
TETA BURSARY APPLICATION USER MANUAL

USER MANUAL

JULY 23, 2023



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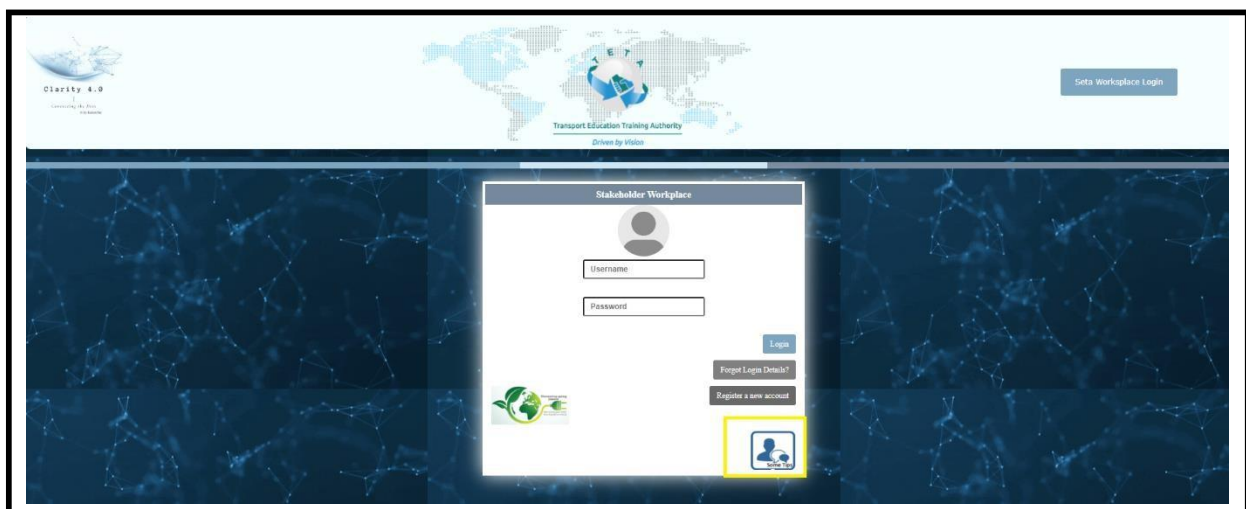
1. Application link

Click on <https://clarity.teta.org.za/>

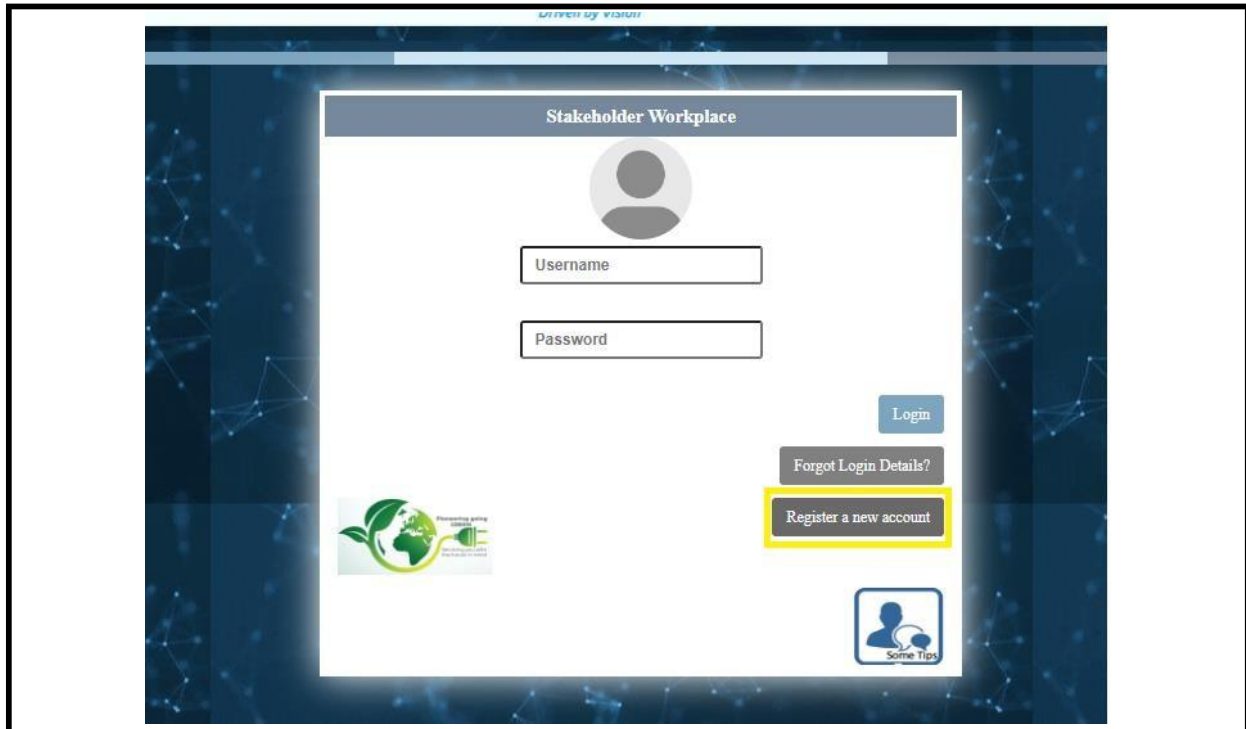
2. Registering a new user

The below login screen will appear

The icon highlighted in yellow below is a link to the online training video – How to create your user account (YouTube video)

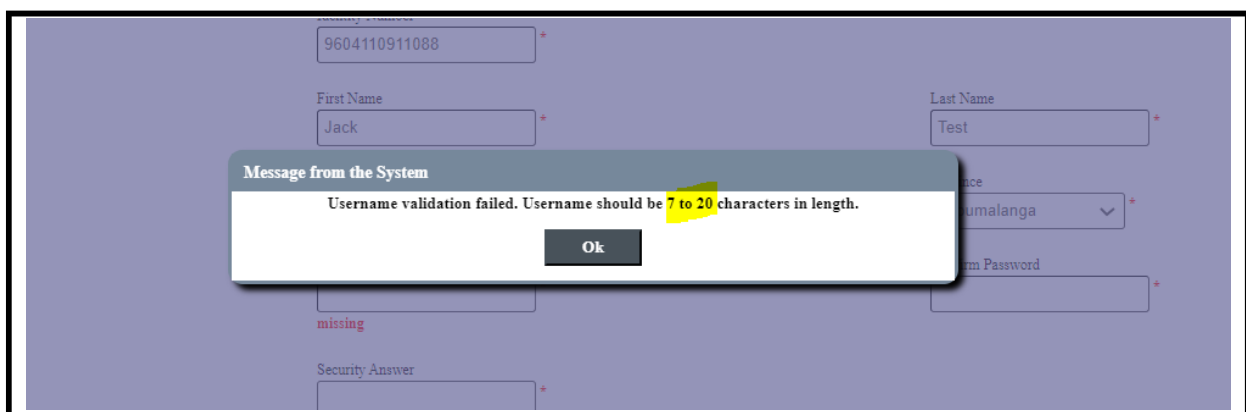


Click on register new account



Complete all the required fields. * Indicates that the fields are compulsory and that you will not be able to proceed if the fields are not completed

IMPORTANT – Password should be 7-20 characters long and should have special characters such as! @\$% as well as numeric numbers



