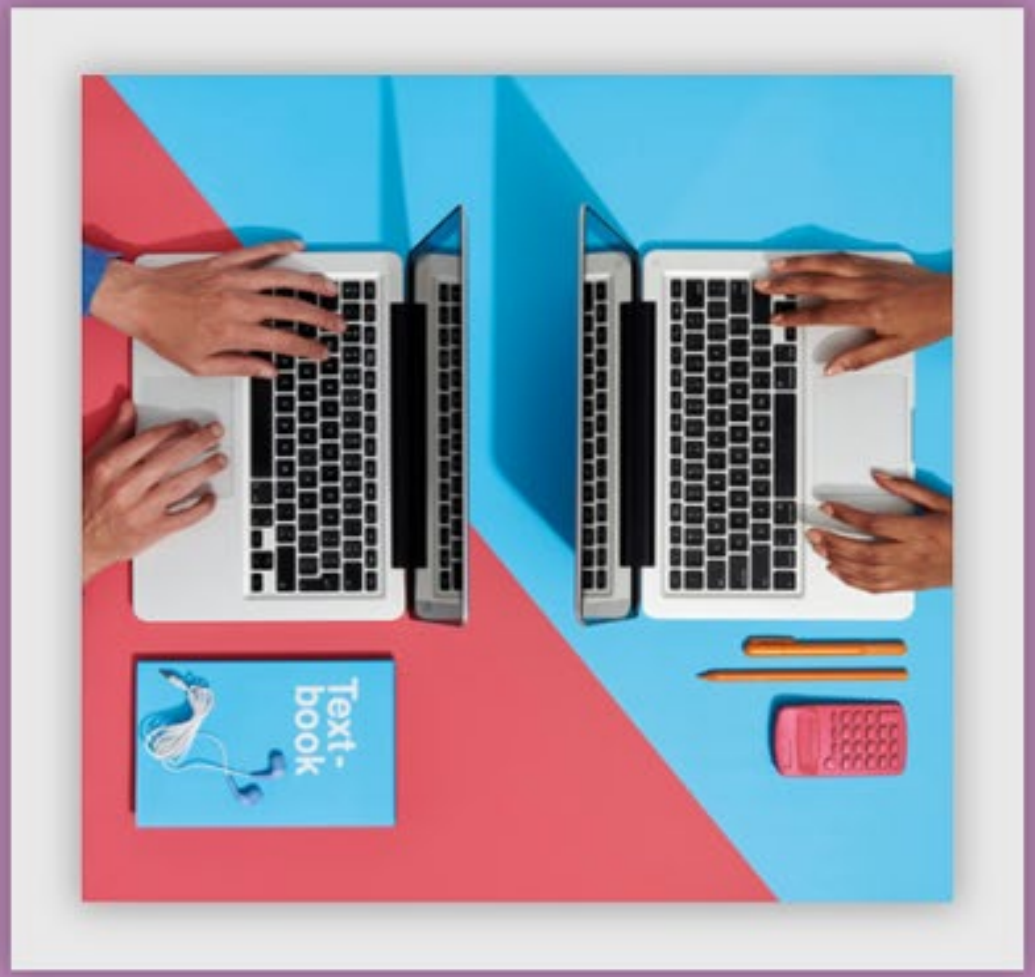
Varsity College



How to Apply.

Please refer to the steps outlined below on How to Apply at The IIE's Varsity College.

Please note that the instructions are applicable to Full Time, Part Time, Postgraduate and Distance applicants.

FULL TIME CONTACT STUDIES | PART TIME CONTACT STUDIES | UNDERGRADUATE AND POSTGRADUATE DISTANCE STUDIES | POSTGRADUATE CONTACT STUDIES

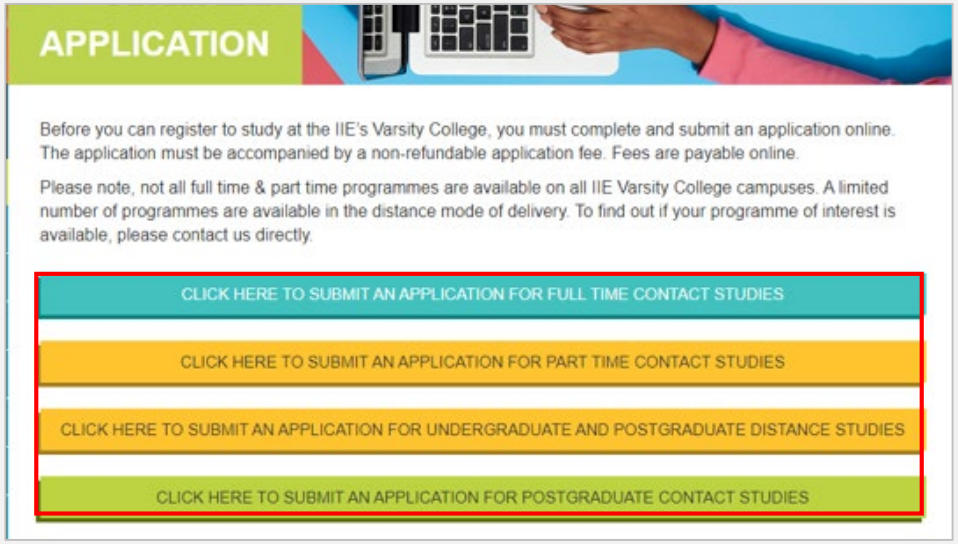
Step 1

Go to The IIE's Varsity College website, click on **Apply.**

Step 2

Click on the appropriate button indicated below to submit an application for full time contact studies, part time contact studies, distance studies and postgraduate studies.

