

# Admission & Application Process



## ADMISSION CRITERIA

Your application will be accepted if the following criteria are met. Until all the documents and entry pre-requisites below are received, prospective students will not be issued with the admission letters or enrolment certificates.

The admission criteria are: A completed form, Copies of your matric or high school examination certificate, Two page copies of your ID or Passport, Two ID sized passport photographs, **Registration fee R300.00 non-refundable and for the High School a R600.00 registration fee non-refundable**, R50.00 for compulsory student card an initial deposit (remittance fee) as specified for the course of study chosen. **NO CASH IS HANDLED AT THE COLLEGE. ALL PAYMENT SHOULD BE MADE INTO THE COLLEGE BANK ACCOUNT. SHOULD A STUDENT MAKE A CASH PAYMENT AT THE COLLEGE OR TO ANY INDIVIDUAL WORKING AT BROOKLYN CITY COLLEGE, THE COLLEGE WILL NOT BE HELD LIABLE FOR ANY LOSS.**

## REGISTRATION PROCEDURES

Registration can be done through the FOUR prescribed methods provided below.

### • Applying Personally

You can fill in the application form at the front desk of any of our campus (please refer to the address pages) and hand in your application in person. If you are in the area, it will be advantageous to visit the campus to submit your forms in person. This will not only offer you the opportunity to see the facilities of the college, but also to discuss any enquiries with the admission department.

### • Applying By Post

Alternatively, you can also send your application back by post.

### • Applying On Line

Online application is also one other avenue through which prospective students can apply. Students can also send through their application via e-mail. You can download our application forms from the website of Brooklyn city College at [www.brooklyncitycollege.co.za](http://www.brooklyncitycollege.co.za) or fill in our enquiry form online and send through the required information to [info@brooklyncitycollege.co.za](mailto:info@brooklyncitycollege.co.za), attaching all necessary and required documents.

### • Applying By Fax

Another alternative provided is for you to fax your application to the fax number (campus fax numbers available on contact page). All prospective students applying via fax should also send through the required information listed above, otherwise their application will not be considered

# International Students



## International Students Already In SA

Before applying for admissions, please read and understand the terms and conditions printed on the pages of the application forms for personal record purposes. Once you have decided to apply for admissions and have chosen the course for which you want to apply please submit the following documents: A completed application form, Copies of matric or high school examination certificate, Two page copies of your ID document or passport, Two ID sized passport photographs, Registration fee

If you are in the Pretoria area, it will be advantageous to visit the campuses of Brooklyn City College to submit your forms in person. This will not only offer you the opportunity to see the facilities of the College, but also to discuss any enquiries with the admissions department. Alternatively, you can send your application by post. Before applying for admissions, please read and understand the terms and conditions printed on the pages of the application forms. It will also be prudent to keep a copy or the filled application forms for personal record purposes.

Once you have decided to apply for admissions and have chosen the course for which you want to apply please submit the following documents: A completed application form, Copies of your matric or high school examination certificate, Two page copies of your ID document or passport, Two ID sized passport photographs, Remittance of registration and admission fees. The procedures outlined above should be followed.

You will be expected to remit 50% of the tuition fees in order to obtain an Acceptance Letter and other documentation which will support your application for visa. The remittance of 50% of the tuition is recommended if you wish to be more confident in securing a visa for entering The Republic Of South Africa from the High Commission or Embassy in your resident country. Upon receipt of the full remittance fees, you will be issued a certificate of enrolment.

## Immigration Regulation

The immigration laws of South Africa do not permit foreigners or foreign students to work in the country without the required permit. You may get more information from the website of the South African Department of Home Affairs, [www.homeaffairs.gov.za](http://www.homeaffairs.gov.za). You can also get more information of travelling to South Africa from these website addresses: [www.rainbownation.com](http://www.rainbownation.com), and [www.southfrican.com](http://www.southfrican.com)

# International Students

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## Pre-Arrival in South Africa

Depending on your country of origin, you may or may not require a visa or entry certificate to enter The Republic of South Africa. Please check with the South African High Commission or Embassy in your home country if you may require a visa before you start making travel arrangements. Other surrounding and bordering nationals who may not require a visa or entry certificate may find it useful to acquire a visa since it will ease their entry into South Africa upon arrival. Most airlines will also need to see that you have acceptable immigration documents as they will be heavily fined for carrying passengers without the right and permits to enter the country. To obtain a student's visa, you will be required to produce the following documents to the Entry Clearance Officer at the South African High Commission in your home country (this may vary from country-to-country):

- A valid passport
- Evidence of enrolment onto a full-time course or programme of study consisting a minimum of 15 hours day time study per week.
- Evidence that you possess the minimum academic qualifications for your chosen course of study.
- Evidence of your ability to meet the cost of your tuition and living expenses in South Africa for the duration of the course.
- The Entry Clearance Officer will also need to be satisfied that the course you intend to follow will enhance your employment prospects in your country upon graduating and also that, you intend to return to your home country upon completion of your studies.

