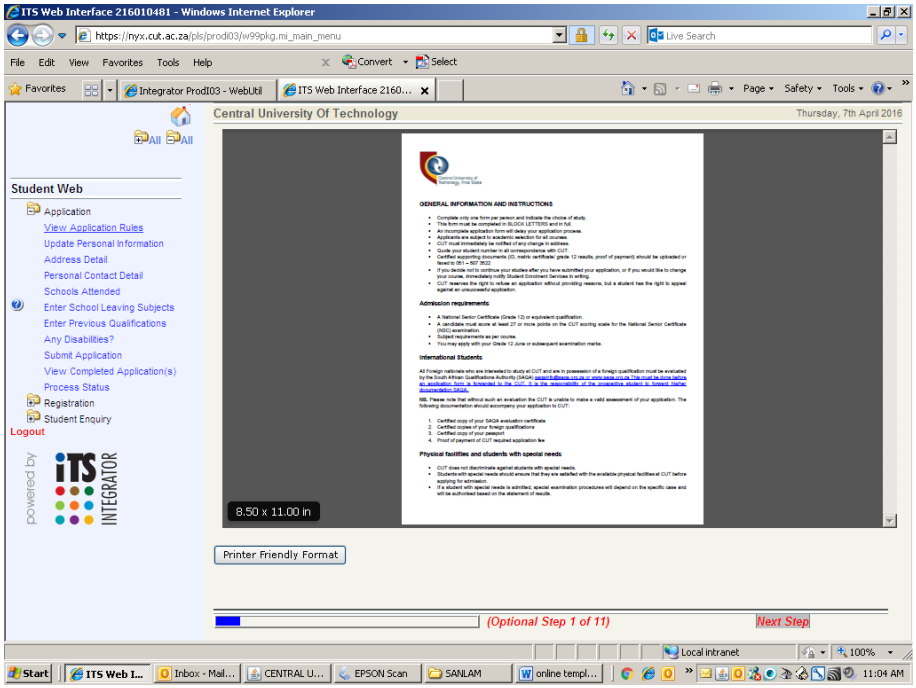
3. **Write student number down as displayed in first paragraph**. Enter a pin number and repeat. Click on Create pin**. Write down the pin number.**



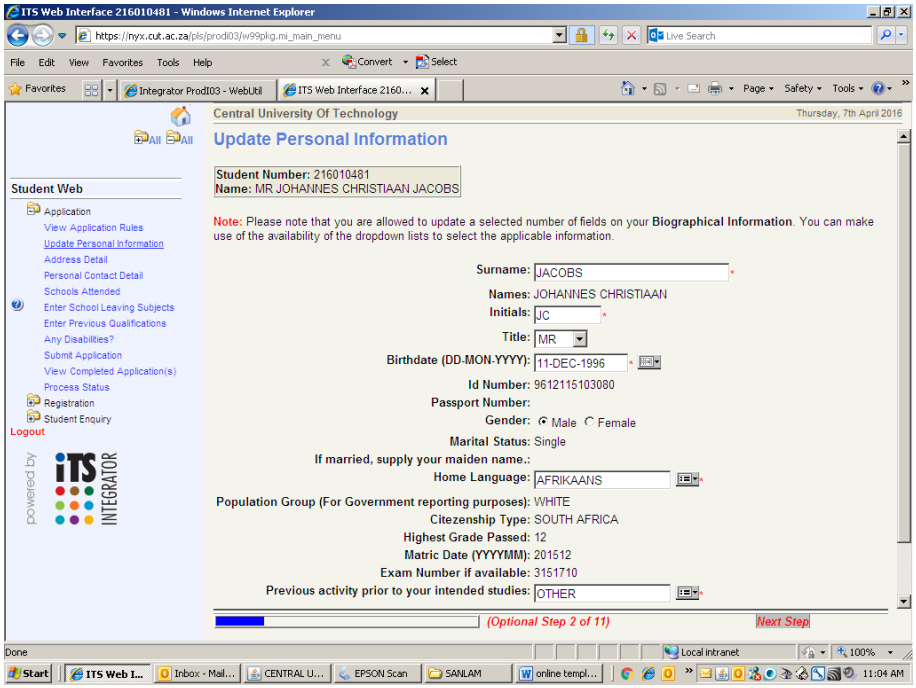
4. Click on application on the left.