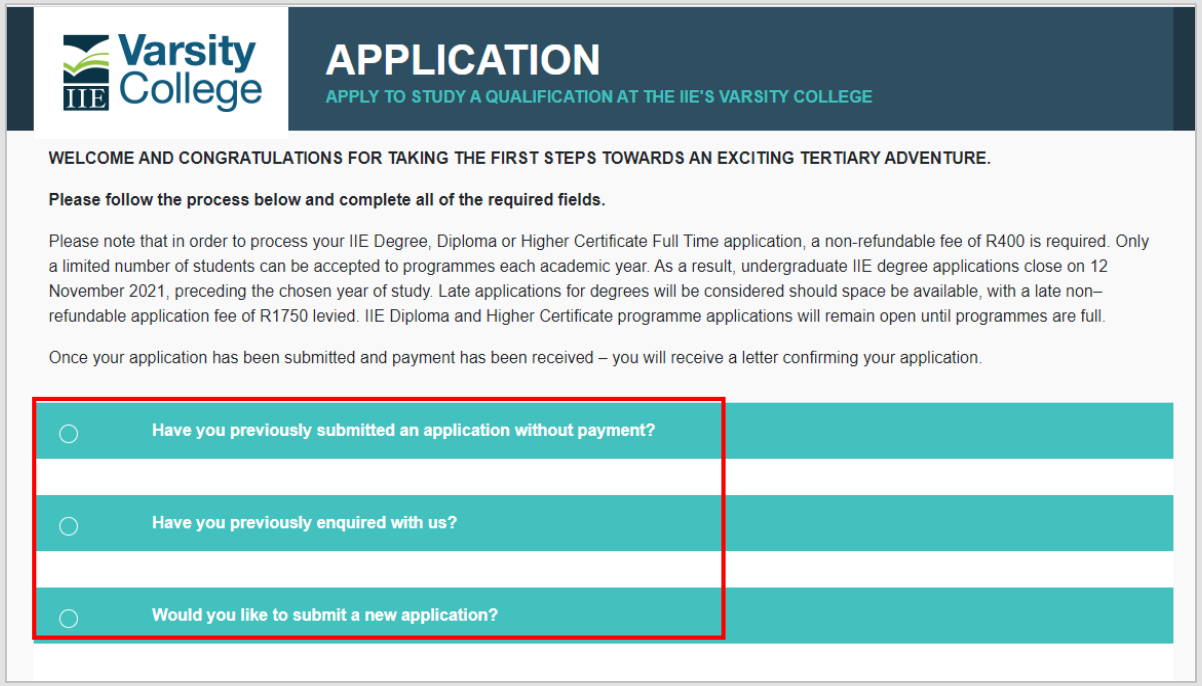
Please note that the instructions that follow are the same irrespective of your choice.



Step 3

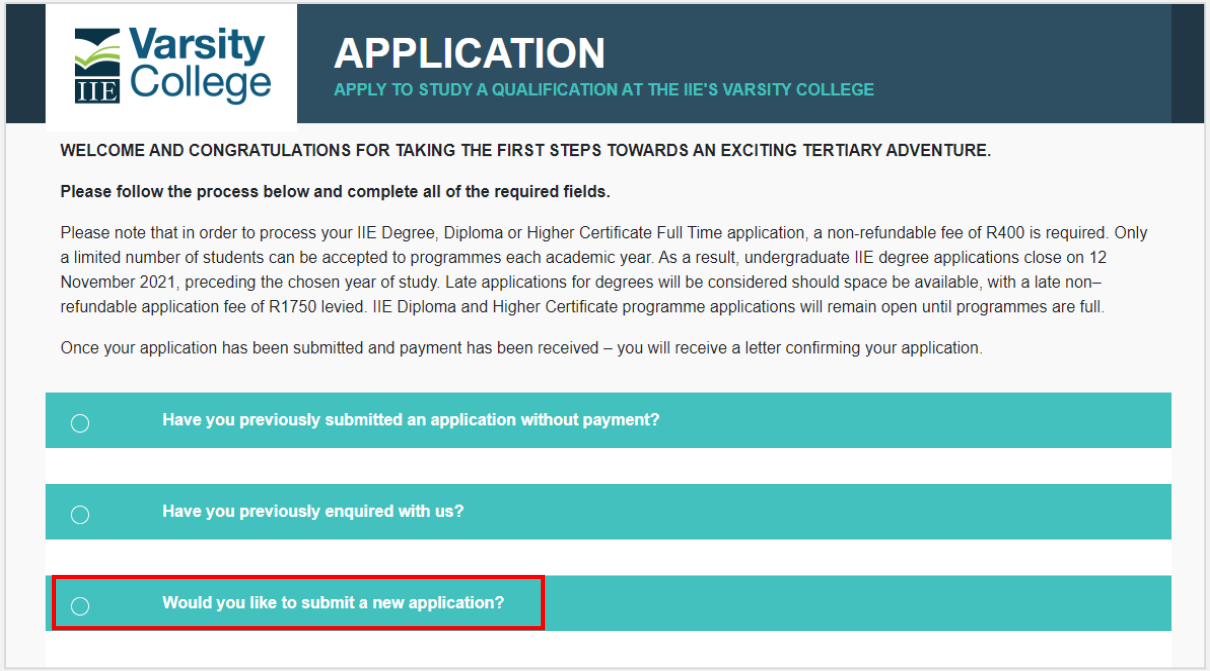
You will be directed to the relevant **APPLICATION HOME PAGE** - select 1 of the 3 options listed below to proceed.

