

Student number		-	-	1	Qualification code		75515																							
2	Surname, Initials, Title (eg Maluleke, RJ Ms)																													
3	First names																													
4	Maiden name and/or previous surname where applicable																													
5	Date of birth													6	Mark gender with ✓	Male	7	Language for certification. (mark with ✓)	Afr											
		Year			Month	Day	Female	Eng																						
8	Identity (ID) or Passport (PP) number. Mark ID or PP with ✓ and provide number)													ID	PP															
9	Physical disabilities. Briefly describe if applicable																													
10	Telephone numbers (dialing codes and number eg +27 11-8394671 × 2769)		Home					Mobile																						
			Work					Fax																						
			E-mail																											
11	May your E-mail address and contact numbers be given to fellow students for academic purposes? Mark with ✓																Yes	No												
12a	Postal address and postal code													12b	Physical address and postal code															
Information given in questions 13 to 18 is used for statistical purposes only																														
13	Nationality					14	Population group																							
15	Occupation					16	Economic sector																							
17	Home language					18	Highest tertiary qualification																							

19	Do you want to apply for exemption from module EGIS01J based on Geography study units passed at a tertiary institution (mark with ✓). If “Yes”, contact the Department of Geography for further information.																Yes	No
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Indicate with ✓ for which semester you would like to register. It is recommended to register for both modules in the same semester. It is not permissible to register for module EGIS02K with the intention to register for module EGIS01J at a later stage.

20	Module EGIS01J: Exploring Geography for GIS													Semester 1	Semester 2
	Module EGIS02K: Operating a vector-based Geographical Information System														

21	Only to be completed by students registering for the first time for a non-formal qualification at Unisa. Note that any NQF level 4 qualification (eg Grade 12 or equivalent) is a prerequisite for registration.																		
	Indicate your matriculation status with ✓.																		
	(i) Full exemption			Conditional exemption			Senior or school leaving certificate without exemption												
	(ii) When and under which Education Department did you write the Standard 10/Grade 12 examination?													Year			Province		
	(iii) Indicate all subjects you wrote at Standard 10/Grade 12 level, with grade and symbols obtained e.g. Geography HG C																		

Turn over to complete particulars of payment

Department of Geography
 University of South Africa
 Private Bag X6, Florida 1710, South Africa
 Tel: +27 (0) 11 471 3689
 Fax: +27 (0)12 429 8124
 E-mail: gslpadm@unisa.ac.za
 www.unisa.ac.za

22	Particulars of payment.										Registration fees: Module EGIS01J		R2 000.00			
	Cash	Cheque			Credit card			Debit card		Absa deposit		Registration fees: Module EGIS02K		R5 200.00		
	R	R			R			R		R		Total		R		
23	Credit card number										For office use only					
	Expiry date		M	M	Y	Y	Y	Y	If payment is on budget, mark period in months with ✓		6	12		18	24	36
	CV number															
	Card holder: Identity number															
	Card holder: Surname and initials															
	Card holder: Signature															
23	Declaration and undertaking: I declare that all the particulars furnished by me on this form are true and correct, and I undertake to comply with the rules, regulations and decisions of the University, and any amendments thereto, and have taken note of advice which may be applicable to students in general and/or to the field of study for which I intend to register.															
	Surname					First names										
	Date					Student's signature										

Notes

- An electronic version of this registration form can be requested from the Department of Geography or can be downloaded by visiting www.unisa.ac.za. Click Departments/Academic on the right hand side of the screen and scroll down to *Department of Geography* under *College of Agriculture and Environmental Sciences*.
- The registration period for the first semester (2011) starts on 1 December 2010 and ends on 13 January 2011. Note that the first assignment is due on 14 March 2011.
- The registration period for the second semester (2011) starts on 21 May 2011 and ends on 16 July 2011. Note that the first assignment is due on 22 August 2011.
- We can only accommodate a limited number of students. Applications will be dealt with in a first received, first served manner. Note however, that if there are missing or incorrect information on the registration form, you run the risk of your registration form being filed under "Attend to later".
- First time registrations: Fax (+27 (0)12 429 8124), e-mail (gslpadm@unisa.ac.za) or post the completed registration form (front and back pages) so that a student number can be allocated to :
Department of Geography, University of South Africa, Private Bag X6, Florida 1710, South Africa
- We will communicate the allocated student number to you. You should then proceed with making the required payment. Registration forms which do not include an ID number can not be processed. Cheques should be posted to:
University of South Africa, Finance Department, Student Accounts UNISA, PO Box 392, UNISA 0003.
- Should you already have a 8-digit Unisa student number for non-formal qualifications commencing with the number 7, proof of payment must be faxed together with your registration form since your application cannot be processed without proof of payment.
- Note that a compulsory workshop (two days) must be attended as part of the practical component of module EGIS02K. This workshop will most probably be offered in Pretoria.
- See the next page for information regarding method and particulars of payment and other documentation to accompany the registration form.
- The university presently has two processes one can follow to become a student. These processes include an application process and a registration process. As a potential student to this short course for the first semester of 2011, you only need to go through the registration process which commences in December 2010. We are aware of students who have been instructed to go through an application process first. Please refuse to do so – it will cost you additional (unnecessary) money which cannot be reimbursed. At this stage it is not known whether 2011 second semester students have to apply via the Applications route. We will update this information later. The completed registration form, and certified copies of your ID document and qualifications have to be e-mailed or faxed to the Department of Geography.