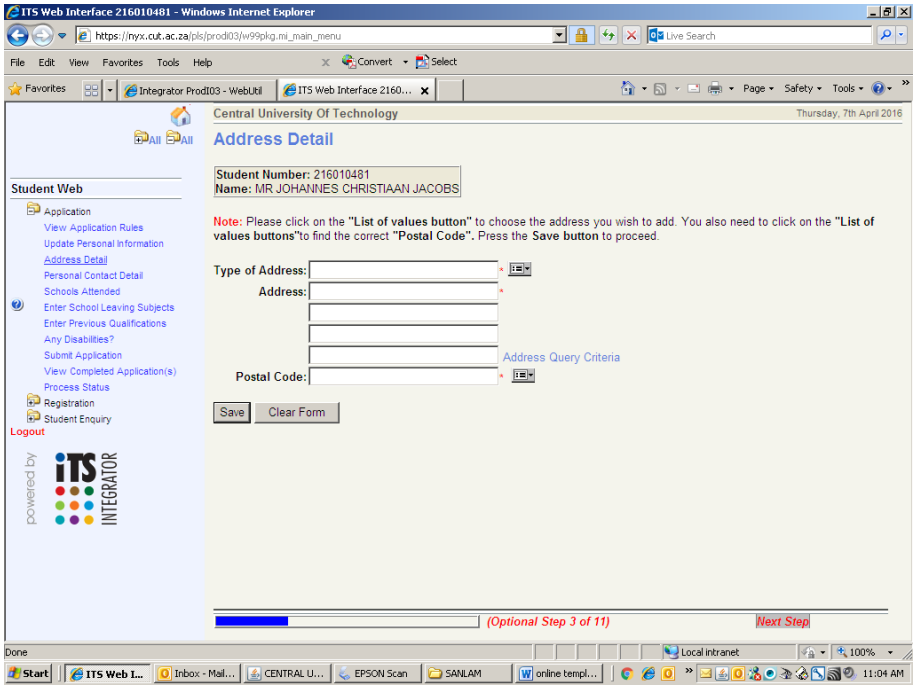
STEP 1: Click on “I agree”. Click on next step.



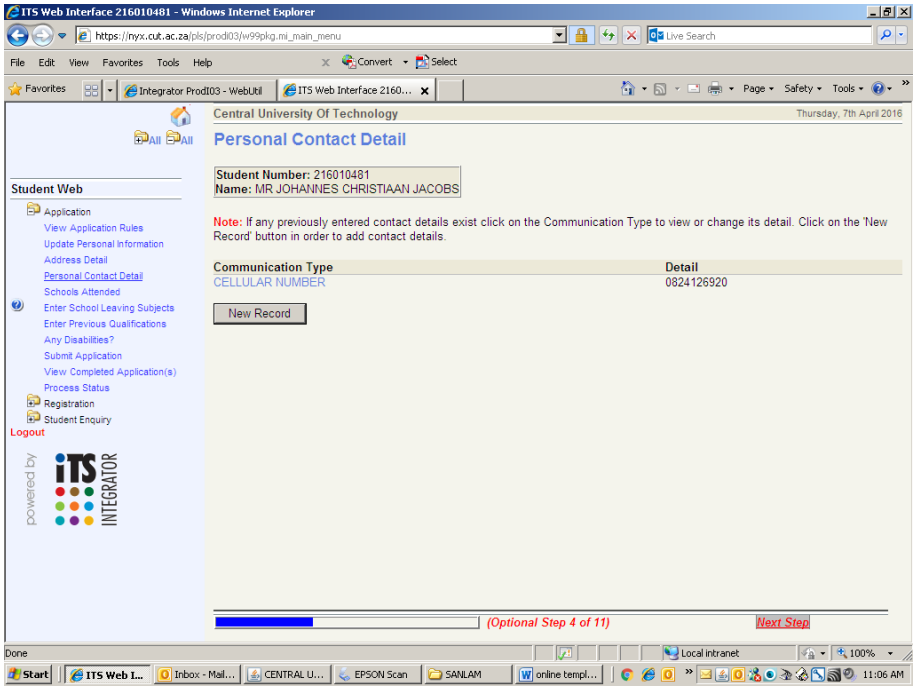
STEP 2: Verify if personal information is correct. Edit if needed and Save. Click on next step.



