



**COLLEGE OF TRANSFIGURATION, NPC**  
A provincial centre for training of Anglican clergy

**ADMISSION APPLICATION FORM**

**2020**

**FOR OFFICIAL USE ONLY**

Date of receipt

**Payment Confirmation:** Date   
Amount

**Documents received**

I.D/Passport   
Marriage Certificate   
National Senior Certificate   
SAQA (Foreign qualification)   
Motivational letter   
Other

Fellowship of Vocation Reference Letter   
Medical Aid or Plan

**NB: First read the NOTES below and then complete all sections of the form. Print clearly in BLACK OR BLUE ink in the blank boxes and on the dotted lines as required in BLOCK LETTERS. Applicants who falsify information or submit fake results will automatically face disqualification and prosecution.**

**IMPORTANT NOTES TO ALL APPLICANTS**

- 1.1 All applicants **MUST** complete all sections of the application form carefully and legibly. If the College discovers that any information submitted by the applicant is false, it will reject that application and may refer the matter for legal action.
- 1.2 Applicants should submit this form to the Registrar's Office, P.O. Box 77, Grahamstown, 6140, South Africa or email to [registrar@cott.co.za](mailto:registrar@cott.co.za) or fax to 046 622 3877.
- 1.3 Application fee is **R100** non refundable and a late application fee of **R200** will be charged for applications submitted after the submission deadline.
- 1.4 The closing date for receipt of applications for admission is as advised in the published advert.
- 1.5 The application form should be **ACCOMPANIED** by an applicant's motivational letter and a referee letter.
- 1.6 All applicants **MUST** submit, with this form, photocopies (**NOT originals**) of all qualifications/certificates referred to in the application including I.D. cards. The copies of certificates must be certified by a Commissioner of Oaths.
- 1.7 All applicants must endorse at the bottom of this page that they have understood the notes given above and that they agree to their application being considered under the conditions outlined above.
- 1.8 The College does not have middlemen working on its behalf in the Admissions process.

**SECTION A: PERSONAL DETAILS**

1. SURNAME/FAMILY NAME

2. FORENAME(s)

2.1 PREFERRED NAME

3. TITLE e.g. MR/MRS/MISS/DR/MS/REV/SR:  4. INITIALS

5. DATE OF BIRTH (DDMMYYYY)  6. SEX (mark X): MALE  FEMALE

7. PLACE OF BIRTH

8. MARITAL STATUS  MAIDEN NAME (If applicable)

9. ID NUMBER/PASSPORT NUMBER

*(attach certified copy of ID/Passport)*

10. RACE (mark X): AFRICAN  WHITE  INDIAN  COLOURED  OTHER  .....

11. NATIONALITY  12. RELIGION

13. CITIZEN STATUS (mark X): SA  FOREIGN (SA PERMANENT RESIDENCE)  FOREIGN (REQUIRING STUDY PERMIT)

14. DO YOU SUFFER FROM ANY MEDICAL OR CHRONIC CONDITION, ANY PHYSICAL OR OTHER DISABILITIES FOR WHICH SPECIAL ARRANGEMENTS AT COLLEGE WOULD BE REQUIRED? YES  NO  IF 'YES', PLEASE PROVIDE DETAILS BELOW:

*(attach a doctor's medical report)*

15. SPECIAL NEEDS (e.g dietary).....

16. IF MARRIED, PLEASE PROVIDE THE FOLLOWING DETAILS:

SPOUSE FULL NAME

SPOUSE ID/PASSPORT  NUMBER OF DEPENDANTS

WILL YOUR SPOUSE AND/OR CHILDREN BE ACCOMPANYING YOU DURING YOUR RESIDENCE AT THE COLLEGE?

YES  NO  (If YES, attach a written application letter for married student residence)

*NB: Married Student Residence is limited thus offered on first come basis.*

17. CONTACT DETAILS\*

PHYSICAL ADDRESS  CODE

POSTAL ADDRESS (if different from above)  CODE

TELEPHONE  CELLPHONE

EMAIL

\* N.B. All correspondence will be forwarded to the above address.