METHOD AND PARTICULARS OF PAYMENT

A: OFFICE HOURS (Cashiers: Hall B, Cas van Vuuren Building, Muckleneuk or G Block, Florida campus)
07:45–15:30 (Monday – Friday)

B: PARTICULARS OF PAYMENT

NB: In the case of electronic transfer please ensure that the reference field is completed correctly.

- (1) Payment (in South African Rand only) can be made by bank deposit, cheque (personal cheques have to be bank-guaranteed), credit card (only Visa or Mastercard), debit card and electronic transfers.
- (2) **Cheques** should be crossed and made payable to 'Unisa'. Postdated cheques as well as a cheque on which changes have been made, are not acceptable. In the case of personal cheques, only bank-guaranteed personal cheques will be accepted.
- (3) **Credit Cards** are restricted to 'Visa' and 'Mastercard'. All the particulars required under 'Particulars of payment' on the registration form, must be supplied. If you are paying by credit card then the CV number must also be given. The CV number is the last three digits which appear AFTER your credit card number on the reverse side of the credit card. The card-holder's signature is also required on the registration form. (If your application is sent by post, you are NOT required to send your card to the University. However, a photostat copy of BOTH sides of the credit card must accompany the registration form.)
- (4) **Bank deposits** (not applicable to registrations received from foreign countries) can only be done:
 - (a) if you already have a student number for non-formal studies (eg an 8 digit number starting with the number "7");
 - (b) in respect of student fees;
 - (c) at any branch of ABSA (In the case of electronic transfers please ensure that the reference field is completed correctly).
 - (d) provided the deposit slip is correctly filled in as follows:
 - Credit – Unisa Student Fees
 - **Acc no** – fill in 4048746711
 - Dep reference
 - the first eight blocks are for the 8 digit student number starting with the number "7";
 - leave one block open, then fill in the number 3515774764
 - (e) If a cheque is deposited, also write your student number on the back of the cheque. A student who makes use of this method of payment should note that study material will be sent by post and cannot be collected in person. Should any of the above information on the bank deposit slip be incomplete or incorrect the transaction will not be processed by the bank and/or cause a delay in the allocation of the funds to your account.
- (6) **Electronic payments via ABSA bank and Internet payments.**
 - Bank – ABSA
 - **Branch** – Sunnyside
 - Credit – Unisa Student Fees
 - **Acc no** – fill in 4048746711
 - **Dep reference**
 - the first eight blocks/characters are for the 8 digit student number starting with "7";
 - leave one block/character open, then fill in the number: 3515774764The registrations of students who pay their fees via the Internet will only be processed once verification of receipt of their fees has been received. This process takes 3 – 4 working days.

Should any of the above information on the bank deposit slip be incomplete or incorrect the transaction will not be processed by the bank and/or cause a delay in the allocation of the funds to your account.

OTHER DOCUMENTATION TO ACCOMPANY REGISTRATION FORM

On FIRST registration for non-formal course offerings the following documents must be submitted TOGETHER WITH your application for registration:

- (a) a certified copy of your qualification at matriculation level or highest school qualification (or an official statement of results) even if you have completed a degree at another university or Technikon.
- and*
- (b) a certified copy of your ID document (issued by the Department of Home Affairs) or passport
- and*
- (c) a married woman will be registered in the name as indicated on a certified copy of her ID document or passport or birth certificate; marriage certificate, divorce decree; official name change letter from Home Affairs. Certified copies must be submitted.
- and*
- (d) any other difference in names on the ID compared to the academic qualification, should be accompanied by original official documents, e.g. a letter from the Department of Home Affairs.