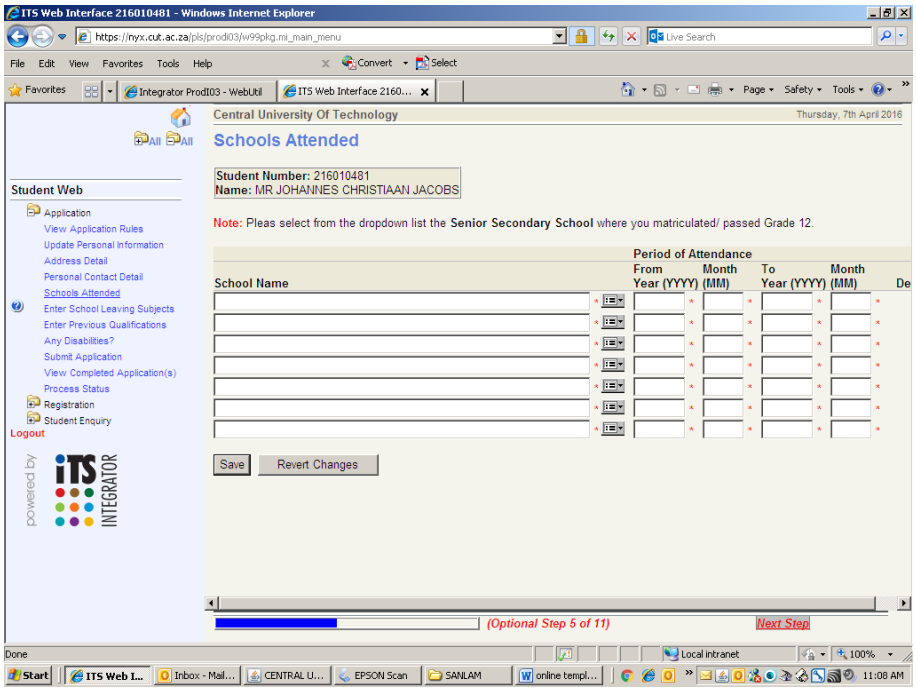
STEP 3: Enter address details and Save. Account and Next of Kin address. Click on next step.



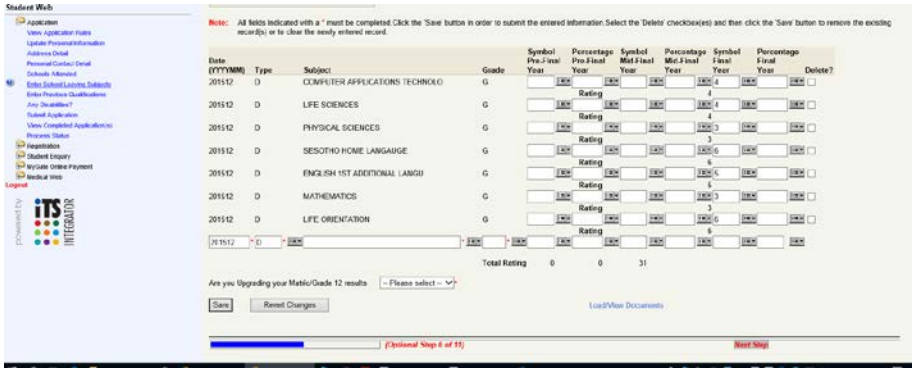
STEP 4: Enter contact details. Click on new record in order to capture home telephone, next of kin cellphone. Save. Click on next step.



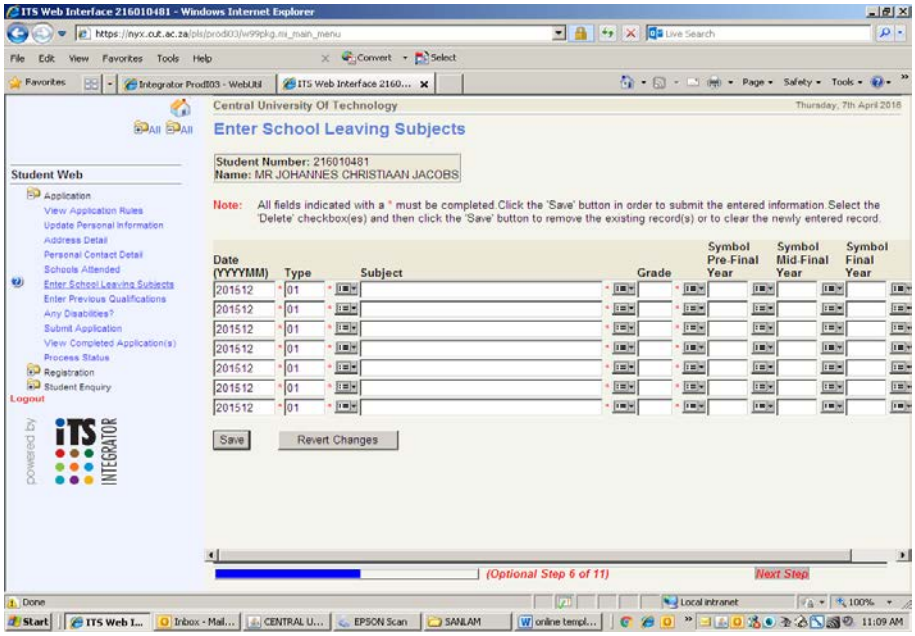
STEP 5: Click on the grey box in the middle and search for school attended. Capture period in high school from to end date. Save. Click on next step.