Once all the required fields have been completed **click on REGISTER**

IMPORTANT! YOUR NAME & SURNAME NEEDS TO BE CAPTURED EXACTLY AS PER YOUR ID DOCUMENT



Clarity 4.0
Transport Education Training Authority

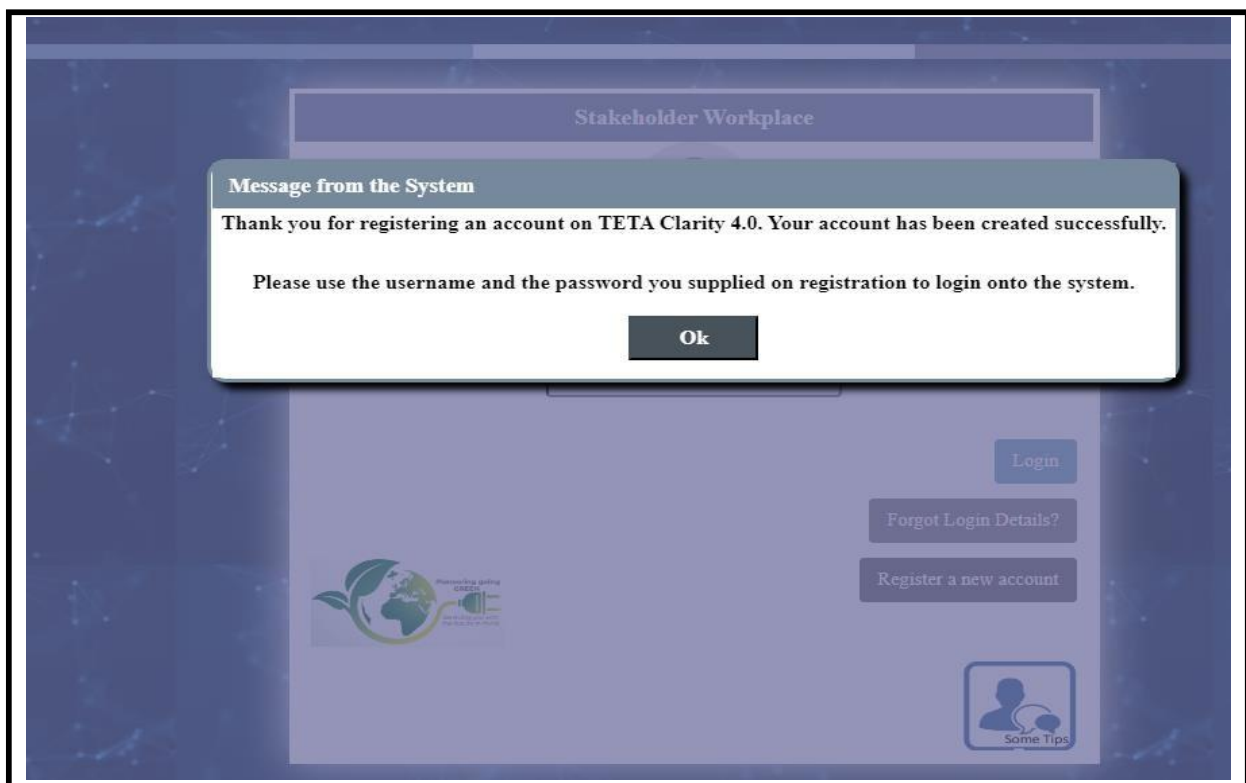
Seta Workplace Login

New Account Registration

| | | |
|---------------------|--------------------------|--------------------|
| Identity Type * | Identity Number * | |
| Title * | First Name * | Last Name * |
| e-mail Address * | Confirm e-mail Address * | Province * |
| Username * | Password * | Confirm Password * |
| Security Question * | Security Answer * | |

Register
Cancel Registration

The below system-generated message will pop up, indicating you have successfully registered



When you are done with your registration you will receive an email from noreply@teta.org.za



Clarity SETA System Account Registration



noreply@teta.org.za
To Dolly



2022/06/23

We are registered.

Did you do this?

We are signed up!

Feedback

Thank you for registering an account on TETA Clarity 4.0. Your account has been created successfully and should be able to access the Portal.

Your Login Details are as follows:

Username: Dolly01

Password: *****

Please use your username and the password you supplied to login into the system.

Kind Regards

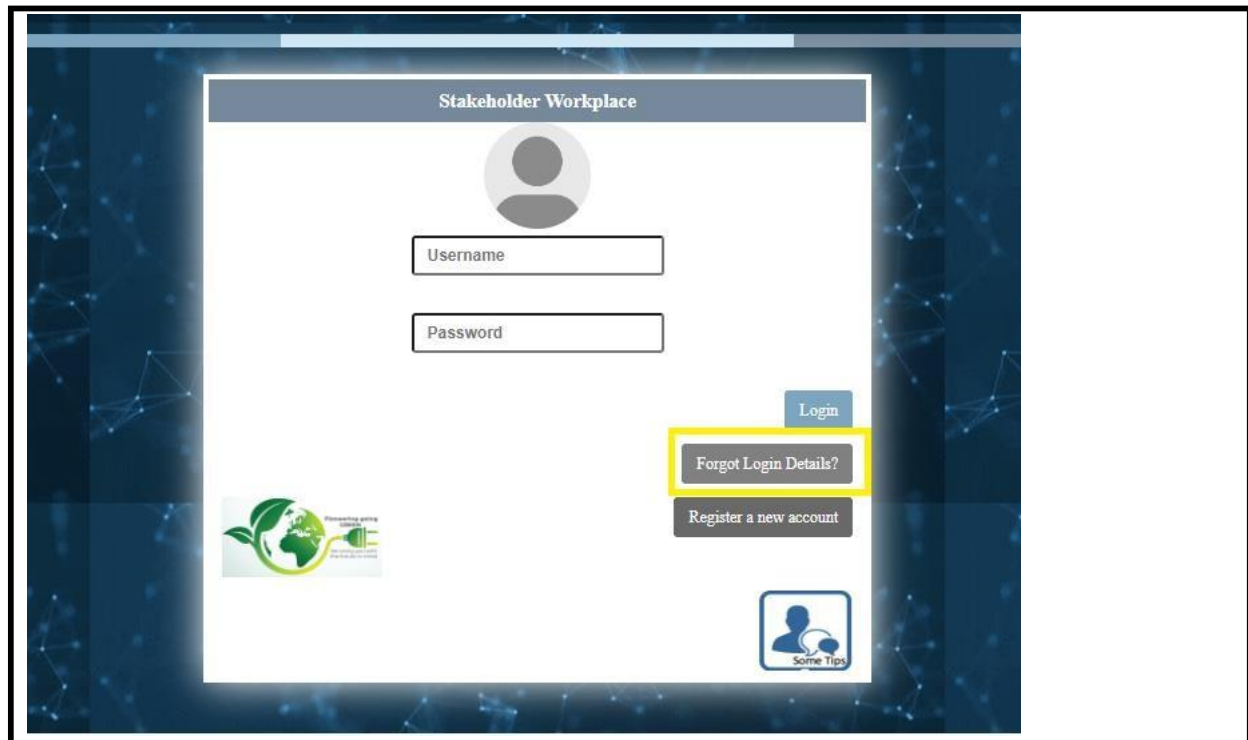
TETA Clarity 4.0 Management Information System



IMPORTANT to remember your PASSWORD.

3. Forgot login details

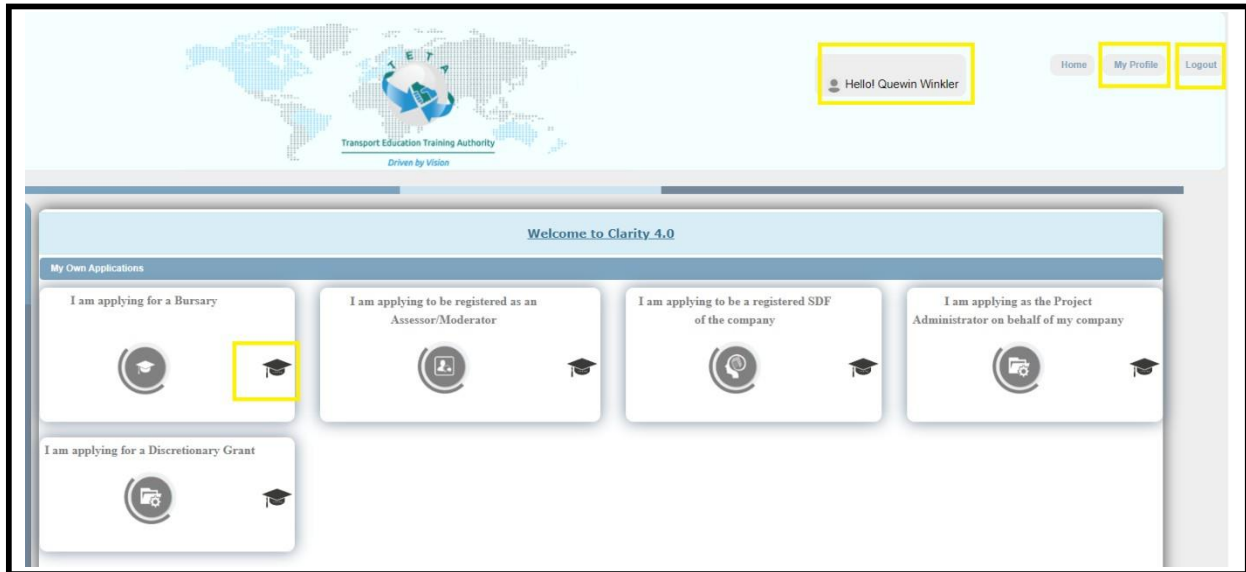
Should you forget your username/password **click on forgot password** and the system will re-send your username/password for you to reset your old/ forgotten password.



