RETURNING STUDENTS ON-LINE APPLICATION PROCESS

The student must use the following URL to access the College webpage:

https://tnc.edu.za

This will open the following screen below.

Click on “HOW TO APPLY” and go to “APPLICATION FOR RETURNING STUDENTS”

See screen below.

Click on “How to Apply” to see the steps to follow and then click on “Application process for returning students.”

Click on the “Application process for returning students” link.

This will open the following screen below.

1. Enter your student number and pin.

If you forgot your PIN, you can click on the “Forgot PIN?” “Change PIN” or “Request PIN” buttons and follow the instructions on screen.
2. The following terms and conditions will appear.

Then scroll down to accept.

3. The following page will appear.
Note: You can only make changes to your biographical information, if necessary
4. This will open the following screen.

4. Click in the block next to “Find a Programme or Qualification Containing” and type the qualification information you want to apply for and then click on the “Search” button.

This will open the following screen.

5. Click on the qualification you want to apply for.

This will open the following screen.

6. Follow the 6 steps on the screen below and then click on the “Save and Continue” button.
The following screen will open with your application detail. Follow the 2 steps if necessary.

The following message will appear if your application has been accepted.

You can now click on "Apply Now" button.

This will open the following screen.

Click on the “Accept Application” button.

Click on “Student Enquiry” and select “Academic Admission”.

You will now be able to follow-up the status of your application. You will only be able to register for your qualification if the status changed from “Application Without Status” to “Admitted”.

The college will notify you via SMS when the Registration process can be utilized to complete your Registration.
ON-LINE: APPLICATIONS PROCESS FOR RETURNING STUDENTS.

PLEASE TAKE NOTE THAT YOU MUST APPLY AND ADMITTED FOR ADMISSION BEFORE YOU CAN PROCEED WITH REGISTRATION.

Your application must be done ON-LINE on your smart phone/tablet/ OR computer via the student I-Enabler facility of ITS.

Please apply for admission for the next level of your application (e.g. If you are currently enrolled for PM N4 then you must apply for admission to PM N5).

Please take note that no final approval for 2019 registration will be done during the application process. Provisional admission will be granted and will dependent on the College Admission Attendance and Punctually Policies. There is no guarantee that your space is secure for 2019 as admission is dependent on your academic performance and class attendance for 2018.

If you meet the requirements you will be notified via an SMS whether you have been provisionally accepted or not. Please make sure the contact number you provide is valid.

Final approval will only be granted after results have been received from DHET, after which you will be able to proceed with REGISTERING ON-LINE depending on the criteria as mentioned in the policies above.

THE ON-LINE APPLICATION CAN BE COMPLETED IN NINE EASY STEPS.

STEP 1

Access the ON-LINE APPLICATION facility by using the following link: www.tnc.edu.za

- Click on ON-LINE APPLICATION under the quick link
- Click on Returning Application.

IMPORTANT

- Read the notes at the top of every page.
- Don't forget to “SAVE” at the bottom of each page before you continue to the next page
- All fields should be completed as marked * compulsory

STEP 2

- Complete your personal information and **SAVE**
- Keep this number for reference and enquiry purposes.
- Create a pin number for yourself. (Please take note it is important that this pin code is needed during “Registration” if your application is accepted.)
STEP 3

Click on “View Application Rules”. Read these rules and click on “I accept” to be able to continue with your application.

STEP 4

Updated your personal information. Select on Student cell number if your contact details have change. You can also add another contact details to the system e.g. Next of kin

STEP 5

Address validation.

Click on button on your right, select your type of address, and insert your address information. Insert your postal code.

STEP 6

Any disabilities. If you do not have, any select none and continue

STEP 7

School attended. Insert your High School information

STEP 8

Submit Application

Click on how you would like to study for the qualification. (Please take note it will always be Full Time")

Click on when you would like to study for the qualification (E.G Semester 1)

Academic Preference: Please take note the code will always be “1”

Save and Continue

STEP 9

Accept application. The ITS system will give you a message that your application has been accepted for further processing.

Thank you and click on the OK button. You can view your application by clicking on the Process Status.

You will be notified via SMS to your cell number provided in your application about the outcome of your application.

WELL DONE!! YOU HAVE NOW COMPLETED YOUR APPLICATION SUCCESSFULLY.