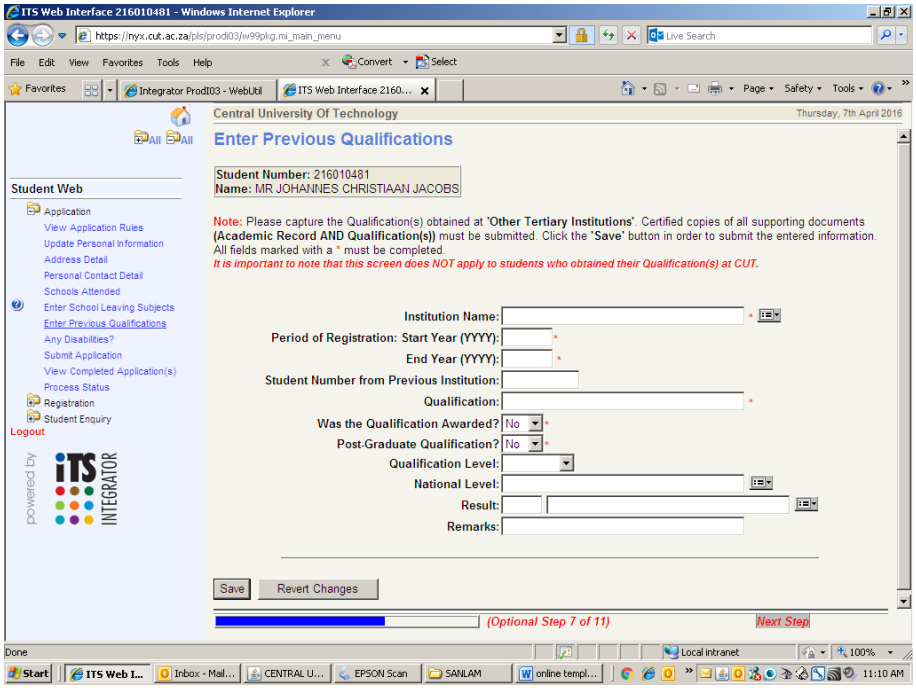
STEP 6: After capturing their matric marks.
Upload your proof of payment, certified copies of ID, matric results and higher qualification on the bottom right by clicking on Load/View Documents.



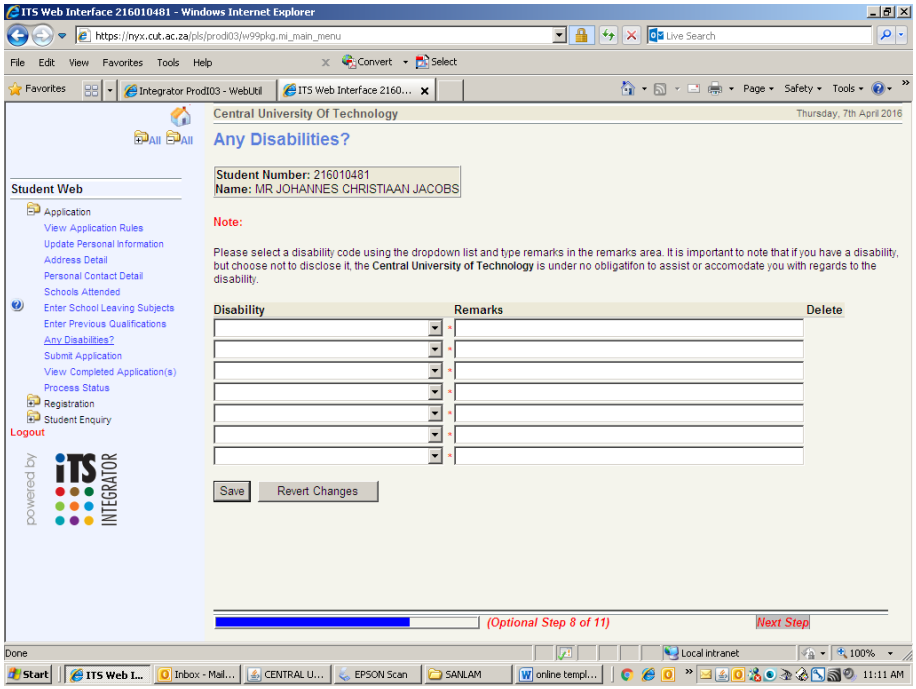
STEP 7: Information regarding matric types will appear. Click on Continue. Change matric type accordingly. Choose matric subjects from the grey box. Ensure that it is the correct subject. Change Grade to H,S or G for new matric. Enter level of results, whether pre-final, mid-final or final when already matriculated. Save. Click on next step.