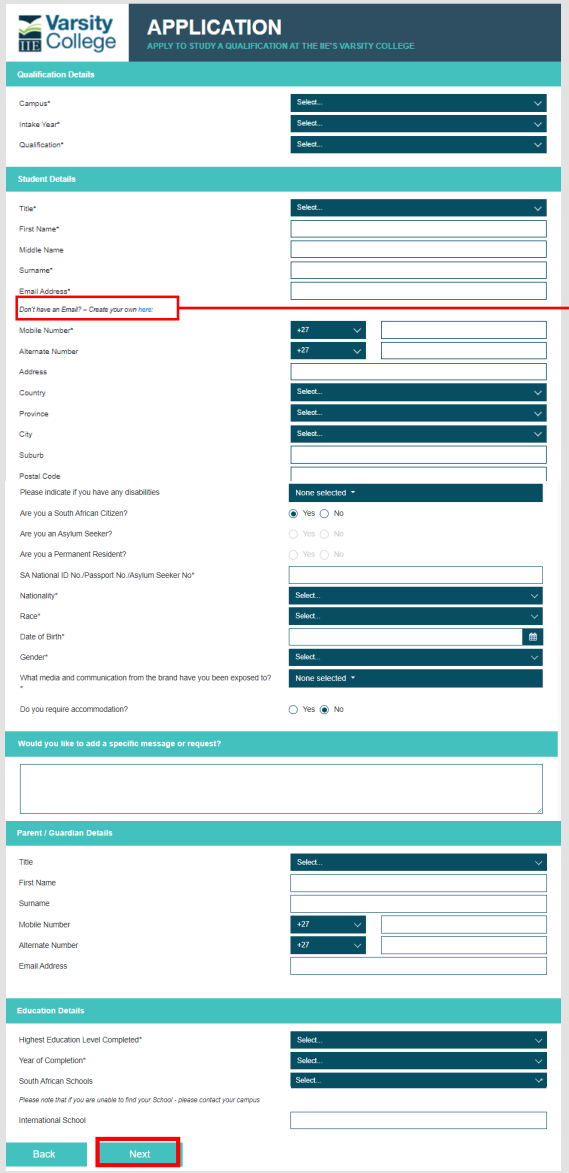
- If you previously submitted an application but did not make payment - please select **"Have you previously submitted an application without payment?"**.
- If you previously submitted an enquiry and would now like to apply - please select **"Have you previously enquired with us?".**
- If you have not previously enquired with us or submitted an application - please select "**Would you like to submit a new application ?".**



1. Submitting a New Application

If you have not previously enquired with us or submitted an application - please select "**Would you like to submit a new application?".** You will be redirected to the application form where you can capture your information.

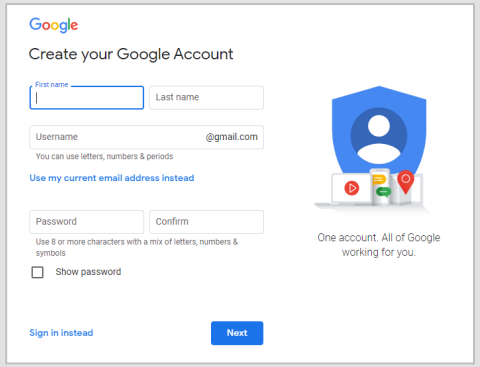




Once you have been redirected to this page, please enter qualification details and student details.

All fields marked with an asterisk (*) are mandatory and will need to be completed in order to proceed.

Please note, if you do not have an email address, please click on the hyperlink to create your Google Account.



You may enter your Parent / Guardian details however this information is optional.

Enter your education details and click on **Next** to proceed. You will be directed to Document Upload.