**SECTION B: SCHOOL, COLLEGE OR UNIVERSITY INFORMATION**

1. HAVE YOU PREVIOUSLY BEEN ENROLLED AT A UNIVERSITY/HIGHER EDUCATION INSTITUTION? YES  NO

If "YES" please complete the following:

YEAR	INSTITUTION	DEGREE/QUALIFICATION	COMPLETED (YES/NO)	GRADE

*(attach certified copies of full transcript and certificate)*

2. SOUTH AFRICAN NATIONAL SENIOR CERTIFICATE APPLICANTS\*

(List **ALL** subjects taken and results, including failures, and *attach certified copies of certificates*)

YEAR						SCHOOL ATTENDED	
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SUBJECT e.g. Mathematics	% e.g. 49

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3. FOREIGN QUALIFICATION APPLICANTS\*

NB: Qualifications should be evaluated for equivalency by SAQA.(visit [www.saqa.org.za](http://www.saqa.org.za) )

COUNTRY

DATE		EXAMINING BODY e.g. Cambridge	GRADE / LEVEL	NUMBER OF SUBJECTS PASSED e.g. Five (5)
MM	YYYY			

*(attach certified copies of certificates or results)*

\*Any applicant who FALSIFIES or SUBMITS fake results will face prosecution and automatic disqualification.

**SECTION C: PROGRAMME CHOICE AND OTHER ACADEMIC LITERACY**

1. QUALIFICATION (Please indicate the name of qualification/programme applied for)

NAME OF QUALIFICATION

PROPOSED YEAR OF ENTRANCE TO COLLEGE OF TRANSFIGURATION (e.g. 2018)

2. LINGUISTIC ABILITY

HOME LANGUAGE

LANGUAGES SPOKEN	LANGUAGES READ	LANGUAGES WRITTEN
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

RATE YOUR ABILITY TO:  
(Indicate with an X)

SPEAK ENGLISH	WRITE ENGLISH	READ ENGLISH
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Excellent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Good	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Average	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Poor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. MOTIVATIONAL LETTER\* (*To be typed and signed by the applicant*)

Provide a 2 page motivational letter covering the following aspects:

- Brief description of yourself including any experience (things you have do), skills (things you are able to do) and characteristics (what you are like);
- Reasons that motivated you to apply;
- Brief description of your perception of (ordained) ministry;
- Brief history of parish/church/ ministerial involvement (if applicable);
- Areas of life that you have grown and those areas that need further development;
- Expectations with regards to your time at College to aid continued growth and development;
- Anticipated challenges that you will face studying at the College;
- Future plans after completing your studies; and
- Provide at least two (2) hobbies.

4. FELLOWSHIP OF VOCATION REFEREE LETTER\* (*To be written and signed by the applicant's supervisor, dean of studies or equivalent*)

Provide the following information in the referee letter:

- Contact details including full name, address, telephone, cellphone and email address;
- Brief description of the applicant's personality;
- Summary of the applicant's spiritual life and participation in church life;
- Brief description of the applicant's academic ability; and
- Areas of life which the applicant need for personal development and growth.

\*It is a **MUST** to attach the motivational letter and referee letter. Application forms without the letters will not be considered.



**SECTION E: DECLARATION BY APPLICANT**

I, the undersigned, hereby declare that:

The information I have given on this form and attached thereto is true, complete and accurate, and that should it be found to be false my application will be disqualified and I will face legal action;

I shall abide by all regulations of the College – and further that, if accepted, will be under the disciplinary control of the College as from the date on which I take up residence at the College or the day on which I commence studies or attends orientation week or registers as a student, whichever is earliest, until the College accepts a notice of withdrawal from me or fails to renew my registration on the due date, whichever is the latter;

I accept liability for damage to College property howsoever caused by me and indemnify the College against any loss or damage howsoever caused in respect of property that I would have left at the College. I also indemnify the College against any claim whatsoever for damages howsoever caused or arising which I may sustain whilst registered as a student at the College, acknowledging that my participation in any sporting or other activity at the College or conveyance in any College vehicle, shall be at my sole and absolute risk. This indemnity shall be binding on my Executors and Heirs;

The College may take all such steps as it considers reasonable in the event of my becoming ill or requiring medical attention without the College undertaking any legal obligation to do so; and

The College may report to the Diocese or major fee contributor such breaches of the rules by me as the College deems necessary and further report on any matter concerning progress, conduct, well-being or health.