STEP 8: Enter previous qualification if applicable. Save. Click on next step.



STEP 9: Enter disabilities if applicable. Save. Click on next step.



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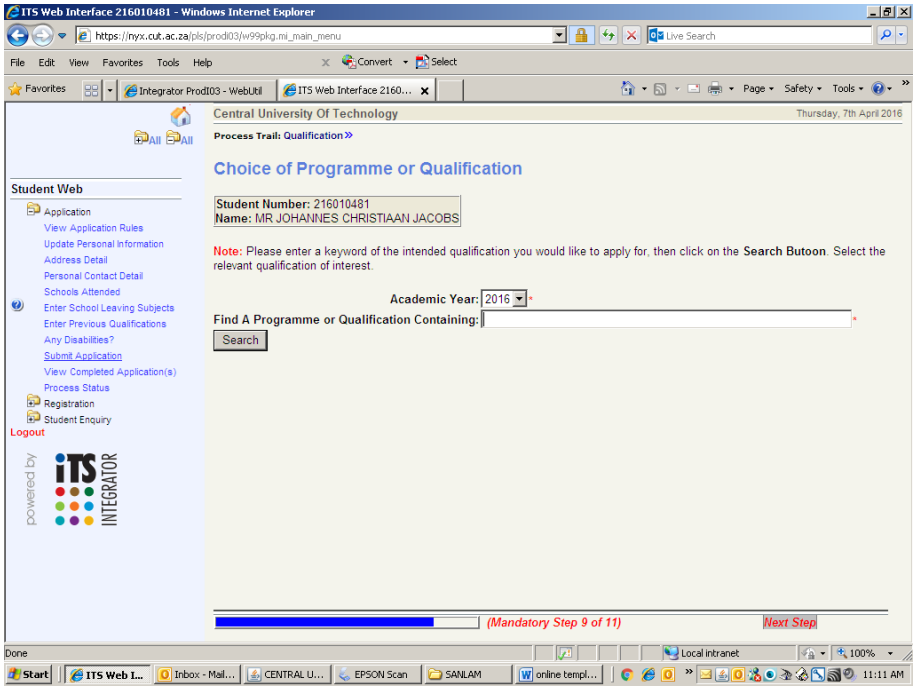
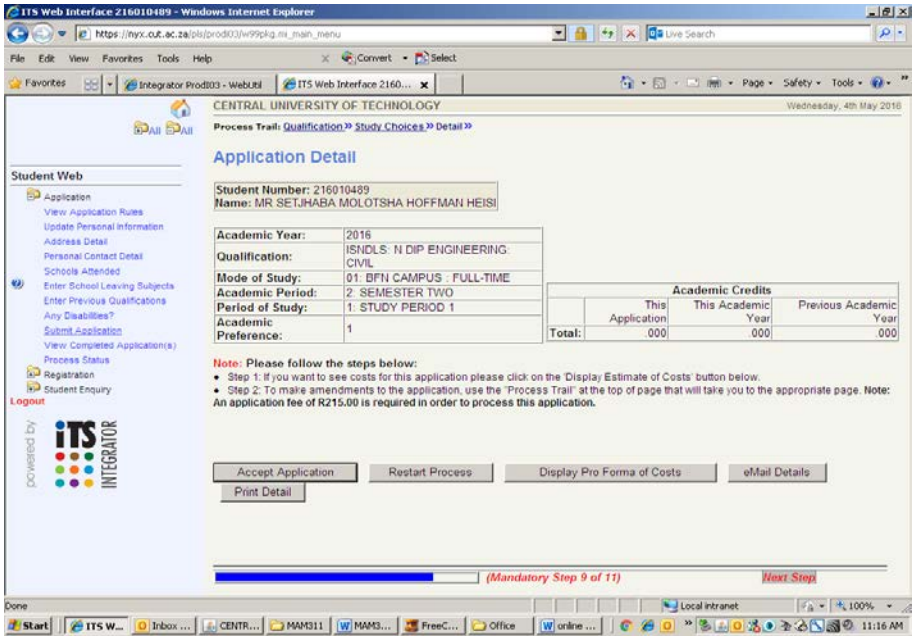
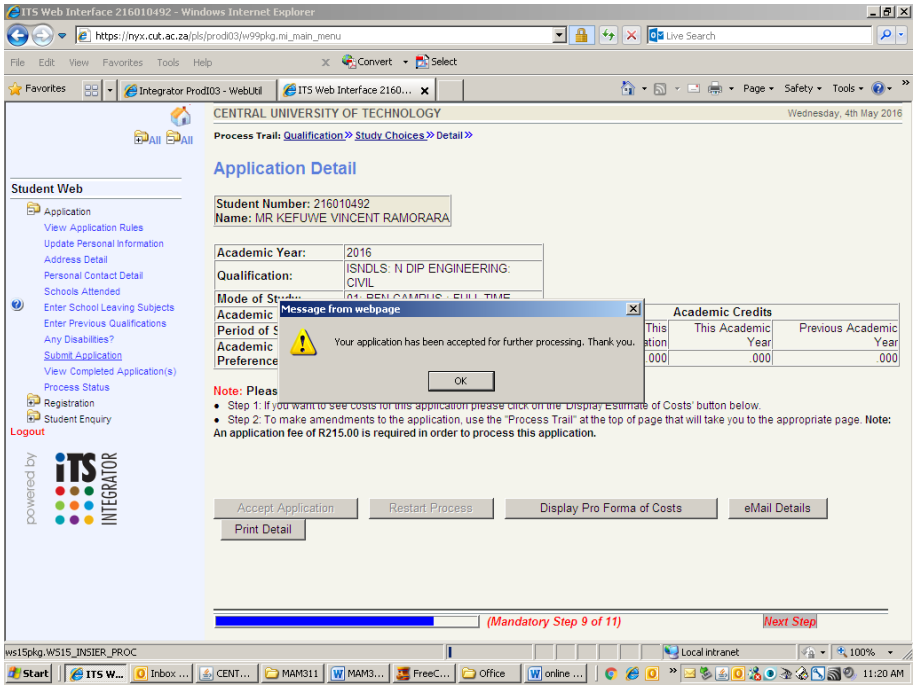
STEP 10: Enter programme you want to apply for and search. **Ensure that you choose the appropriate code**. Save. Click on next step.

