

GSB APPLICATION INFORMATION SHEET

2017 Academic Programmes

Master of Business Administration Executive Management (EMBA); Master of Business Administration (MBA); Master of Commerce in Development Finance (MCom); Master of Philosophy (dissertation only) specialising in Inclusive Innovation (MPhil); Postgraduate Diploma in Management Practice (PGDip).

Please read this entire document very carefully, particularly the check list on **page 7**. Please note that only **fully completed** applications will be considered.

COMPLETING THE UCT ONLINE APPLICATION AND GSB APPLICATION INFORMATION DOCUMENT:

- All documents are used by the GSB Admissions Board to evaluate achievements, experience and maturity.
- Considerable thought should be given to your responses to questions.
- **Please keep a copy for your records.**

APPLICATION CRITERIA – See GSB website: www.gsb.uct.ac.za

APPLICATION PROCEDURE

- You are urged to submit applications as early as possible prior to the application deadline. You will be advised of the outcome of your application and no further communication, in the event of an unsuccessful application, will be entered into by the GSB.

GRADUATE MANAGEMENT ADMISSIONS TEST (GMAT)

MBA Applicants

All MBA applicants are required to write the GMAT which is administered by Pearson VUE. You are urged to take the GMAT as early as possible prior to the application deadline. A GMAT score of 550 will ordinarily be required.

GSB/UCT Code

When registering for the GMAT, please complete the section which authorises GMAC to send a copy of your result directly to the Graduate School of Business, University of Cape Town; our code is **0837**.

GMAT result available

If you have already taken the GMAT, a certified copy of your score should be enclosed with your application pack. **GMAT scores older than four years are not acceptable.**

Preparation for the GMAT

It is strongly recommended that applicants thoroughly prepare for the GMAT by purchasing any one of the books available from major book stores. You may also purchase study material through www.mba.com.

In addition, the Graduate School of Business offers GMAT preparation courses each year. Please see our website, www.gsb.uct.ac.za for more information.

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GMAT Booking and Queries

The Regional booking office can be contacted via:

Website: www.mba.com

Telephone: 0044 161 855 7219 (09:00am – 17:00pm BST)

Fax: 0044 161 855 7301

E-mail: GMATcandidateservicesEMEA@pearson.com

EMBA Applicants Only

GMAT

Applicants can choose to write the Graduate Management Admissions Test (GMAT) and are required to obtain a GMAT score of at least 550.

MCPA Assessment

As an alternative to the GMAT, applicants may complete the Modified Career Path Appreciation assessment (MCPA). **Applicants choosing the MCPA route MUST write the National Benchmark Test (NBT) as well.** The MCPA provides an indication of the most suitable and longer term fit with organisational complexity or work themes and provides information about current and future capabilities. For more information visit <http://www.bioss.co.za>.

NATIONAL BENCHMARK TEST (NBT)

The National Benchmark Test (NBT) is a UCT-developed test which provides additional insight into the candidate's verbal and quantitative abilities, and is assessed with other indicators.

The NBT is written at the nominated venues throughout the year.

Please ensure that you book your NBT test early as places are limited at the venues. To book for your NBT, please visit the NBT website <http://nbt.uct/>.

You must pay the testing fee as soon as you have registered and received your unique EasyPay number.

The testing fee is **R80** per test. Required test paper to be written:

- Applicants who choose the NBT route must write the Academic Literacy and Quantitative Literacy (AQL) (3 hours).

The NBT scores must be received by the Graduate School of Business before the application deadline. Scoring of the NBT takes approximately 3 weeks.

Please contact Admissions (admissions@gsb.uct.ac.za) if you live outside of South Africa to arrange for the NBT to be written remotely, or if you have any queries.

PGDip Applicants Only

Candidates applying via the Recognition of Prior Learning (RPL) route are required to write the AQL section of the NBT. In certain cases, the GSB Admissions Board reserves the right to waive the NBT requirement.

Please see above for details.

