



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

ADMISSION APPLICATION FORM

2025

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 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 DETAILS1. 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	
------	--	--	--	--	-----------------	--

SUBJECT e.g. Mathematics	% e.g. 49

SUBJECT e.g. Mathematics	% e.g. 49

3. FOREIGN QUALIFICATION APPLICANTS*

NB: Qualifications should be evaluated for equivalency by SAQA. (visit 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

RATE YOUR ABILITY TO:
(Indicate with an X)

SPEAK ENGLISH

WRITE ENGLISH

READ ENGLISH

Excellent

☐☐☐

Good

☐☐☐

Average

☐☐☐

Poor

☐☐☐

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 D: FINANCIAL GUARANTEE**1. FUNDING DETAILS**

Please indicate with an 'X' below who will be funding fees for the applicant:

Diocese ☐ Organisation ☐ Company ☐ Self ☐

Relative ☐ (*Specify relationship.....*) Other ☐ (*specify other*)

2. GUARANTOR DETAILS (*To be completed by the guarantor*)

FULL NAME

NAME OF DIOCESE/ORGANISATION

/COMPANY /OTHER

(Delete inapplicable)

ADDRESS

 CODE

TELEPHONE

 CELLPHONE

EMAIL

APPLICANT'S FULL NAME

Declaration,

I/We, the undersigned, hereby declare that:

The College of The Transfiguration shall receive the payment of the fees for the applicant timeously either in term installments or in full amount;

A statement signed by the Registrar/ Treasurer shall represent the amount owing to the College by me/us, and further that in the event of such amount being handed over for collection I/We shall pay all legal charges incurred on the attorney and client scale; and

I/We shall pay interest on overdue fees and disbursements at a rate to be determined by College Council from time to time which rate shall not exceed the maximum rate prescribed by law. The said interest shall be calculated and compounded monthly in arrears from due date to date of payment, both days inclusive.

.....
GUARANTOR'S SIGNATURE

.....
DATE

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.

SECTION F: PROTECTION OF PERSONAL INFORMATION CONSENT

I further, hereby consents to the use of personal information contained herein and confirms that:

- the information is supplied voluntarily, without undue influence or duress from any party;
- the information which is supplied herewith is mandatory for the purposes of this agreement and that without such information, the College will not be able to function and/or provide the services or benefits that I require from the College;
- understand and accept the responsibility to keep the information up to date by notifying the College administration (registrar@cott.co.za , deanofstudies@cott.co.za), whenever personal information changes.
- understands that in terms of the POPI Act and other laws of the country, there are instances where express consent is not necessary in order to permit the processing of personal information, which may be related to police investigations, litigation or when personal information is publicly available.

I acknowledge that I am aware of my rights with regard to such personal information which is hereby collected. The right to:

- access the information at any reasonable time for purposes of rectification thereof;
- object to the processing of the information in which case this agreement will terminate in accordance with the provisions contained herein;
- lodge a complaint to the Information Regulator.

.....
APPLICANT'S SIGNATURE

.....
DATE

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

Yes ☐ No ☐

(DO NOT ENCLOSE CASH)

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.....

.....

.....

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

PROGRAMME ENTRANCE REQUIREMENTS

1. GENERAL REQUIREMENTS

PROGRAMME	ADMISSION REQUIREMENTS	DURATION
Diploma in Theology NQF Level 6, 360 credits (SAQA ID: 92059)	The minimum admission requirement is a National Senior Certificate (NSC) as certified by Umalusi with an achievement rating of 3 (Diploma Achievement) or better in four recognised NSC 20-credit subjects or foreign qualification equivalent.	Three (3) years
Advanced Diploma in Ministry NQF Level 7, 120 credits (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
Bachelor of Theology NQF Level 7, 360 credits (SAQA ID: 118406)	The minimum admission requirement is a National Senior Certificate (NSC) as certified by Umalusi with an achievement rating of 4 (Bachelor Achievement) or better in four recognised NSC 20-credit subjects or foreign qualification equivalent.	Three (3) years

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 **31st of October** each year. Late applications will be considered up to **31st of December** each year upon payment of a non refundable late application fee of **R200**. After 31 December 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

Applicants can also download application form from www.cott.co.za and then enclose proof of payment when posting the completed application form.