

Dear Prospective Student

Thank you very much for your request and interest in our course/Programme

The Centre for Continuing Education and Training currently handles its own registration process and not as part of the UNISA formal courses registration process.

Registrations only open 2 January 2018 and closes 10 March 2018 and no extension will be granted beyond this date.

Please make sure you submit your application early once registrations open to avoid delays.

Complete the attached registration form in full, attached all certified required documentation including your id and passport.

Completed forms and required documents can only be faxed back to 086 6514772 or e-mailed to [ccetapplications@unisa.ac.za](mailto:ccetapplications@unisa.ac.za)

please keep original copies of all your communication with the Centre.

**THEN**

Acknowledgement of receipt of the completed application will be sent back to you.

Once accepted a student number will be allocated to you within 21 (Twenty One) working days of receipt of your application form and required documents.

You will be informed via e-mail, fax, sms or by post of such acceptance.

Registration amount as mentioned in the temporary registration letter sent/emailed to you must be paid on or before 28 February 2018 using the account details provided, before any study material is dispatched or made available to you.

Make sure you have provided a physical address as an alternative for your study material to be dispatched by courier if that is the preferred option.

Student number allocated to you must be used on all communication with the Centre.

Should you not have received a response from us twenty one working days from the date your application form was received as per the automatic response, please contact us.

**Please note that should you intend to do the registration in person at any of Unisa's regional offices, the outlined process is likely to be different, as you may be requested to contact the Centre directly, because they may not be able to handle our registrations on your behalf.**

Regards  
C.T.D staff.