.....  
APPLICANT'S SIGNATURE

.....  
DATE

**Registered as a Non Profit Company (NPC) in terms of the Companies Act 2008, Registration No 2006/000074/08  
Registered with the Department of Higher Education and Training as a private higher education institute  
under the Higher Education Act 1997.  
Registration Certificate No. 2013/HE08/002**

**CHECKLIST**

Have you completed ALL sections (A, B, C, D and E) Yes  No

Have you attached motivational letter and referee letter Yes  No

Have you enclosed a certified copy of your  
i) National Identity Document/Passport Yes  No   
ii) Marriage certificate (*if applicable*) Yes  No   
iii) Education certificates, transcript (if applicable) and results Yes  No

Have you signed the form (section E) and asked your guarantor to complete section D Yes  No

Have you paid the appropriate application fee and enclosed the proof of direct deposit  
**(DO NOT ENCLOSE CASH)** Yes  No

**Bank details:**

Bank name: Standard Bank  
Account name: College of the Transfiguration  
Account number: 082 0353 18  
Branch name: Grahamstown  
Branch code: 50917  
Swift Code: SBZAJJ  
REFERENCE: SURNAME & INITIAL

IF YOUR ANSWER TO THE ABOVE QUESTIONS IS 'NO', PLEASE EXPLAIN.....  
.....  
.....

## PROGRAMME ENTRANCE REQUIREMENTS

### 1. GENERAL REQUIREMENTS

PROGRAMME	ADMISSION REQUIREMENTS	DURATION
Diploma in Theology NQF Level 6 (SAQA ID: 92059)	The minimum admission requirement is a National Senior Certificate (NSC) as certified by Umalusi with an achievement rating of 3 (Moderate Achievement, 40- 49%) or better in four recognised NSC 20-credit subjects or foreign qualification equivalent.	Three (3) years
Bachelor of Theology NQF Level 8 (SAQA ID: 90914)	The minimum admission requirement is a National Senior Certificate (NSC) as certified by Umalusi with an achievement rating of 4 (Adequate Achievement, 50 - 59%) or better in four recognised NSC 20-credit subjects appearing on the designated subject list. Satisfactory Achievement in four designated NSC subjects provides the primary basis for admission to a Bachelor's Degree programme or foreign qualification equivalent.	Four (4) years
Advanced Diploma in Ministry NQF Level 7 (SAQA ID: 99576)	The minimum admission requirement is a Diploma in Philosophy, Religion, & Theology (CESM 17), more particularly Christianity (CESM 170303) or a Bachelor's Degree in Philosophy, Religion, & Theology (CESM 17), more particularly Christianity (CESM 170303). CESM stands for South African Classification of Educational Subject Matter.	One (1) year

### 2. APPLICATIONS AND FURTHER INFORMATION

Applications will be considered upon payment of a non refundable fee of **R100**. The banking details are as follows:

Bank name: Standard Bank  
Account name: College of the Transfiguration  
Account number: 082 0353 18  
Branch name: Grahamstown  
Branch code: 50917  
Swift Code: SBZAJJ  
REFERENCE: SURNAME & INITIAL

The closing date for receipt of COMPLETED application forms is the **30<sup>th</sup> of September** each year. Late applications will be considered up to **31<sup>st</sup> of October** each year upon payment of a non refundable late application fee of **R200**. After 31 October all late applications will be accepted at the discretion of the Registrar also upon payment of a non refundable late application fee of R200.

Application forms should be obtained and forwarded to:

The Registrar  
College of Transfiguration NPC  
P.O. Box 77  
Grahamstown  
6140, SOUTH AFRICA  
Email [registrar@cott.co.za](mailto:registrar@cott.co.za)

Applicants can also download application form from [www.cott.co.za](http://www.cott.co.za) and then enclose proof of payment when posting the completed application form.