

How to upload your certified, scanned documents

A. Students who have submitted the Application Wizard and have forgotten to upload their scanned documents.

1. Click on Student Administration
2. Click on Upload Documents

South Cape TVET College
Suid-Kaap Kollege
Ikholeji yasemZantsi-Kapa

SOUTH CAPE TVET CO

Student Web

- Returning Students Application
- Student Administration**
 - Upload Documents**
 - Address Validation
 - Personal Contact Detail
 - Certificates Seen
 - Admission Rejection Reasons
 - Personal Information Update (Dynamic)
 - Contact Persons
- Registration
- Residence Application
- Residence Registration
- Student Enquiry

Logout

powered by ITS INTEGRATOR

The following table provides a list of services available to Returning Students App Student Administration Registration Residence Application Residence Registration Student Enquiry

3. Upload documents one by one.

SOUTH CAPE TVET COLLEGE

Upload Documents

Student Number:
Name:

Certificate	Processed	Expiry Date	Remarks	Load/View
AR APPLICATION_RULES_REGULA	Yes			Load/View Document
ID ID DOCUMENT / BIRTH CERT	No			Load/View Document
PA POPI ACT	Yes			Load/View Document
PR PROOF OF RESIDENTIAL ADDRESS	No			Load/View Document
SL SCHOOL LEAVING CERT/RESULTS	No			Load/View Document

Maintain Documents : Certificates

Student Number:
Name:

Student Number
Certificate Code ID

Certificate Code	Document Sequence	Date	File Name	Remarks
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4. Browse to find your document on your device

Prompt	Reference
Student Number	182100003
Certificate Code	ID

Filename to Upload:

Additional Information:

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5. Then **SAVE** the document.

6. Click on **CLOSE**.

7. Follow the same procedure for Proof of Residence and Results.