Document Upload

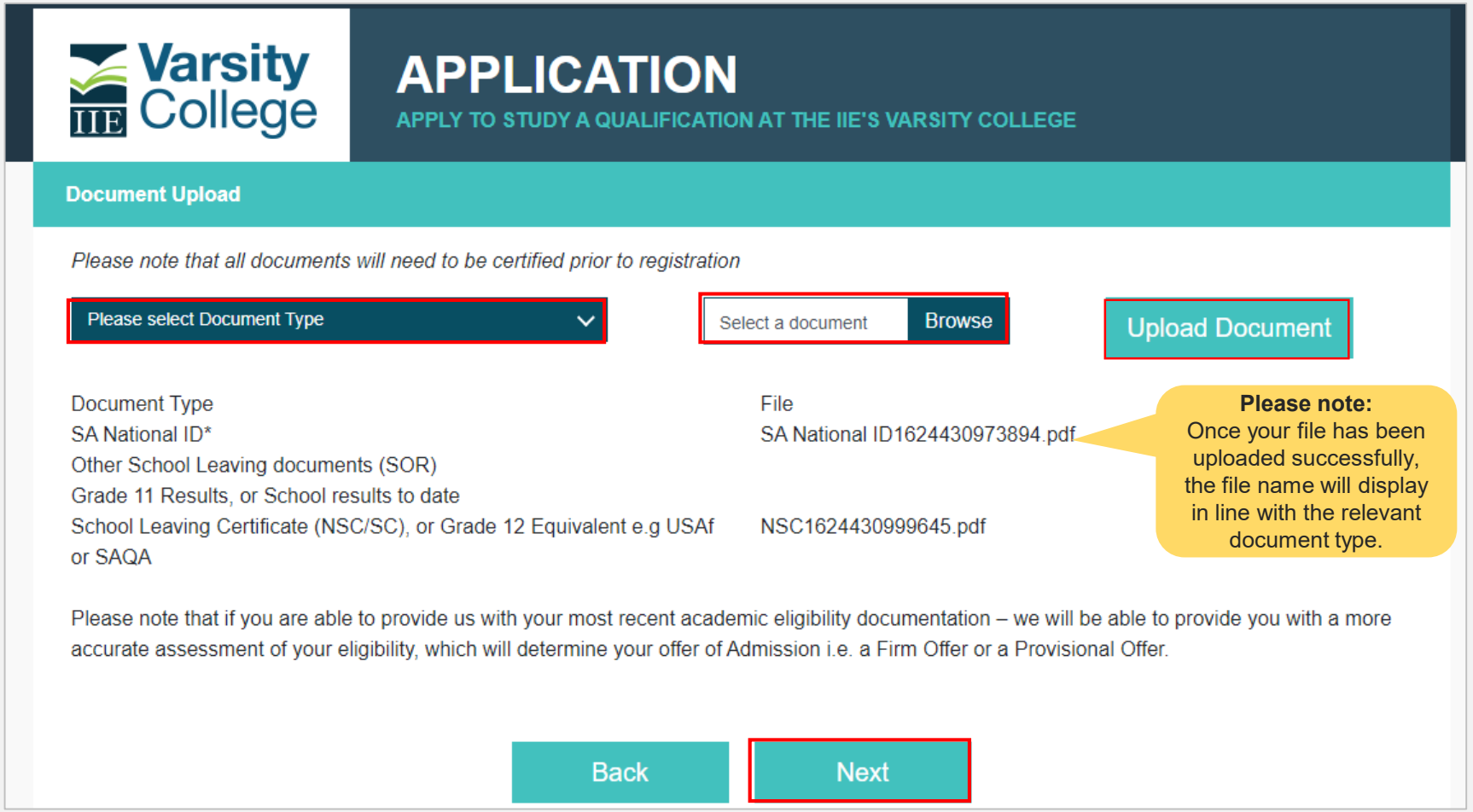
Here you are required to upload your documentation.

To submit the application, you must upload your SA National ID or Passport. Further if you are able to provide us with your latest eligibility documentation this will assist the Admission process.

The document requirements defer for South African and International students as well as the different qualification types.

Please select a **Document Type** from the drop down list, click on **Browse** to attach your file and click on **Upload Document**. Documents can take a while to upload, please be patient and try to keep document size to a minimum.

