

# APPLICATION GUIDELINE

**This is only a guideline to assist you in completing the online application form correctly to ensure a smooth application process. We recommend using Google Chrome as your browser.**

Please ensure you select the correct format when applying. Once you click on the **APPLY** button on the website, you will be required to sign up/ register using your email address and password (if you are a new user). A verification email will be sent to the email address. Once you have logged in, you will be able to view the online form.

(Should you experience any technical difficulties, please contact GIBS Support: [Support@gibs.co.za](mailto:Support@gibs.co.za) )

N.B. The application fee correlates with the closing dates.

*E.g. PDBA/PGDIP/MBA: Should you complete your application before the first round closes (18 July), your application fee is R2000. Should you start your application before Round 1 and only submit after Round 1, then the other application fees apply (R3000/ R4000) depending on the date of submission.*

The below sections are required to be filled on the online form. The checklist will indicate the completed sections. Please fill in all details as accurately as possible, as any missing information can delay your application.

## GENERAL

- Ensure your name is as per your ID
- We recommend using your personal email address to ensure you receive all relevant communication from GIBS
- Should you have a disability, please disclose the details

## BILLING DETAILS

- Ensure all billing/ invoicing details are correct as requests to make changes later on will delay your application
- Should your company be funding the tuition, please make sure you have the company VAT number and the correct invoicing details beforehand.
- Insert your personal email address, so you will receive the invoice and can forward it to your company (if applicable)

## PERSONAL ADDRESS

- Fill in all fields as required

## QUALIFICATIONS

- Should you hold a degree/ SAQA accredited NQF 7 or above qualification, then select yes for the first question.
- Fill in all relevant details of the qualification and we recommend to be specific as possible
- Should your application be in progress, please select the relevant option and state an estimated date when the qualification will be completed.
- Please ensure you have an official academic transcript or request a copy from the institution

### PROFESSIONAL MEMBERSHIPS

- Should you belong to any professional board or have obtained professional memberships, please add this information to strengthen your application
- E.g. CA(SA), SAICA, IMechE, CIMA, ACCA

### PROFESSIONAL BACKGROUND

- We require the last 5 relevant positions (for PGDIP/MBA/PDBA Part Time/MPHIL), if applicable
- Fill in the details from your current position dating back
- We recommend to fill in as much details as possible to strengthen your application
- Your attached CV will be used to cross reference the information provided above
- Any missing information on the form, will result in a delay of the application

### NEXT OF KIN

- We recommend filling in an emergency contact person

### GENERAL BACKGROUND

- Select all relevant options
- The GIBS Entrance Test applies to all applicants that hold a degree or Postgrad qualification. The test booking details will be sent to you after all your documents have been verified.
- The GMAT, applies to all applicants who do not have a degree qualification

### DOCUMENTATION

- All documents are compulsory, any outstanding documents will delay your application
- Ensure the degree transcripts corresponds with the degree certificate
- Should you have more than one degree, you may submit only the highest qualification documents.
- We require official full transcripts/ academic results
- ONLY MPHIL application essay, will be sent via a link to be completed
- We recommend submitting a full CV and not a profile

### APPLICATION FEE

- You may make an EFT payment beforehand using the banking details supplied on the Process Document and upload the Proof of Payment and email [accounts@gibs.co.za](mailto:accounts@gibs.co.za)
- Or you may choose to do a direct payment on the form using the payment portal which will require your credit card
- The application will not be processed until the correct application fee has been received.
- Please use your ID number or Invoice number (if you have received it) as your reference.
- Should you be an international applicant, please add the number of relevant "0" in front of the passport number to have a total of 13 characters e.g. 000000BN098C4
- This fee is non-refundable
- For any finance related queries, please email [accounts@gibs.co.za](mailto:accounts@gibs.co.za)

### LEGAL

- Please tick and accept terms. Ensure you save and then submit the application.