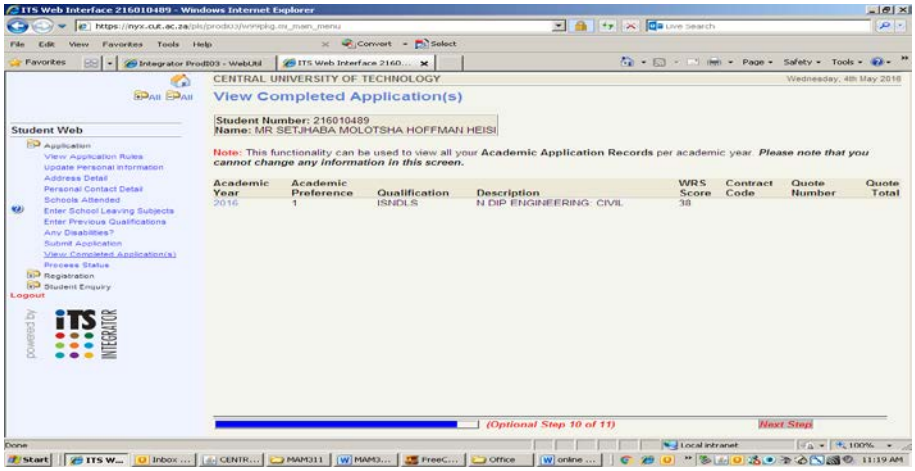




STEP 11: Click on Accept Application.



Your application has been accepted will be displayed.



Logout

NEXT STEPS IN THE PROCESS

1. Allow for a 4 to 6 week period for feedback from date of application, go to check application status.
2. If your application is accepted, you are given the opportunity to register. Details will update here Register at CUT.

Thank you for applying to the Central University of Technology, Free State (CUT).