4. Bursary Application

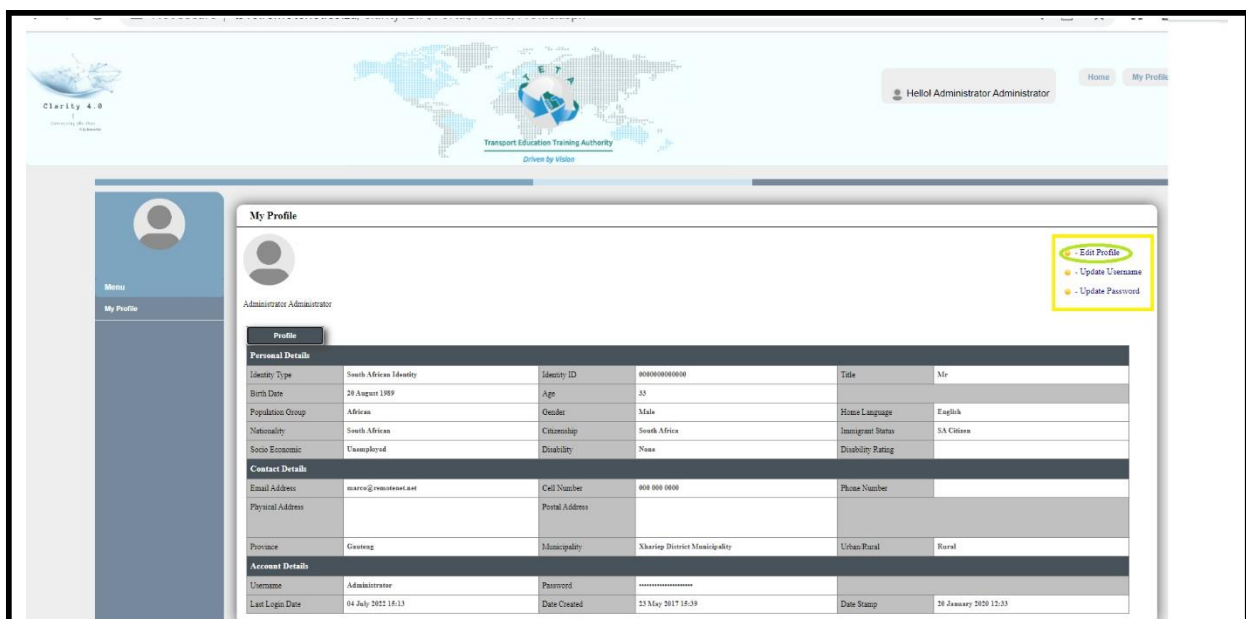
Once you have entered your login details this is how your login screen will look

- Indicating who the user is
- Option to amend your profile (**this is important specifically if any of the applicants' details has changed or need to be updated**)
- The icon highlighted in yellow below is a link to the online training video – How to create your user account (YouTube video)



Click on my profile

- To edit user profile
- Update username or password



Click on **Edit profile** to amend all details. **Important** to click on **save profile** else all captured information will be lost



My Profile

Personal Details

| | | |
|---|-------------------------------|-----------------------------------|
| Identity Type South African Identity * | ID Number 0000000000000 * | Date of Birth 20 August 1999 * |
| Title Mr * | Middle Name | Last Name Administrator * |
| First Name Administrator * | Gender Male * | Home language English * |
| Population Group African * | Citizenship South Africa * | Immigrant Status SA Citizen * |
| Nationality South African * | Disability None * | |
| Socio Economic Status Unemployed * | | |

Contact Details

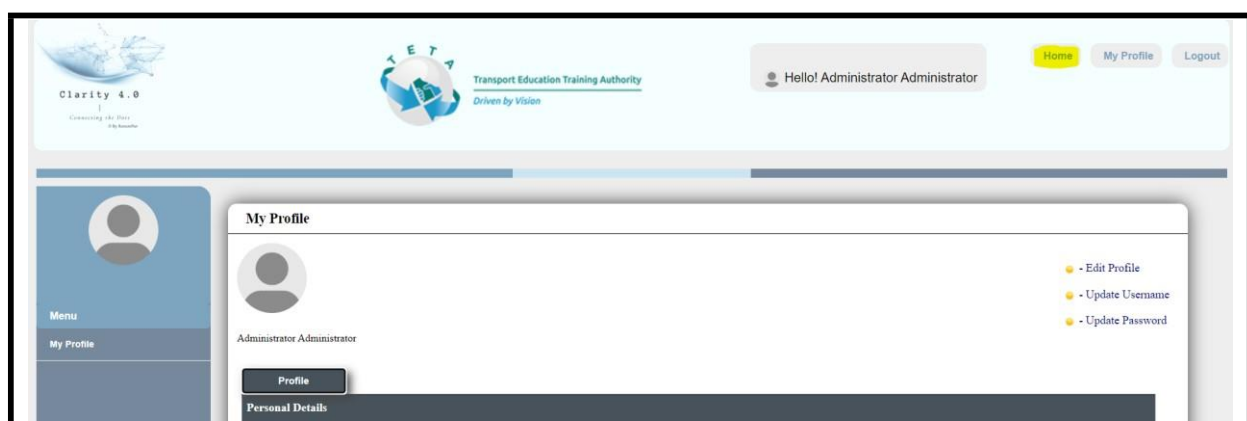
| | | |
|--|---|---------------------------------------|
| e-mail Address marco@remotenet.net * | Cell Number 000 000 0000 * | Phone Number |
| Physical Address Line 1 Line 2 Suburb/Town Postal Code | Postal Address <input type="checkbox"/> Copy Physical Line 1 Line 2 Suburb/Town Postal Code | Province Gauteng * |
| | | Municipality Xhariep District M. * |
| | | Residential Area Rural * |

In line with the Protection of Personal Information Act(Popi Act), I hereby give consent to TETA to share my information with any third party for report purposes *

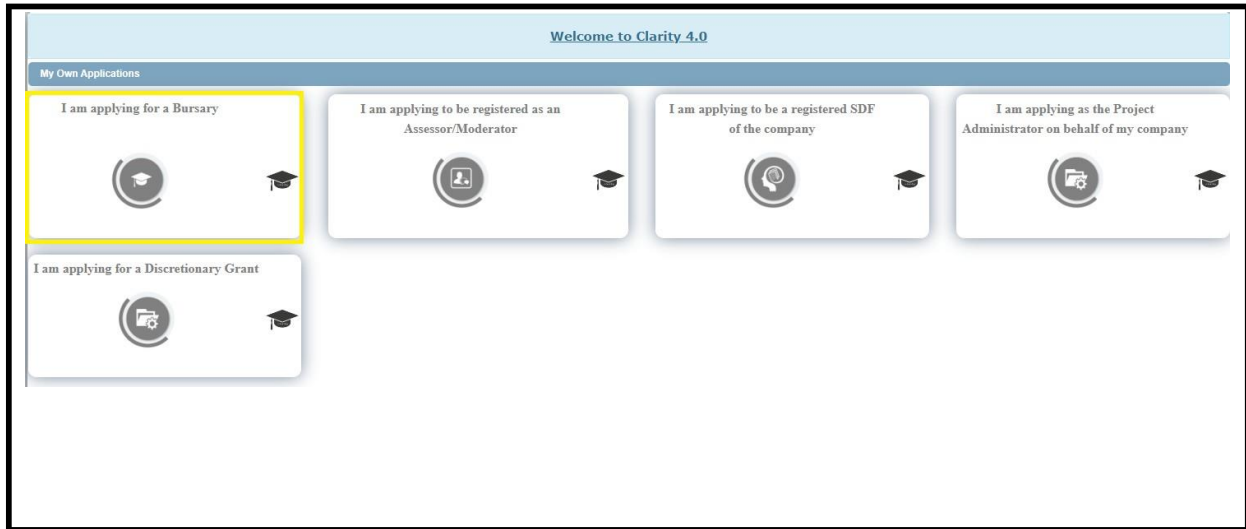
Yes
 No

[Save Profile](#) [Close](#)