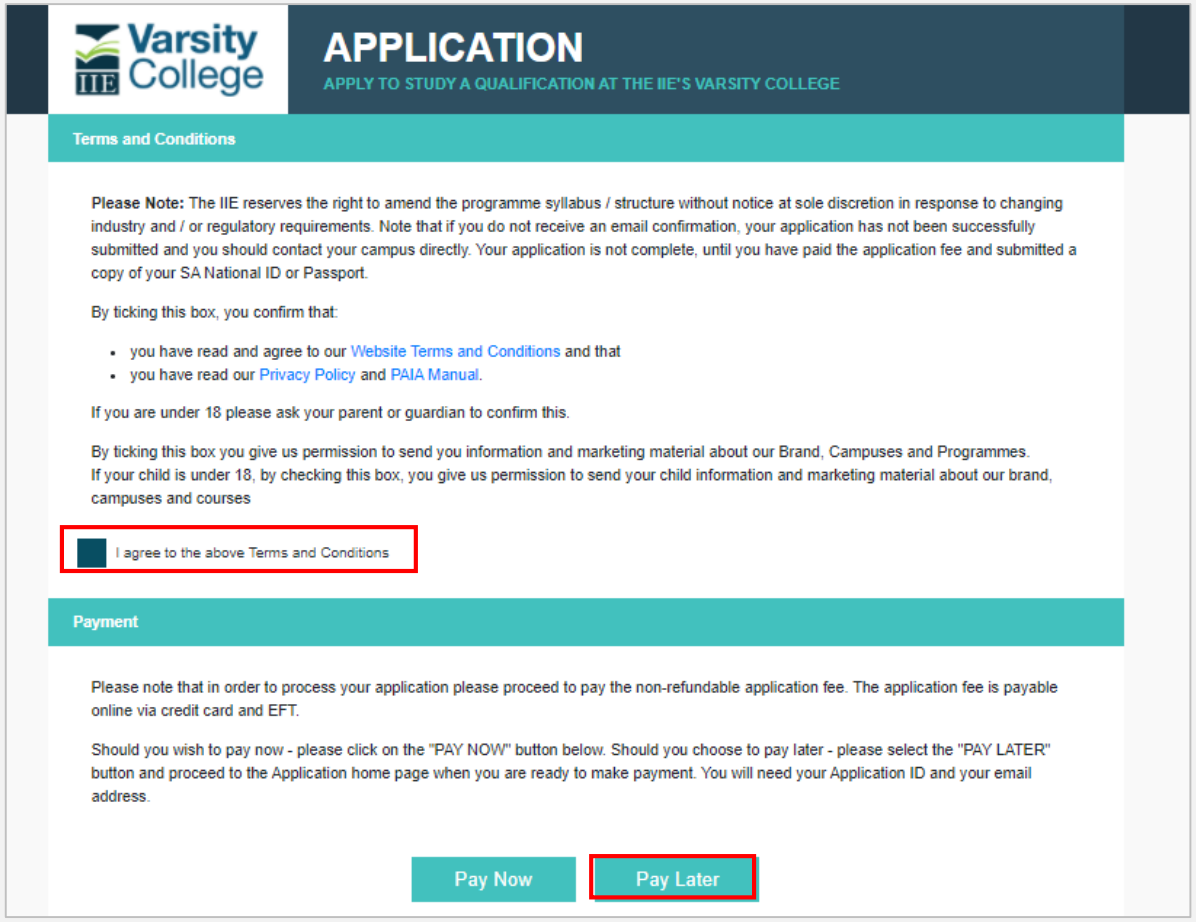
Once you have uploaded your documents, click on **Next** to proceed.



Payment - Pay Later

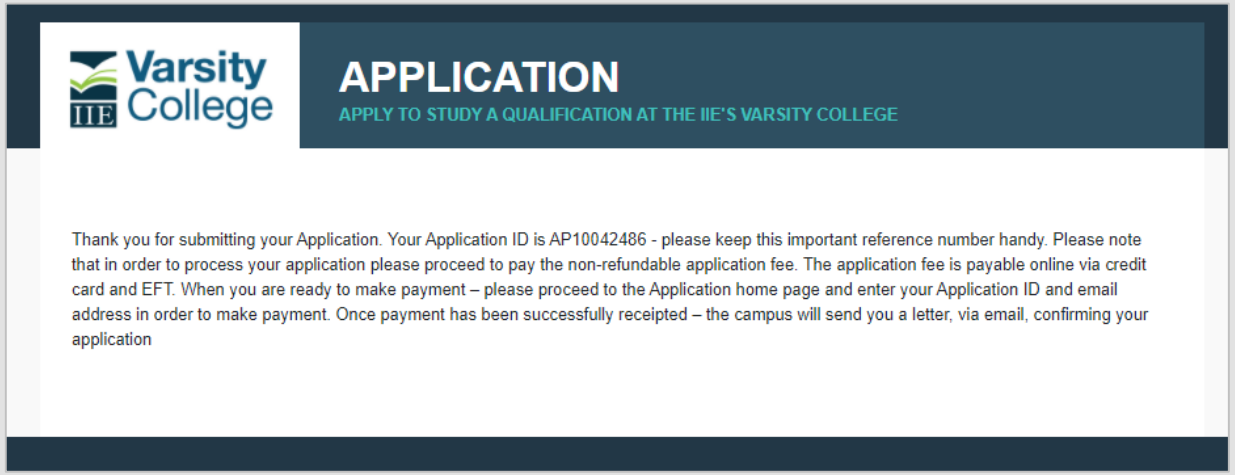
Select the tick box below to accept Terms and Conditions.

If you would like to submit your application and make payment at a later stage, click on **Pay Later**.



Once you click on **Pay Later**, you will be issued with an Application ID which can be used as a reference number when you are ready to make payment. Once submitted you will be sent an Email and SMS.