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RECOGNITION OF PRIOR LEARNING

- EMBA, MBA, MPhil & PGDip candidates that do not meet the degree entry requirements stated for these qualifications, may apply through the **RPL Admissions Route**.
- All RPL candidates are required to complete the **Portfolio of Learning Assessment Form** (please contact the Admissions Office).
- The cost of the RPL assessment is R1500. This fee is non-refundable, and separate from the application fee.
- For more information on the RPL Admissions route, please contact the GSB Admissions Department or visit the South African Qualifications Authority (SAQA) website at <http://www.saqa.org.za/show.asp?include=focus/rpl.htm>.

ENGLISH PROFICIENCY

- International applicants whose first language is not English are required to demonstrate their English language proficiency either through clear evidence of a satisfactory command of English or by achieving a score of 600 or higher on the TOEFL, a test which is administered by Education Testing Service.

For more information go to <http://www.toefl.org>.

Where required, TOEFL scores must accompany applications from candidates in non-English speaking countries.

Alternatively, clear evidence of a satisfactory command of English is required.

ENGLISH TRANSLATIONS OF DEGREE TRANSCRIPTS AND VERIFICATION OF SA EQUIVALENT DEGREE

- Candidates must ensure that they submit official and certified English translations of all documents with their applications.
- Verification of whether the qualification is equivalent to a South African undergraduate degree is also required. This can be done by either contacting the South African Embassy or Consufee
- in your country, or by contacting the South African Qualifications Authority.

Tel: +27 12 431 5000 or Fax: +27 12 431 5039

Email: sagainfo@saqa.org.za

For general enquiries see website: www.saqa.org.za

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SOUTH AFRICAN STUDY PERMIT

- Confirmation of a place on a GSB programme is required **before** a study permit can be considered by the South African Department of Home Affairs. Applications should be made through your nearest South African Embassy, Consulate or Trade Mission or directly from:

Director General

Department of Home Affairs
Private Bag X114
Pretoria, 0001
Republic of South Africa
Tel: +27 800 601 190

Please ensure that your application form, including all enclosures, is submitted at the earliest opportunity. This will allow completion of the admissions process in time for the study permit to be issued prior to the commencement of the programme.

- Please note:** In terms of the provisions of the Aliens Control Act 1991 (Act 96 of 1001) this University is prohibited from registering an international student unless he/she is in possession of a valid study permit.
- You should not leave your home country unless you have obtained a study permit which you will be asked to present at registration.
- Any local queries/assistance required regarding study permits should be directed to the International Office at University of Cape Town. Tel: +27 21 650 3734 or visit their website at <http://www.uct.ac.za/about/iapo/overview/intro/>
- You should provide a medical certificate as specified on the study permit application form. Also provide details of, or arrangements made, with regard to medical insurance. Applicants are strongly advised to contact the International Office via email: int-iapo@uct.ac.za

APPLICATION FEE

A non-refundable application fee must accompany your application.

- Fees for citizens of all African countries for the following academic programmes (EMBA, MBA, MCom, MPhil and PGDip): R1 250 (One Thousand Two Hundred and Fifty Rand).
- Applicants from all other countries: US\$250 (Two Hundred and Fifty US Dollars).

Because this fee is for processing your application and therefore non-refundable, it would be in your best interests to ascertain your eligibility in terms of age, minimum number of years post-qualification work experience, etc., prior to sending your application pack. This can be done by reading the "Selection Criteria" section on the UCT Graduate School of Business website, www.gsb.uct.ac.za.

- Please **do not** include cash in your application pack.
- Payments can be made via credit card. Please request the appropriate form from GSB Admissions.
- Payment can be made directly into the GSB bank account. Banking details can be obtained from the GSB website www.gsb.uct.ac.za.

PLEASE NOTE THAT NO APPLICATION IS PROCESSED UNLESS THE APPLICATION FEE HAS BEEN RECEIVED

Application fees MUST be paid to the Graduate School of Business and NOT the University of Cape Town.

4.

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CONFIDENTIAL EVALUATOR'S FORMS

- Two individuals who know you in a **professional** context and who are not family members should complete the confidential evaluator's forms.
- Applicants are responsible for ensuring that each evaluator receives a form which must be returned directly from the evaluator to GSB Admissions. Evaluators are requested to email their reports directly to GSB Admissions at evaluators@gsb.uct.ac.za.
- Only the forms provided on the GSB website will be accepted. General references and/or testimonials are not acceptable.