Once your profile has been updated, **click on home** to return to the home page to continue with your application

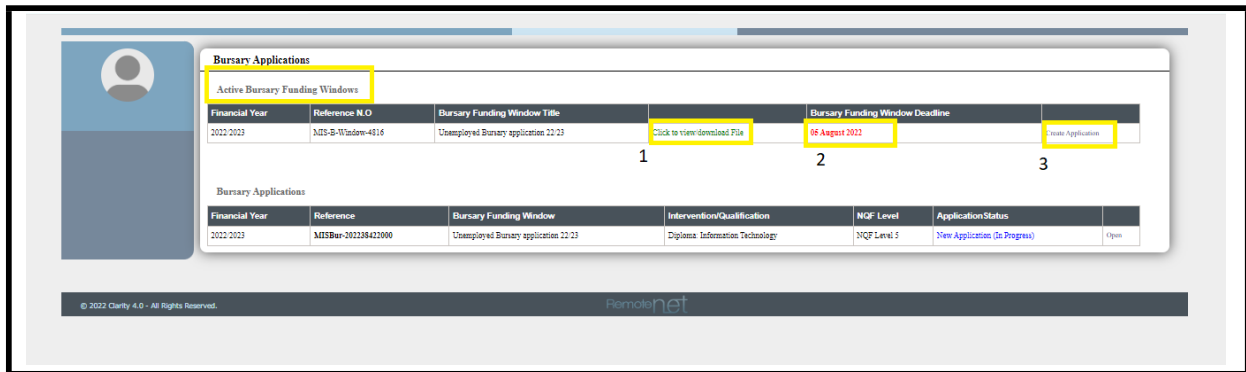


The below screen will appear – **click on “I am applying for a Bursary”** as indicated below



The open bursaries windows will be displayed under **Active Bursary Funding Window** (Referring to no 1, 2, and 3 in the screenshot)

- Click to view bursary guidelines
- Notification of deadline
- Create an application



Click on Create Application



| Active Bursary Funding Windows | | | | | | |
|--------------------------------|-------------------|--------------------------------------|---|---------------------------------|------------------------------------|--|
| Financial Year | Reference N.O | Bursary Funding Window Title | Click to view/download File | Bursary Funding Window Deadline | Create Application | |
| 2022-2023 | MIS-B-Window-4816 | Unemployed Bursary application 22-23 | Click to view/download File | 06 August 2022 | Create Application | |

| Bursary Applications | | | | | | |
|----------------------|--------------------|--------------------------------------|---------------------------------|-------------|---|----------------------|
| Financial Year | Reference | Bursary Funding Window | Intervention/Qualification | NQF Level | Application Status | Open |
| 2022-2023 | MISBur-20225422000 | Unemployed Bursary application 22-23 | Diploma: Information Technology | NQF Level 5 | New Application (In Progress) | Open |

Once you have **clicked** on creating an application the list of all the bursary qualifications will display which you can only apply for one.

- Choose from the below list and click on create an application

| Funding Window | | | |
|------------------------|---|------------------------------|-------------------|
| Financial Year | 2022/2023 | Reference No | MIS-B-Window-6107 |
| Funding Window Title | Testing the Bursary Application | | |
| Funding Window Summary | Bursary Testing | | |
| Guide Line | Click to view/download File | Bursary Submissions Deadline | 31 July 2022 |

| Bursary Grant Window Qualifications | | | |
|--|--|-------------|------------------------------------|
| Search <input type="text"/> Search | | | |
| SAQA ID | Qualification Title | NQF Level | |
| 15069 | Access Certificate: Arts: Social Science | NQF Level 4 | Create Application |
| 14731 | Access Certificate: Business | NQF Level 5 | Create Application |
| 102427 | Advance Certificate in Labour Law | NQF Level 6 | Create Application |
| 102417 | Advance Certificate in Social Security | NQF Level 6 | Create Application |
| 20878 | Advanced Certificate Education: Education Management | NQF Level 6 | Create Application |

After selecting which qualification you would like to apply for you **close** the page and your selection will display at the bottom of your home screen as indicated below

Click on Open



| Bursary Applications | | | | | |
|--------------------------------|-------------------|--------------------------------------|-----------------------------|---------------------------------|--------------------|
| Active Bursary Funding Windows | | | | | |
| Financial Year | Reference N.O | Bursary Funding Window Title | | Bursary Funding Window Deadline | |
| 2022/2023 | MIS-B-Window-4816 | Unemployed Bursary application 22/23 | Click to view/download File | 05 August 2022 | Create Application |

| Bursary Applications | | | | | | |
|----------------------|---------------------|--------------------------------------|---------------------------------|-------------|-------------------------------|------|
| Financial Year | Reference | Bursary Funding Window | Intervention/Qualification | NQF Level | Application Status | |
| 2022/2023 | MISBar-2022/8422000 | Unemployed Bursary application 22/23 | Diploma: Information Technology | NQF Level 5 | New Application (In Progress) | Open |

Once you have opened the Application- you will be reminded by the system how much **time** you have left before the **Submission date** and your **Application status** will be automatically in-progress

Bursary Applications

Bursary Application From



- Close Application
- Edit Learner Profile
- Edit Application
- Add Subject/Modules
- Edit Institution
- Add Guardian
- Upload Document
- Submit Application

Reference N.O

Application Status: **New Application (In Progress)**

Application Status Date: 06 June 2022 10:40

Name of Intervention Qualification: Doctor of Technology: Engineering: Mechanical

NQF Level: NQF Level 10

Submissions Deadline: **05 August 2022**

Time left until Submission: **19 days 12 hours 44 mins 27 secs**

Application Documents

Learner Profile

| Identity Type | South African Identity | Identity ID | 00000000000000 | Title | Mr |
|---------------|------------------------|-------------|----------------|-----------|---------------|
| First Name | Administrator | Middle Name | | Last Name | Administrator |

Click on Edit learner profile to edit any of the learner/applicants' information such as a physical address, contact details, etc.



Bursary Applications

Bursary Application From



Reference N.O

Application Status: [New Application \(In Progress\)](#)

Application Status Date: 06 June 2022 10:40

Name of Intervention/Qualification: Doctor of Technology: Engineering: Mechanical

NQF Level: NQF Level 10

Submissions Deadline: 05 August 2022

Time left until Submission: 19 days 12 hours 44 mins 27 secs

- Close Application
- **Edit Learner Profile**
- Edit Application
- Add Subject/Modules
- Edit Institution
- Add Guardian
- Upload Document
- Submit Application

Application Documents

| Learner Profile | | | | | |
|-----------------|------------------------|-------------|---------------|-----------|---------------|
| Identity Type | South African Identity | Identity ID | 0000000000000 | Title | Mr |
| First Name | Administrator | Middle Name | | Last Name | Administrator |

- Important to **click** and give consent on **POPI ACT** as indicated below
- Click on **SAVE** profile

Learner Personal Details

Identity Type: South African Identity
Title: Mr
First Name: Administrator
Population Group: African
Language: South African
Sexual Orientation: Unmarried

Identity ID: 0000000000000
Middle Name:
Last Name: Administrator
Gender: Male
Citizenship: South Africa
Disability: None
Marital Status: Not Married

Contact Details
Email Address: Administrator@teta.ac.za
Cell Number: 000 000 0000
Residential Number:
Physical Address:
Line 1:
Line 2:
Suburb/Town:
Postal Code:
 Copy Physical Address
Province: Gauteng
Municipality: Johannesburg
Postnet Code: None

Education Details
Last Primary/Secondary School Attended:
Year Level: 12
Higher Grade: Grade 12
Search School

In line with the Protection of Personal Information Act (POPI Act), we hereby give consent to TETA to store my information with any third party for report purposes.