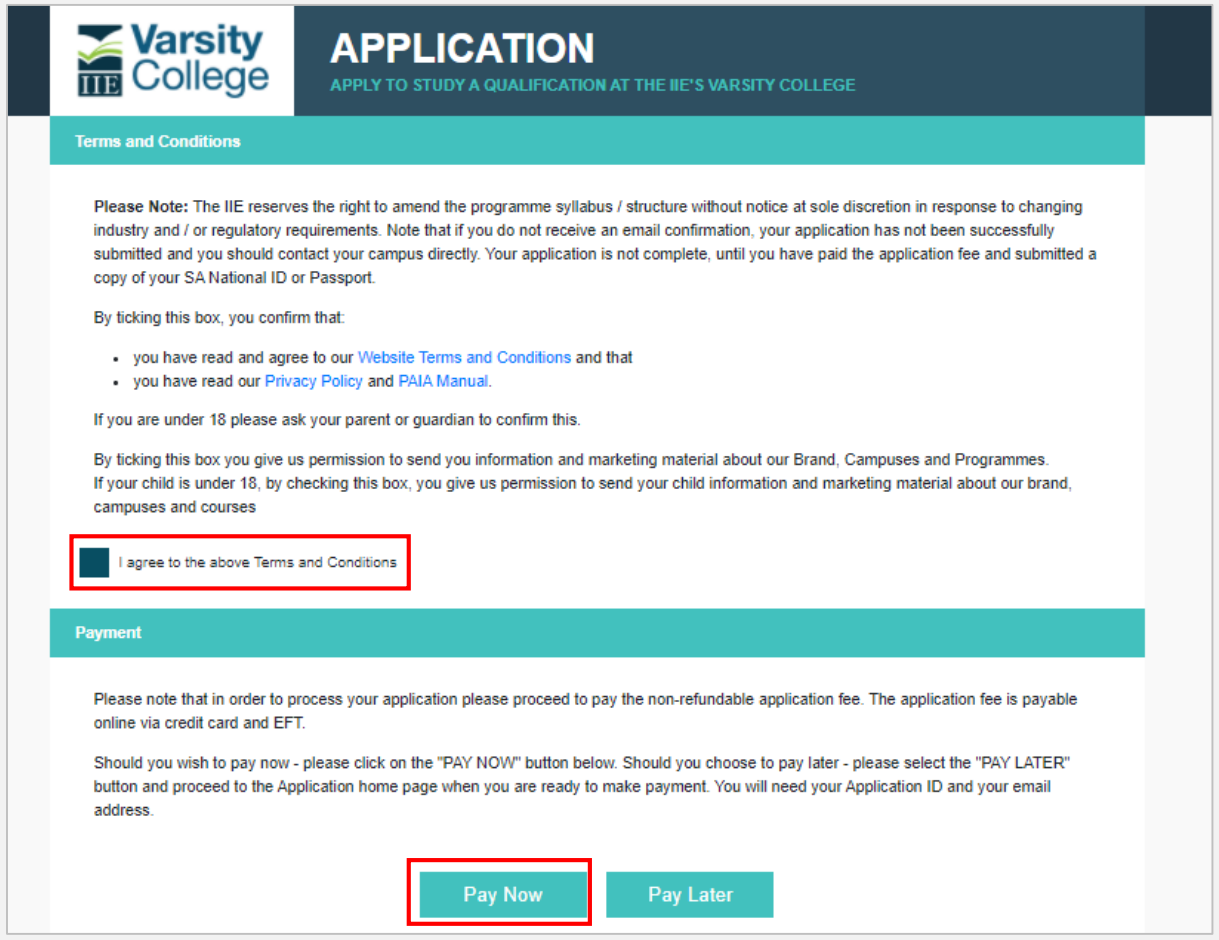
Please refer to Page 6 when you are ready to make payment.



Payment - Pay Now

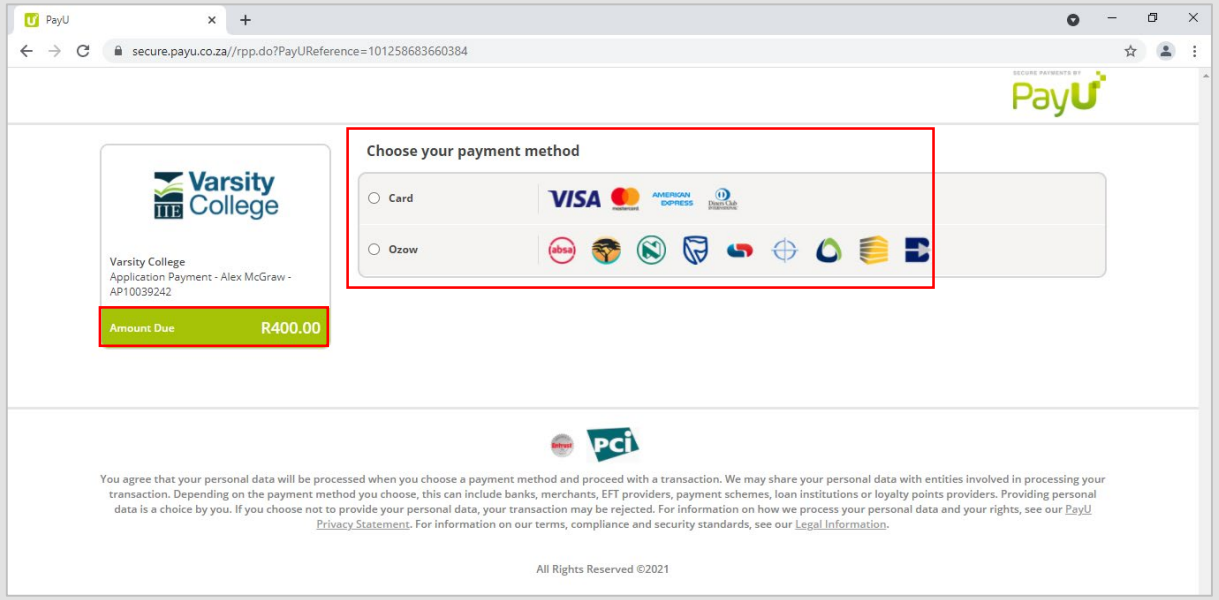
Select the tick box below to accept Terms and Conditions.