Prospective students are advised not to enter South Africa on visitor's visa with the objective of applying for a change of status at a later date since they will have to also meet the requirements outlined by the Department of Home Affairs.

## Cost of Living

In addition to the tuition fees, Students will be required to have funds for their living expenses ranging from 1800 ZAR (300 USD) to 3000 ZAR (500USD) while in SA. The average rent for a single room (not sharing ranges from R1000 to R1500 (\$150 to \$25550) excluding water, electricity and parking. Accommodation & Temporary Reservations: Request information and accommodation forms will be attached to tour admission packs in case you will have need of accommodation Complete the accommodation form and post it to the admissions department.

# General Information

## College Facilities

### Computer Access

Students have full access to our state of the art computer labs outside lecture hours to browse the internet, do assignments and other computer practices, at no extra cost. Brooklyn City College ensures we have the most up to date technology, to keep our learners abreast with the times.

### Private Study

Private Study areas are usually available during College opening hours. Contact the front desk or the office of the Director of Studies for more information.

### Library

A reference library is available where specific texts can be consulted and most professional magazines are also available.

### Graduation Ceremony

After completion of the consultation a learner qualifies for graduation

- R350.00 to hire the garment
- R500.00 to purchase the garment

Scheduled months for graduation are April and September each year

## Academic Services

Brooklyn City College offers learners, parents and guardians an extensive range of academic services. These include:

### Counseling & Career Guidance

Our trained advisors help the students match their ability and aptitude to potential courses and prospective careers. Also free counseling on health and life activities are offered to provide direction to students.

### Progress Performance Reports

Progress reports are forwarded throughout the duration of your course and studying with us. Included in these reports is information regarding internal examinations, attendance and class participations.

## Placement Services

Upon the completion of your course or programme of study, Brooklyn City College assists learners in finding jobs. This is done through the campus placement services. Vacancies are advertised on our campuses. This work is linked to the job shadowing, learnerships or internships course requirements. It will be prudently fair to state, that placements are not guaranteed for every student, however,

opportunities are.

## Study Environment

With our modern learning facilities, Library, internet facilities and counseling services, being constantly upgraded; Brooklyn City College affords its learners a positive learning environment.

# General Information

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## Social Schemes

Brooklyn City College feels that it is very important that students get actively and enthusiastically involved. They should try to participate in the college's social and extra-curriculum activities and social functions that are friendly and loaded with fun. Use this opportunity to meet new people and have a good time. As you go through the College, let the College also go through you. On occasion we host Functions, Matriculation, Welcome party, Changers Fellowship Weekly meetings, Mr & Miss Brooklyn City College, Orientation Bash, Mask Day, Valentine Fun, Graduation, Sports, Soccer, Basketball, Netball and Volleyball

## Accommodation

At Brooklyn City College, we do not provide on campus accommodation but students can book appropriate accommodation from a list reachable from our front desk or website, [www.brooklyncitycollege.co.za](http://www.brooklyncitycollege.co.za).

## Attendance

Attendance is important. Students should endeavor to arrive timeously at their classes. The lecturer must grant permission in advance if the student wants to leave earlier.

## Payment Methods

The deposit and registration can be paid directly to the college's bank account for January and February, as from March, is strictly by debit order ( it is the learner's responsibility to collect debit order forms)

## Refund Policy

Refund can be made based on Brooklyn City College's refund policy (terms & conditions applies).

## Student Requirements

Student is expected to come with a rim of paper per semester.

## Certification

Certificates are issued at the Department of Higher Education and Training upon passing the subjects at that level. Diplomas are issued by the Department of Higher Education and Training on successful completion of N6 and relevant working experience of 18 months for Management programmes and 2 years for Engineering programmes. Certificate will be awarded for learning programmes attended; learner will be assessed as competent and completed the level. Payment of all study must be paid in full before start of examination and before awarding a certificate.

***Certificates are handed to learners at a formal graduation ceremony.***