Yes
 No

Save Profile **Close**

Click on **Edit Application** to edit any of the learner/applicant's information such as a physical address, contact details, etc.



Bursary Applications

Bursary Application From



Reference N.O MHSBar-20223842000

Application Status New Application (In Progress)

Application Status Date 06 June 2022 10:40

Name of Intervention/Qualification Diploma: Information Technology

NQF Level NQF Level 5

Submissions Deadline 05 August 2022

Time left until Submission 31 days 8 hours 7 mins 53 secs

- Close Application
- Edit Learner Profile
- **Edit Application**
- Add Subject Modules
- Edit Institution
- Add Guardian
- Upload Document
- Submit Application

The below screen will appear – complete required/compulsory field *

Once all fields have been captured **click** on **save and close** the screen

Important to indicate whether you have been funded by TETA for any other interventions

Edit Application

Qualification Student/Licence Number

78781 - Doctor of Te 2009874884

Study Year Enroll Year

First Year 2023

Are you currently funded by TETA *

Yes

No

Which intervention are you currently funded for?

Learnership Prograr

Which Qualification are you currently funded for?

Diploma in Accounting

Save

Close

All captured information will be saved on the application form




| Application Form | | | | | |
|----------------------------|-----------------|------------------------------------|------------------|--------------------|------|
| Student/Licence Number | 2009874884 | Qualification Title at Institution | test | Qualification Code | test |
| Study Year (Academic Year) | First Year | Enroll Year | 2022 | | |
| Start Date | 27 January 2022 | End Date | 02 December 2022 | | |

Click on Add Subject/Modules

Bursary Applications

Bursary Application From



Reference N O MISBur-202238422000

Application Status New Application (In Progress)

Application Status Date 06 June 2022 10:40

Name of Intervention Qualification Diploma: Information Technology

NQF Level NQF Level 5

Submission Deadline 05 August 2022

Time left until Submission 31 days 8 hours 0 mins 5 secs

- Close Application
- Edit Learner Profile
- Edit Application
- Add Subject/Modules
- Edit Institution
- Add Guardian
- Upload Document
- Submit Application

| Application | | Documents | | | |
|------------------------|------------------------|---------------|----------------|----------------|---------------|
| Learner Profile | | | | | |
| Identity Type | South African Identity | Identity ID | 8000000000000 | Title | Mr |
| First Name | Administrator | Middle Name | | Last Name | Administrator |
| Employed | | Date Of Birth | 20 August 1989 | Age | 33 |
| Population Group | African | Gender | Male | Home Language | Eng |
| Nationality | South African | Citizenship | South Africa | Socio Economic | Unemployed |

Enter **ALL** your subject that you have done together with the final mark you have received as per your transcript/statement of results

Subjects / Module form

Subject/Module Title

Subject/Module Mark

Save

Close



Once you have captured all your result they will appear on your landing page and the system will automatically calculate the average for you.

Should you have made an error while capturing your result onto the system you will be able to edit or delete the record.

School Results:

| Average Score: 68,33333333333333 | | | |
|----------------------------------|---------------|--------------|----------------|
| Subject/Module Name | Marks / Score | | |
| Accounting | 55 | Edit Subject | Delete Subject |
| Math | 70 | Edit Subject | Delete Subject |
| English | 80 | Edit Subject | Delete Subject |

Click on edit institution

Bursary Applications

Bursary Application From

Reference N.O: MISBur-20223842000

Application Status: New Application (In Progress)

Application Status Date: 06 June 2022 10:40

Name of Intervention/Qualification: Diploma: Information Technology

NQF Level: NQF Level 5

Submissions Deadline: 05 August 2022

Time left until Submission: 31 days 7 hours 39 mins 37 secs

- Close Application
- Edit Learner Profile
- Edit Application
- Add Subject/Modules
- Edit Institution**
- Add Guardian
- Upload Document
- Submit Application

| Application | Documents | | | | |
|------------------------|------------------------|---------------|----------------|----------------|---------------|
| Learner Profile | | | | | |
| Identity Type | South African Identity | Identity ID | 000000000000 | Title | Mr |
| First Name | Administrator | Middle Name | | Last Name | Administrator |
| Employed | | Date Of Birth | 20 August 1989 | Age | 33 |
| Population Group | African | Gender | Male | Home Language | Eng |
| Nationality | South African | Citizenship | South Africa | Socio Economic | Unemployed |

The below screen with the various institutions will appear

Search for Institution / Provider

Search for Institution

| Institution Legal Name | Institution Trade Name | Provider Type | Provider Class | Physical Address | Province | |
|--|---|------------------------|---------------------------|--|---------------|------|
| Mtk Corporate Solutions | | Education and Training | Mixed: Public and Private | 01 Thomson Street, Colbyn, Pretoria, 0083 | Gauteng | Open |
| Safety Health and Management Association of South Africa | | Education and Training | Mixed: Public and Private | Block 9 Bureau du Paul, Corridor Crescent Road, N4 Business Park Witbank, 1034 | Mpumalanga | Open |
| SPILAMART CC | 1 SAFETY AND TRAINING | Education and Training | Mixed: Public and Private | House No 9 Hendricksdal, Sabie, Nelspruit, 1260 | Mpumalanga | Open |
| 2013-077851-07 South Africa (Pty) Ltd | 2013-077851-07 South Africa (Pty) Ltd | Education and Training | Private | | Gauteng | Open |
| 2CHHealth N Safety Strategic Pty Ltd | 2CHHealth N Safety Strategic Pty Ltd | Education and Training | Mixed: Public and Private | stand 10210, Malaemeng section, mails village, sekhukhune, 1124 | Limpopo | Open |
| Bravorex 115 cc | 2inspire Skills Training | Training | Mixed: Public and Private | 13 Wittebomen Road, Constantia, Cape Town, 7806 | Western Cape | Open |
| 4 The Future Training and Development Consultancy | 4 The Future Training and Development Consultancy | Education and Training | Mixed: Public and Private | 277 Tigres Avenue, Eersterust, Pretoria, 0022 | Gauteng | Open |
| 4th Dimension Training Consultants | 4th Dimension Training Consultants | Education and Training | Mixed: Public and Private | 106 Kenilworth Road, Overport, Durban, 4067 | KwaZulu-Natal | Open |
| A and S Training Consultancy | A and S Training Consultancy | Education and Training | Private | | Gauteng | Open |
| A and S Training Consultancy | A and S Training Consultancy | Education and Training | Mixed: Public and Private | Unit 1 Villa Glen, Sacramento road, Eldo village estate, Centurion, 0157 | Gauteng | Open |

1 2 3 4 5 6 7 8 9 10 ... >>

Institution not found

Close



Type the institution name in the search field and click search for the system to search the institution/provider (PUBLIC AND PRIVATE INSTITUTIONS WILL APPEAR)

Should your institution name not appear when searching for it - click on the institution not found icon at the bottom of the page – it will allow you to capture your institution information