If you would like to make an online payment, click on **Pay Now**.



By selecting the **Pay Now** option, you will be directed to the PAYU payment gateway where the application fee can be paid.

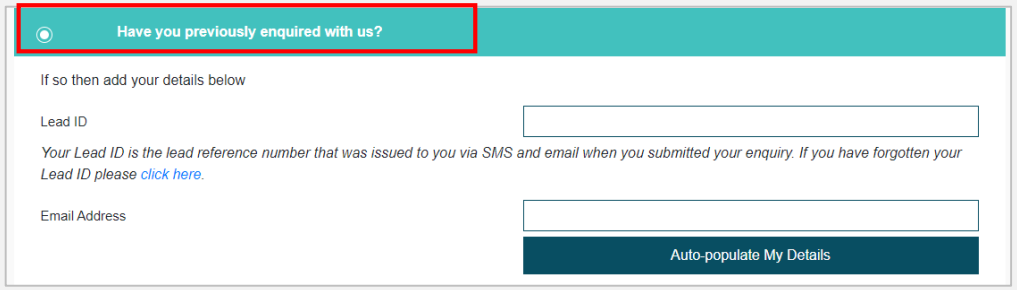
The application fee will automatically populate in the basket and you will have the option to pay by Card or Ozow.



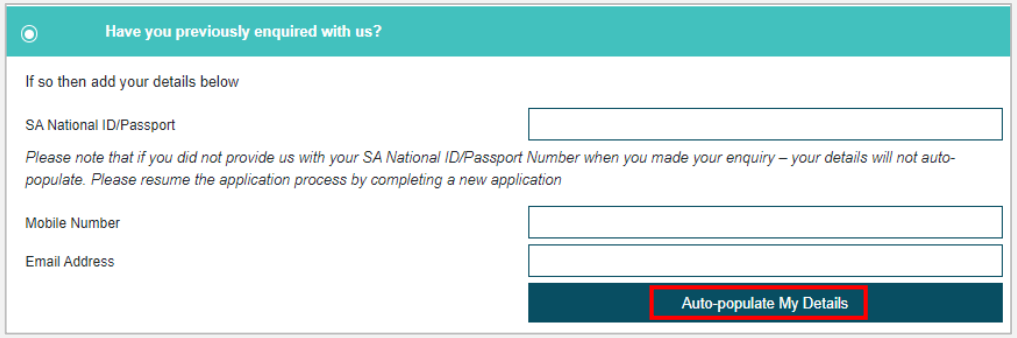
Once the application fee has been paid, you will be sent an Email and SMS.
This communication will also include login details for your Application Portal where you can monitor the progress of your admission.

2. Have you previously enquired with us?

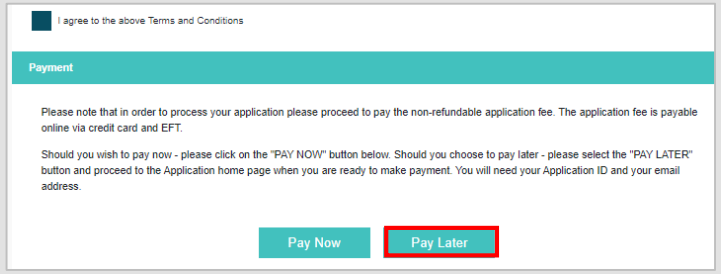
If you have previously enquired with us and would like to apply, please select the option below and enter your **Lead ID** and **Email Address** used during the enquiry process and click on **Auto-populate My Details**.



If you have forgotten your **Lead ID**, you can retrieve your information by entering your SA National ID / Passport, Mobile Number, Email Address and click on the button below:



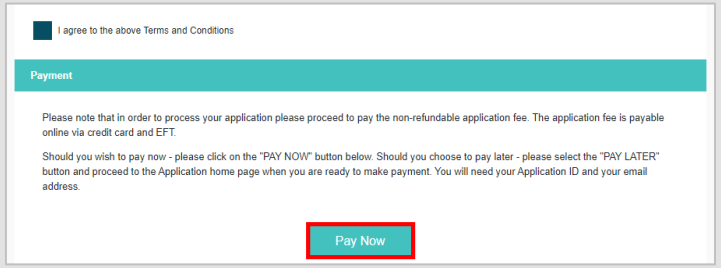
You will then be redirected to the application form and the information that was previously entered during the initial enquiry will now appear on the application form. Complete your personal details, qualification, parent / guardian details and education information. Upload the required documentation as described on Page 4. Then proceed to the next page and select the tick box to accept **Terms and Conditions** and click on **Pay Later** as described on Page 5.



Once you click on **Pay Later**, you will be issued with an Application ID which can be used as a reference number when you are ready to make payment. Once submitted you will be sent an Email and SMS. Please refer to Page 6 when you are ready to make payment.

