

NOTICE TO STAFF
The 2012 Late Applications and Admissions Process

1. Background

Late applications will be accepted for qualifications where spaces are still available after on-time applications have been processed. Central "Clearing Houses" will be operating in dedicated venues on the Howard College, Westville and Pietermaritzburg campuses to provide a one-stop service to 'walk-in' applicants and on-time applicants who want to apply for another qualification 'changes of mind'. Registration packages will be available for collection in the Clearing Houses by applicants who have been made offers.

2. The 2011 NSC results

The results will be released to schools and learners on 5 January 2012.

3. Confirmation of offers

Colleges/Schools will inform applicants about the status of their applications via SMS from the **5th January**. It is expected that from Monday the 9th Colleges/Schools will have dealt with most of the applications received on time and be able to advise the Clearing Houses about programmes that are not yet full and walk-in applicants can be considered.

4. Clearing Houses

All visitors should be directed to the Clearing House on arrival at the campus. The Clearing Houses will open on the **5th until the 27th January 2012**, from 8:00 till 16:00, in the following venues:

- PMB: DSLT & Council Chambers
- Westville: T5 and T6
- Howard College: Shepstone 1

5. The Clearing Houses will take care of the following functions

- **Late applications (from 5 to 13 January 2012)**
Check Grade 12 results, availability of programmes and providing qualifying applicants with UKZN application forms and capturing the data.
- **Application statuses**
Check the status of applicants who applied via the CAO but have not yet received a response.
- **Changes of minds**
Deal with applicants who have already applied to UKZN via CAO and want to add **one** more choice. They will be assisted by checking availability of the programme and whether they meet admission requirements.

- **Collect registration packages**

Provide acceptance forms and information about Orientation, Parents Day, registration and fees to applicants that have been accepted.

6. Call Centre

In addition to functions taking place in the Clearing Houses, a call centre will operate from 4 January 2012 until end of registration and provide information about late applications, application status, changes of mind and registration information. The number to call is: **031 260 2212**.