Search for Institution / Provider

Search for Institution

| Institution Legal Name | Institution Trade Name | Provider Type | Provider Class | Physical Address | Province | |
|--|--|---------------|----------------|--|---------------|------|
| Bridge Port Durban | Bridge Port Durban | | | 151 South Coast Road, Rossburg, Durban, 4904 | KwaZulu-Natal | Open |
| Eco Saver | Eco Saver | | | unit 12 Norge Industrial Park , 10 Coralgate Crescent , Amanzimtoti , 4126 | KwaZulu-Natal | Open |
| Skill Set Solution Pty Ltd | Skill Set Solution Pty Ltd | | | 3 B Kotzenberg Road, Rosslyn, Pretoria, 0200 | Gauteng | Open |
| THUTO PELE Training Institute PTY. Ltd | THUTO PELE Training Institute PTY. Ltd | | | 555 Tucker Street Ext 2, Thokoza, Alberton, 1426 | Gauteng | Open |
| X-Factor Safety Consultants Pty Ltd | X-Factor Safety Consultants Pty Ltd | | | Montana Gables, 5 Escallonia Street, Pretoria, 0159 | Gauteng | Open |
| (AAFSA) A DIVISION OF BID AIR SERVICES (PTY) LTD | (AAFSA) A DIVISION OF BID AIR SERVICES (PTY) LTD | | | Atlas Road, Densel North Gate, DCLD Building, Kempton Park, | Gauteng | Open |
| 'bayley Worldwide Removals Cc | 'bayley Worldwide Removals Cc | | | Box 39510, Bramley, Bramley, 2195 | Gauteng | Open |
| 's Mphahlele | 's Mphahlele | | | 593 Potgieter Street, Glen Austin, Glen Austin, 1685 | Gauteng | Open |
| 017 Straten Transport Cc | 017 Straten Transport Cc | | | Hoogenhoutstraat 3, Secunda, Secunda, 2302 | Mpumalanga | Open |
| 1 Construction Regiment | 1 Construction Regiment | | | Military Base Dunnottar , Springs , , 1590 | Gauteng | Open |

1 2 3 4 5 6 7 8 9 10 ... >>



Institution / Provider Details (Other)

Institution / Provider Name

Provider Campus

Telephone

Physical Address

Line 1

Line 2

Suburb/Town

Postal Code

Province

Save

Search School

Close

Click on open to select the institution

Search for Institution / Provider

Search for Institution **Search**

Search Result for: **University of Pretoria**
[Cancel Search](#)

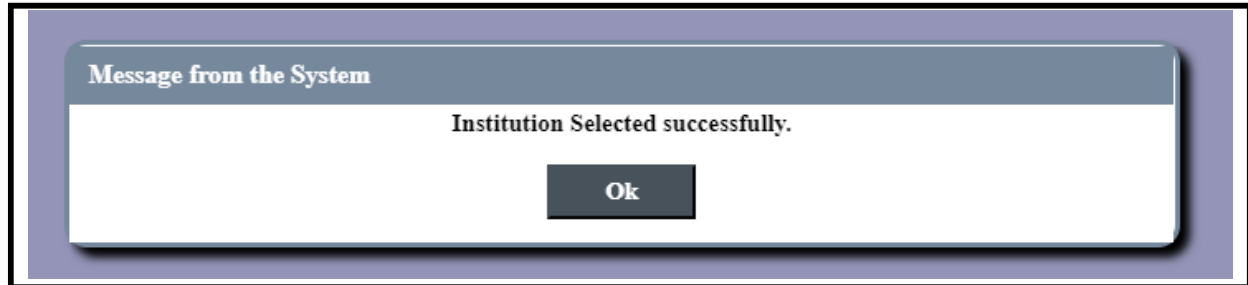
| Institution Legal Name | Institution Trade Name | Provider Type | Provider Class | Physical Address | Province | |
|------------------------|------------------------|---------------|----------------|---|----------|-------------|
| University of Pretoria | University of Pretoria | | | Lynnwood Road, Brooklyn, Pretoria, 0002 | Gauteng | Open |
| University of Pretoria | University of Pretoria | | | Lynnwood Rd, Hatfield, Pretoria, 0002 | Gauteng | Open |

Institution not found

Close



Once an institution has been selected successfully the system will display the below message




Captured information will display on the landing page (Replace with New)

| Institution Details | | | | | |
|---------------------|----------------------------------|------------------|---------------------------------------|----------|---------|
| Institution Status | Selected from SETA Provider List | | | | |
| Institution Name | University of Pretoria | Campus | | | |
| Provider Type | | Provider Class | | | |
| Telephone | 011 420 3101 - | Physical Address | Lynwood Road Brooklyn Pretoria 0002 - | Province | Gauteng |

Click on Add Guardian (This section is to add patents/guardian details) Compulsory for under 18 years

Bursary Applications

Bursary Application From



Reference N.O: MISBnr-202238422000

Application Status: New Application (In Progress)

Application Status Date: 06 June 2022 10:40

Name of Intervention Qualification: Diploma Information Technology

NQF Level: NQF Level 5

Submission Deadline: 05 August 2022

Time left until Submission: 31 days 7 hours 25 mins 6 secs

- Close Application
- Edit Learner Profile
- Edit Application
- Add Subject Modules
- Edit Institution
- Add Guardian
- Upload Document
- Submit Application

| Application | | Documents | | | |
|------------------------|------------------------|---------------|----------------|----------------|----------------|
| Learner Profile | | | | | |
| Identity Type | South African Identity | Identity ID | 0809000000000 | Title | Mr |
| First Name | Administratore | Middle Name | | Last Name | Administratore |
| Employed | | Date Of Birth | 29 August 1989 | Age | 33 |
| Population Group | African | Gender | Male | Home Language | Eng |
| Nationality | South African | Citizenship | South Africa | Socio Economic | Unemployed |

Below screen will appear. Important to note that you will have to complete the below information for both **mother and father**



Guardian Form

Guardian Type *

Guardian Status *

Title * First Name * Last Name *

e-mail Address Cell Number * Phone Number

Physical Address Postal Address Province *

| | | |
|-------------|-------------|--|
| Line 1 | Line 1 | |
| Line 2 | Line 2 | |
| Suburb/Town | Suburb/Town | |
| Postal Code | Postal Code | |

Copy Physical Address

Save

Close

Identity Identity ID 00000000000000 Title

Click on the tick box should Physical and Postal addresses are the same – the system will duplicate the information



Guardian Form

Guardian Type: *

Guardian Status: *

Title: * First Name: * Last Name: *

e-mail Address: Cell Number: * Phone Number:

Physical Address: Postal Address: Province: *

Copy Physical Address

Identity ID: 00000000000000 Title:

Once both parents/guardians' information has been captured it will display at the bottom of the landing page


| Details of Parents/Guardians | | | | | | |
|------------------------------|------------|-----------|-------------------|-------------------------------------|-------------------------------------|---------------------------------------|
| Guardian Type | First Name | Last Name | Guardian Status | | | |
| Mother | Confidence | June | Alive and Present | <input type="button" value="View"/> | <input type="button" value="Edit"/> | <input type="button" value="Delete"/> |
| Father | | | Don't Know | <input type="button" value="View"/> | <input type="button" value="Edit"/> | <input type="button" value="Delete"/> |

Click on the document upload tab to upload all required documentation applicable to your application and as per the TETA Bursary application guidelines



Bursary Applications

Bursary Application From



Reference N.O: MISBur-20223842000

Application Status: New Application (In Progress)

Application Status Date: 06 June 2022 10:40

Name of Intervention/Qualification: Doctor of Technology: Engineering: Mechanical

NQF Level: NQF Level 10

Submissions Deadline: 05 August 2022

Time left until Submission: 30 days 15 hours 6 mins 0 secs

- Close Application
- Edit Learner Profile
- Edit Application
- Add Subject/Modules
- Edit Institution
- Add Guardian
- Upload Document**
- Submit Application

| Application | Documents | | | | |
|------------------------|------------------------|---------------|----------------|----------------|---------------|
| Learner Profile | | | | | |
| Identity Type | South African Identity | Identity ID | 0000000000000 | Title | Mr |
| First Name | Administrator | Middle Name | | Last Name | Administrator |
| Employed | | Date Of Birth | 20 August 1989 | Age | 33 |
| Population Group | Africaa | Gender | Male | Home Language | Eng |
| Nationality | South African | Citizenship | South Africa | Socio Economic | Unemployed |

