



IHT Hotel School (Pty) Ltd  
 3 Riesling Street  
 Oude Westhof  
 Bellville  
 7530  
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 Welgemoed  
 7538  
 Phone +27 (021) 913 3005  
 E-mail: [info@ihthotelschool.com](mailto:info@ihthotelschool.com)  
 Website: [www.ihthotelschool.com](http://www.ihthotelschool.com)  
 Company No: 2006/007087/07

**APPLICATION FOR ADMISSION FOR THE YEAR**

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**PROGRAMME APPLYING FOR:**


**SURNAME:**

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**FIRST NAME/S:**

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**SUBMISSIONS OF APPLICATIONS:**

Please submit the completed application form and all supporting documents\* to the Marketing Representative or Academic Office of IHT Hotel School.

**Marketing Representative:** Ms. Imiké Stevenson  
**Email address:** [imike@ihthotelschool.com](mailto:imike@ihthotelschool.com)

**Academic Office:** [info@ihthotelschool.com](mailto:info@ihthotelschool.com)

**Postal address:** IHT Hotel School, PO Box 6682, Welgemoed, 7538

**Office hours:** Mon to Thurs - 08h00 to 16h00 and Fri – 08h00 to 15h00

**Physical address:**  
 3 Riesling Street  
 Oude Westhof  
 Bellville  
 Cape Town  
 South Africa  
 7530





## APPLICATION FOR ADMISSION FOR THE YEAR

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### SECTION A: APPLICATION INSTRUCTIONS

#### PLEASE READ THE FOLLOWING CAREFULLY BEFORE COMPLETING THE FORM

##### 1. General

- 1.1 This form must be completed by all students applying at IHT Hotel School.
- 1.2 It is in your own interest to ensure that this form is completed in full and that certified copies of all supporting documents are enclosed. Please write in **black** ink and **use block letters**.
- 1.3 Any documents sent electronically must be replaced by the original documents before the student can be registered.

##### 2. Entrance Requirements

- 2.1 Please note that the minimum entrance requirements for first year students is a National Senior Certificate (NSC) as certified by Umalusi with an achievement rating of 3 (Moderate Achievement, 40 - 49%) or better in four subjects chosen from the 20-credit NSC subjects of which *English Home Language* or *English First Additional Language* must be one.
- 2.2 All candidates who comply with the minimum requirements are still subject to selection procedures.
- 2.3 Students following the Cambridge system should take note of the following requirements:
  - Passes of at least five different subjects of the IGCSE and HIGCSE study levels, of which at least two are HIGCSE level subjects
  - A pass in the language which is the medium of instruction at the Institute for Hospitality Training (English)
  - Specific pass grades: IGCSE: A, B or C ; HIGCSE: 1, 2 or 3
- 2.4 National Certificate: Vocational and other senior school qualifications will be reviewed on merit. In some instances, where the format of secondary school education is unfamiliar, students applying at IHT Hotel School may also be asked to apply for SAQA evaluation prior to their acceptance. *Website address: saqa.org.za*
- 2.5 Students from Commonwealth Countries do not require SAQA verification for applications towards the Diploma Programmes.

##### 3. Documents to submit along with your application

- 3.1. Proof of payment of the **R 500.00 application fee**.  
*Payments can be made to:*
  - The Hospitality Business Management School*
  - First National Bank*
  - Branch code: 250 655*
  - Account number: 624 883 868 40*
  - International Transfer / Zip / Swift Code: FIRNZAJJ461*
- 3.2. A Certified copy of **Identity Document (ID) / Passport** of person responsible for fees.
- 3.3. A Certified copy of the applicant's **Identity Document (ID) / Passport**.
- 3.4. A Certified copy of the applicant's **National Senior Certificate** or equivalent qualification.
  - *If you are still at school, your **final Grade 11 results** together with your **latest Gr12 marks** must be submitted.*
  - *If you were previously registered as a student at another tertiary university/college/school, your **Academic Results** must also be submitted.*
- 3.5. A Certified copy of a **Character / Testimonial / Reference letter** of the applicant.
- 3.6. A Certified copy of **Proof of Diagnosis of existing disabilities / conditions\*** of the applicant, if applicable.

##### International Applicants (Non-South African citizens)

If you are a non-South African applying to study at IHT Hotel School in South Africa, your application must also be accompanied by the following documents (required before registration):

- A Certified copy of the applicant's Passport
- A Certified copy of the applicant's Study Permit



## SECTION B: STUDENT PERSONAL DETAILS

Write one letter per block, starting in the first block. Leave one block open between names. Mark your particulars with an X where appropriate.

<b>TITLE</b>		<b>INITIALS</b>	
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<b>SURNAME</b>																			
<b>FIRST NAME/S</b>																			
<b>ID NUMBER</b>																			

<b>PLEASE STATE YOUR COUNTRY OF ORIGIN</b>																			

<b>IF NOT A SOUTH AFRICAN CITIZEN PLEASE STATE THE FOLLOWING</b>																			
<b>STUDY PERMIT NUMBER</b>																			
<b>PASSPORT NUMBER</b>																			

<b>DATE OF BIRTH</b>	D	D	M	M	Y	Y	Y	Y	<b>GENDER</b>	MALE		FEMALE	
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<b>ETHNIC GROUP</b>	AFRICAN		COLOURED		INDIAN		WHITE		OTHER	
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Please note that this question is asked to allow the Government to track progress in the transformation of Higher Education.