PROOF OF ACADEMIC QUALIFICATIONS

- Transcripts being sent to the Graduate School of Business direct from an academic institution should be requested timeously so as not to delay the application process. The GSB will not follow up on transcripts with academic institutions on behalf of applicants.
- Non-UCT graduates must include certified copies of their academic transcripts as GSB Admissions cannot obtain these on their behalf. ***
- It will not be possible for original documents to be returned – therefore please submit **certified copies** of all documentation required.
- Certified copies of diploma transcripts, partially completed degrees or any other courses completed which may be used in support of your application, should also be submitted. Each page of these must carry an original stamp from a Commissioner of Oaths (or equivalent). Documents which have previously been certified and then photocopied, are not acceptable.
Please do not include extraneous material such as reports, thesis documents, etc., with your application. They are not required.

*** Certified copies of degree/diploma certificates, degree/ diploma transcripts, partially completed degrees, ID or passport, or any other courses completed which may be used in support of your application, should also be submitted. Each page of these must carry an **original stamp** from a Commissioner of Oaths (or equivalent). Documents which have previously been certified and then photocopied, are not acceptable.”

Please Note: UCT graduates not in possession of their academic transcripts will have these requested by GSB Admissions.

5.

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- Certified copies of the following items should be included in your application pack (not applicable to UCT graduates):
 - Full transcript(s) of degree results.
 - Degree Certificate(s).
 - Proof of equivalence to a South African degree if applicable. Refer to www.saqa.org.za.
- In the case of non-degree candidates:
 - School leaving certificates, indicating grades received.
 - Any other significant qualifications obtained (not computer-user courses).

COMPLETING UCT ONLINE APPLICATION

The completion of the online application is mandatory for ALL applicants and can be located on the GSB website at www.gsb.uct.ac.za.

TUITION FEES: See GSB website www.gsb.uct.ac.za.

SCHOLARSHIPS AND BURSARIES – Please see the GSB website at www.gsb.uct.ac.za.

INTERVIEWS

- At the discretion of the Admissions Board, selected applicants will be contacted for an interview.
- Interviews take place at the nearest point to the applicant.
- Alternatively, a telephonic or video streaming interview will be conducted.
- Please ensure that you advise GSB Admissions of any extended travel plans and contact telephone and/or email address for the duration of your application process.

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PLEASE DO NOT SEND YOUR GSB HARD COPY APPLICATION DOCUMENTS DIRECTLY TO THE UNIVERSITY OF CAPE TOWN. THIS WILL DELAY YOUR APPLICATION PROCESS CONSIDERABLY.

CHECK LIST

Before couriering your **hard copy** application pack, have you?

1. Completed all questions on the:
 - UCT online application.
2. Enclosed:
 - GSB Application Information Document (Additional information required by the GSB).
 - Application fee.
 - Certified** copies (with original certifier's stamp) of your degree certificate, degree transcript, proof of degree equivalent, diplomas, etc., (or have you arranged to have them sent from your University directly to the Graduate School of Business?). Have you allowed enough time for such copies to arrive so as not to delay interview arrangements?
 - Your School-leaving certificate indicating subjects and grades achieved (if you are a non-degree applicant).
 - GMAT results (or certified copy) if you have already taken the test.
 - Full Curriculum Vitae.
 - Three Motivations.
 - Official, certified English translation of all your supporting documents if you are an international applicant.
 - TOEFL score if relevant.
 - Certified copy of ID document (for SA Citizens) or Passport.
3. Confidential Evaluator's Forms:
 - Have you sent the two Confidential Evaluator's Forms to your evaluators?
4. Recognition of Prior Learning (RPL)
 - Have you completed the RPL Portfolio of Learning Assessment Form (where applicable)?

Application documents should be COURIERED OR HAND-DELIVERED to:

GSB Admissions, Graduate School of Business
University of Cape Town
Breakwater Campus
Portwood Road
Green Point
Cape Town, 8001
South Africa

7.