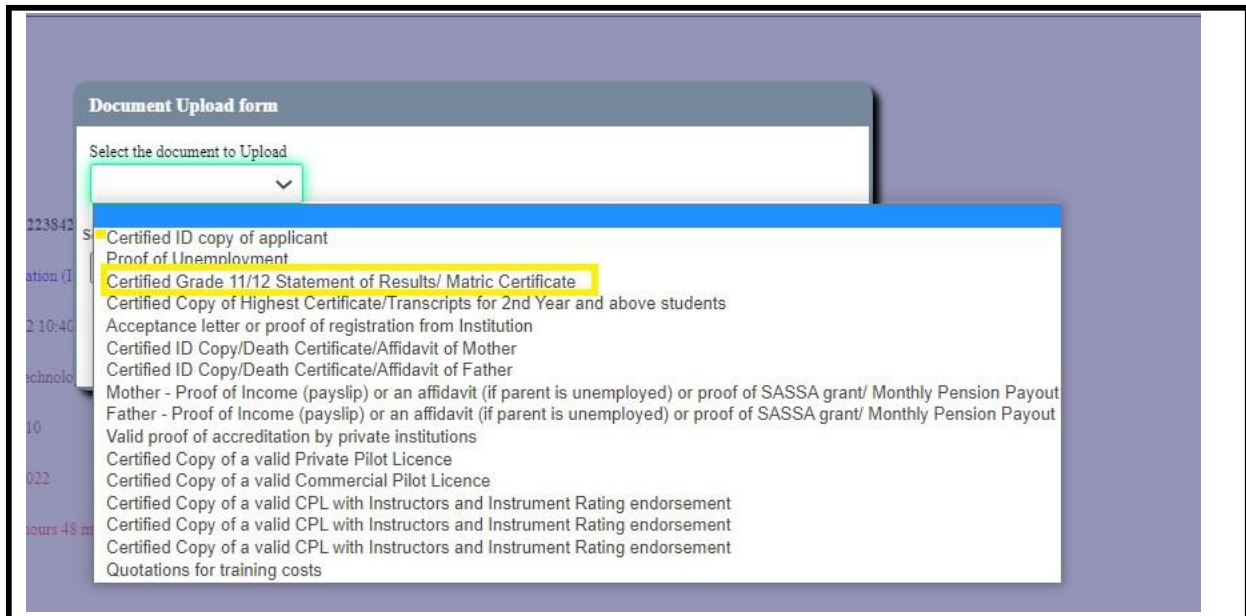
Below indicate which documents are compulsory
Only **PDF** version documents "MUST" be uploaded.
The date stamp should **not be older than 3 months**

Time left until Submission: 30 days 14 hours 57 mins 8 secs

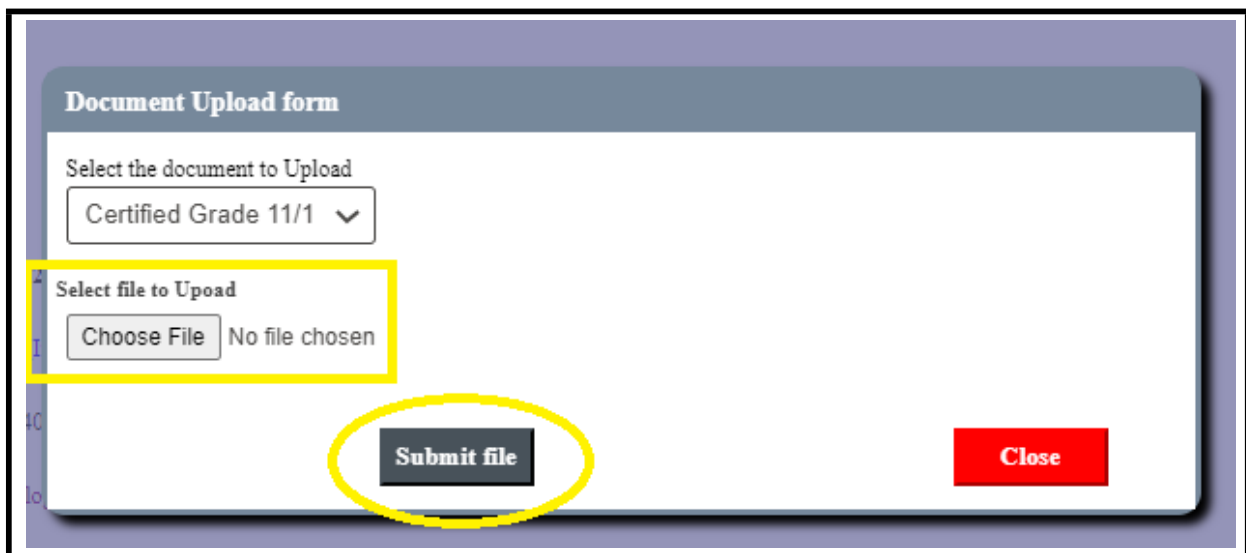
| Document Title | Document Description | Document Conditions |
|--|---|---|
| Certified ID copy of applicant | Original certified copy of applicant | Compulsory |
| Proof of Unemployment | An affidavit stating that you are unemployed | Compulsory |
| Certified Grade 11/12 Statement of Results/ Matric Certificate | Certified Grade 11 Statement of Results/ Certified Grade 12 Statement of Results/ Matric Certificate | Compulsory only if applying for first year |
| Certified Copy of Highest Certificate Transcripts for 2nd Year and above students | Certified Copy of Highest Certificate Transcripts for 2nd Year and above students | Compulsory only if applying for 2nd year and above |
| Acceptance letter or proof of registration from Institution | Admission Letter/ Proof of Registration/ Proof of application to the institution | Compulsory |
| Certified ID Copy/Death Certificate/Affidavit of Mother | Certified ID Copy of Mother (If deceased Death certificate or Affidavit if not Present) | Compulsory if you are a Minor. (Below the age of 18) |
| Certified ID Copy/Death Certificate/Affidavit of Father | Certified ID Copy of Father (If deceased Death certificate or Affidavit if not Present) | Compulsory if you are a Minor. (Below the age of 18) |
| Mother - Proof of Income (payslip) or an affidavit (if parent is unemployed) or proof of SASSA grant/ Monthly Pension Payout | Proof of Income (payslip) or an affidavit (if parent is unemployed) or proof of SASSA grant/ Monthly Pension Payout | Compulsory |
| Father - Proof of Income (payslip) or an affidavit (if parent is unemployed) or proof of SASSA grant/ Monthly Pension Payout | Proof of Income (payslip) or an affidavit (if parent is unemployed) or proof of SASSA grant/ Monthly Pension Payout | Compulsory |
| Valid proof of accreditation by private institutions | Valid proof of accreditation by the relevant authority/body for study applied for | Compulsory (Only applicable for private institutions) |
| Certified Copy of a valid Private Pilot Licence | Certified Copy of a valid Private Pilot Licence | Compulsory (Only applicable when applying for Commerical Pilot Training) |
| Certified Copy of a valid Commercial Pilot Licence | Certified Copy of a valid Commercial Pilot Licence | Compulsory (Only applicable when applying for Instrument or Instructors Rating) |
| Certified Copy of a valid CPL with Instructors and Instrument Rating endorsement | Certified Copy of a valid CPL with Instructors and Instrument Rating endorsement | Compulsory (Only applicable when applying for Airline Transport Pilot Licence (ATPL)) |
| Certified Copy of a valid CPL with Instructors and Instrument Rating endorsement | Certified Copy of a valid CPL with Instructors and Instrument Rating endorsement | Compulsory (Only applicable when applying for Airline Transport Pilot Licence (ATPL) Hour Building) |

Click on upload document and select which document you want to upload

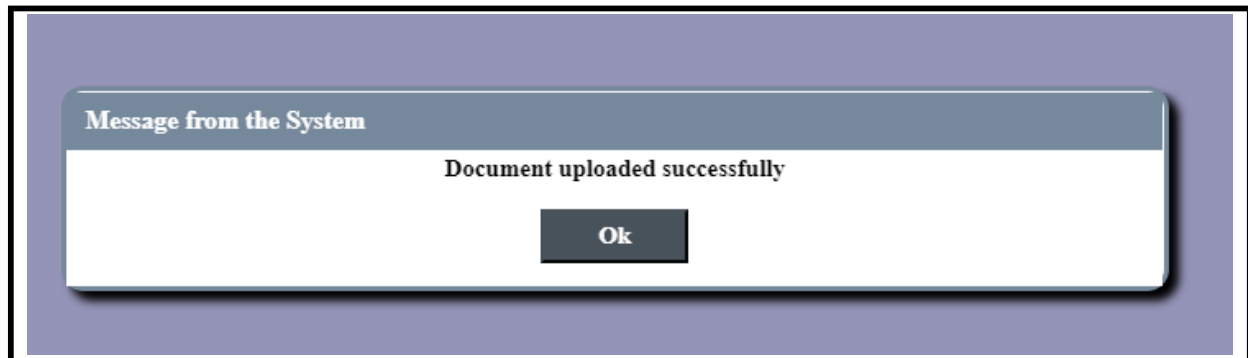
Important-make sure you know where your PDF documents are saved to ease the upload process and to ensure that it is named correctly as this will eliminate incorrect documents uploaded.