OR

Select the tick box to accept **Terms and Conditions** and click on **Pay Now** as described on Page 6.

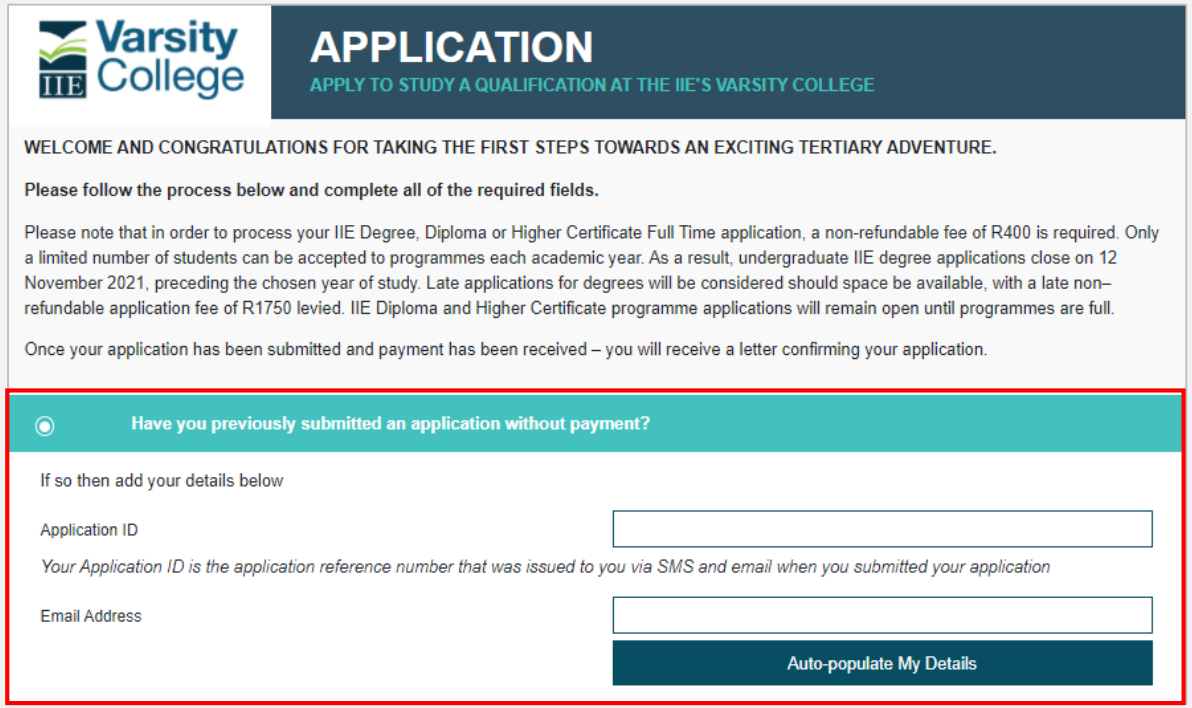


Once the application fee has been paid, you will be sent an Email and SMS.
This communication will also include login details for your Application Portal where you can monitor the progress of your admission.

3. Have you previously submitted an application without payment?

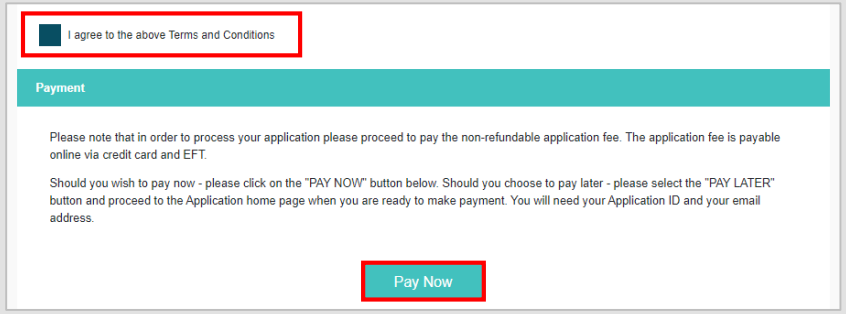
If you have previously submitted an application without making payment and would now like to make payment, select the option below.

Please enter the same **Application ID** and **Email Address** that was used when you previously submitted your application and click **Auto-populate My Details** in order to return the details previously entered.



You will then be redirected to the application form.

Select the tick box to accept **Terms and Conditions** and click on **Pay Now** to proceed to the PAYU payment gateway where the application fee can be made.



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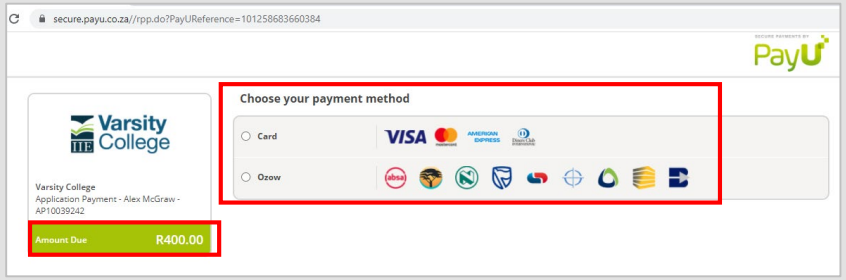

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