<b>CRIMINAL RECORD</b>	NO		YES		If yes, specify	
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<b>HOME LANGUAGE</b>																		
<b>ADDITIONAL LANGUAGES</b>																		

<b>DISABILITIES AND/OR MEDICAL CONDITIONS*</b>	NO	YES	If yes, specify and <b>ATTACH PROOF THEREOF.</b>
ADD / ADHD			
Speech / Hearing impairment			
Physical disability			
Dyslexia			
Learning difficulties			
Emotional (behavioural / psychological) difficulties			
Other conditions (e.g.: Asthma / Allergies / Migraines / Epilepsy / Diabetes)			

**\*Any Disabilities or Medical conditions which could impact on the academic progress of the student must be disclosed. Please attach proof thereof as diagnosed by a registered medical practitioner.**



HOW DID YOU HEAR ABOUT IHT HOTEL SCHOOL?			
IHT Hotel School visited my school		Social media (Website, Facebook, Twitter)	
My teacher informed me		Printed media (Newspapers, Magazines etc.)	
A Current / Previous student of IHT Hotel School informed me		Specify the name of the student	
If other - please specify			

SCHOOL PARTICULARS	
<b>How were you occupied for the greater part of last year?</b>	
Learner at a High School	
Student at a University / College	
Employed	
If other - please specify	

<b>SCHOOL ATTENDED</b>	
<b>PHYSICAL ADDRESS OF THE SCHOOL</b>	

Please provide your latest results in the table below and submit a certified copy of your FINAL Grade 11 and Grade 12 results along with this application.					
RESULTS				GRADE	
Subject	%	Symbol	Subject	%	Symbol

<b>UNIVERSITY / COLLEGE (if applicable)</b>	
<b>UNIVERSITY / COLLEGE ADDRESS</b>	

*If you were previously registered as a student at another tertiary establishment, please attach a certified copy of your academic results along with this application.*



**SECTION C: STUDENT CONTACT DETAILS**

<b>CELLPHONE NUMBER</b>																			
<b>EMAIL ADDRESS</b>																			
<b>RESIDENTIAL ADDRESS</b>																			
<b>POSTAL ADDRESS</b> If different from above																			

**SECTION D: CONTACT DETAILS OF PARENTS / LEGAL GUARDIANS**

**FATHER / LEGAL GUARDIAN**

<b>SURNAME</b>																			
<b>FIRST NAMES</b>																			
<b>ID NUMBER</b>																			
<b>TELEPHONE NUMBER</b>																			
<b>CELLPHONE NUMBER</b>																			
<b>EMAIL ADDRESS</b>																			
<b>RESIDENTIAL ADDRESS</b>																			



**MOTHER / LEGAL GUARDIAN**

<b>SURNAME</b>																				
<b>FIRST NAMES</b>																				
<b>ID NUMBER</b>																				
<b>TELEPHONE NUMBER</b>																				
<b>CELLPHONE NUMBER</b>																				
<b>EMAIL ADDRESS</b>																				
<b>RESIDENTIAL ADDRESS</b>																				

**PERSON / COMPANY RESPONSIBLE FOR FEES (IF DIFFERENT FROM ABOVE)**

<b>COMPANY NAME</b>																				
<b>PERSON SURNAME</b>																				
<b>PERSON FIRST NAME</b>																				
<b>PERSON ID NUMBER</b>																				
<b>TELEPHONE NUMBER</b>																				
<b>CELLPHONE NUMBER</b>																				
<b>EMAIL ADDRESS</b>																				
<b>RESIDENTIAL OR PHYSICAL ADDRESS</b>																				
<b>POSTAL ADDRESS</b> If different from above																				



## SECTION E: MEMORANDUM OF AGREEMENT

### SHOULD MY APPLICATION BE SUCCESSFUL:

I, \_\_\_\_\_ (student name) hereby declare that -

All particulars provided by me in this application form are true and correct.

1. I will acquaint myself with the rules and regulations of the IHT Hotel School (Pty) Ltd and will abide by them.
2. I will inform the administration office *immediately*, in writing, should any of my contact details or my residential address change
3. I will inform the administration office *immediately*, in writing, should I wish to ceased my studies.
4. I am aware that my enrolment is valid only if it complies with the relevant regulations of IHT Hotel School (Pty) Ltd notwithstanding provisional acceptance of this enrolment.

Signature of the applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of parent/legal guardian (if applicant is a minor) \_\_\_\_\_

Date: \_\_\_\_\_

### \*SUPPORTING DOCUMENTS TO BE SUBMITTED ALONG WITH THIS APPLICATION FORM

1.	Proof of payment of R 500.00 non-refundable application fee	
2.	Certified copy of Identity Document / Passport of the person responsible for fees	
3.	Certified copy of the applicant's Identity Document / Passport	
4.	Certified copy of the applicant's Study Permit (If not a South African)	
5.	Certified copy of the applicant's National Senior Certificate / equivalent qualification (if matriculated)	
6.	Certified copies of the applicant's final Grade 11 and latest Grade 12 results (if still in school)	
7.	Certified copy of the applicant's Academic Results (If previously registered as a student at another tertiary university/college/school)	
8.	Character/ Testimonial / Reference letter of applicant	
9.	Proof of diagnosis for existing disabilities / conditions (if applicable)	

### FOR USE BY THE ACADEMIC OFFICE

APPLICATION RECEIVED BY:								
DATE OF RECEIPT:	D	D	M	M	Y	Y	Y	Y
SIGNATURE OF RECEIVER:								

**We look forward to welcoming you at our campus!**

**Ons sien uit daarna om u op ons kampus te verwelkom!**

**Sivuyele Ukubanani kwikampus yethu!**