Click on choose file – select the file from where it is saved – once uploaded the file name will appear- **click** on submit the file as indicated below




The system will give the below message for each document that has been uploaded successfully



The below is proof of successful uploaded documents – **Click** to view/download the file when you **click** on view the system will retrieve your uploaded document which you can use to double-check that the correct document has been uploaded

Bursary Applications

Bursary Application From



- Close Application
- Edit Learner Profile
- Edit Application
- Add Subject/Modules
- Edit Institution
- Add Guardian
- Upload Document
- Submit Application

Reference N O MISBar-202238422000

Application Status [New Application \(In Progress\)](#)

Application Status Date 06 June 2022 10:40

Name of Intervention/Qualification Doctor of Technology: Engineering: Mechanical

NQF Level NQF Level 10

Submissions Deadline 05 August 2022

Time left until Submission 30 days 14 hours 42 mins 14 secs


| Application | Documents | | |
|--------------------------------|--|---------------------|---|
| Application documents | | | |
| Document Title | Document Description | Document Conditions | |
| Certified ID copy of applicant | Original certified copy of applicant | Compulsory | Click to View/Download File |
| Proof of Unemployment | An affidavit stating that you are unemployed | Compulsory | File Missing from system |

When all documents have been successfully uploaded **click** on **submit application**



Bursary Applications

Bursary Application From



Reference N.O: MISBur-202238422000

Application Status: New Application (In Progress)

Application Status Date: 06 June 2022 10:40

Name of Intervention Qualification: Doctor of Technology: Engineering: Mechanical

NQF Level: NQF Level 10

Submissions Deadline: 05 August 2022

Time left until Submission: 30 days 14 hours 42 mins 14 secs

- Close Application
- Edit Learner Profile
- Edit Application
- Add Subject/Modules
- Edit Institution
- Add Guardian
- Upload Document
- **Submit Application**

| Application | Documents | | |
|--------------------------------|--|---------------------|-----------------------------|
| Application documents | | | |
| Document Title | Document Description | Document Conditions | |
| Certified ID copy of applicant | Original certified copy of applicant | Compulsory | Click to View/Download File |
| Proof of Unemployment | An affidavit stating that you are unemployed | Compulsory | File Missing from system |

After you have clicked on submit application the below declaration message will appear.

Click on the **tick box** to confirm that all information captured is correct. Please ensure to capture your **Names according to your ID**

(Should the system pick up that any of the compulsory documents have not been uploaded or captured it will prompt you to the exact document that has not been actioned).

Application Submission

Should any of the information provided be a misrepresentation, TETA has the authority to revoke my bursary if approved. I, declare that the information provided is truth and veracity. I acknowledge and accept the responsibilities under this declaration pursuant to the TETA Bursary Guidelines.

Click here to agree to the terms above

Close

Upon successful submission of the application, the system will save your application as indicated below.

Bursary Applications

Active Bursary Funding Windows

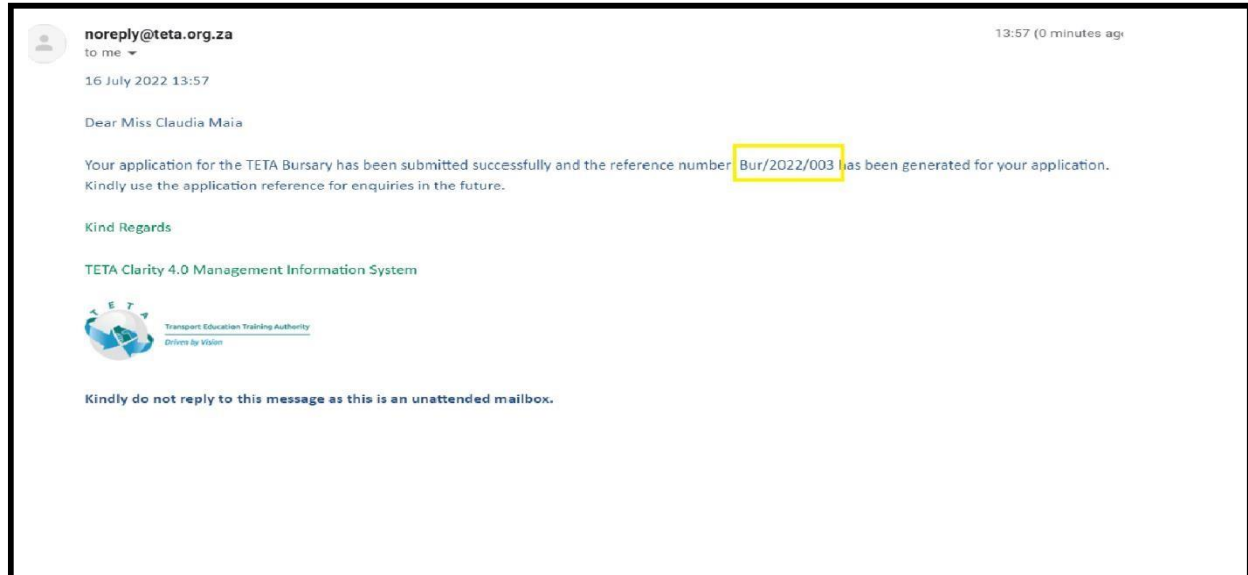
| Financial Year | Reference N.O | Bursary Funding Window Title | | Bursary Funding Window Deadline | |
|----------------|-------------------|--------------------------------------|-----------------------------|---------------------------------|--------------------|
| 2022/2023 | MIS-B-Window-4816 | Unemployed Bursary application 22/23 | Click to view/download File | 05 August 2022 | Create Application |

Bursary Applications

| Financial Year | Reference | Bursary Funding Window | Intervention/Qualification | NQF Level | Application Status | |
|----------------|---------------------|--------------------------------------|----------------------------|-------------|-----------------------|------|
| 2022/2023 | MISBur-202256750000 | Unemployed Bursary application 22/23 | Diploma: Accounting | NQF Level 5 | Application Submitted | Open |



An automated email will be sent to the applicant indicating the successful submission of your application together with your **reference number**



Once your application has been successfully submitted you will not be able to capture any further information or edit any information. You will only be able to open and view your application. **NO AMENDMENTS WILL BE ALLOWED**

NOTE: Not able to apply more than once in the same funding year, using the same ID number.

| Bursary Applications | | | | | | |
|--------------------------------|---------------------|--------------------------------------|---|---------------------------------|---------------------------------------|------------------------------------|
| Active Bursary Funding Windows | | | | | | |
| Financial Year | Reference N.O | Bursary Funding Window Title | | Bursary Funding Window Deadline | | |
| 2022/2023 | MIS-B-Window-4816 | Unemployed Bursary application 22/23 | Click to view/download File | 05 August 2022 | | Create Application |
| Bursary Applications | | | | | | |
| Financial Year | Reference | Bursary Funding Window | Intervention/Qualification | NQF Level | Application Status | |
| 2022/2023 | MISBur-202256750000 | Unemployed Bursary application 22/23 | Diploma: Accounting | NQF Level 5 | Application Submitted | Open |



| | | |
|------------------------------------|---|--------------------------------|
| Reference N.O | Bur/2022/003 | |
| Application Status | Application Submitted | |
| Application Status Date | 16 July 2022 13:57 | - Close Applic |
| Name of Intervention/Qualification | Advanced Certificate in Business Administration | |
| NQF Level | NQF Level 6 | |
| Submissions Deadline | 31 July 2022 | |
| Time left until Submission | 14 days 10 hours 0 mins 28 secs | |

[Application](#) [Documents](#)

[Learner Profile](#)

NOTE: TETA WILL BE IN CONTACT WITH THE SUCCESSFUL APPLICANTS ONLY.

TETA