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Registered in South Africa with the Department of Higher Education and Training as a private higher education institution under the Higher Education Act, 1997. Registration Certificate No. 2009/HE08/002. Non Profit Company 2003/014401/08. Registered PBO 930035173 and 214-505 NPO.

## STUDENT APPLICATION FORM

### Instructions:

- ✓ Please complete in block letters and in black ink.
- ✓ Please complete in readable handwriting.
- ✓ Please answer all questions.

Attach  
ID Photo  
Here

### THIS BLOCK IS FOR OFFICE USE ONLY

Date of Admission: \_\_\_\_\_

Student Number: \_\_\_\_\_

Qualification: \_\_\_\_\_

Campus/Centre: \_\_\_\_\_

### 1. COURSE DETAILS

I wish to apply for the following: (Please tick the appropriate box/boxes)

**Unaccredited Programmes:** Certificate/Focus Programme

**Accredited Programmes:** Diploma in Theology

Bachelor of Theology

(Note: KwaMhlanga campus or advanced centre only)

Bachelor of Theology Honours

(Note: KwaMhlanga campus only)

When do you intend to begin your studies? Year: \_\_\_\_\_ Semester: 1st  2nd

Where will you be attending classes/support sessions?

**Full-time Students:** Campus/Learning Centre

KwaMhlanga  Will you be needing accommodation? Yes  No

Johannesburg  Pretoria  Rustenburg

**Distance Students:** Learning Support Centre: \_\_\_\_\_

### 2. PERSONAL DETAILS

Title (Rev., Mr, Ms, Dr, etc.): \_\_\_\_\_ Male  Female

Surname: \_\_\_\_\_

First names: \_\_\_\_\_ Age: \_\_\_\_\_

ID number: \_\_\_\_\_ Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Nationality (e.g. Sotho, Zulu, etc.): \_\_\_\_\_

Home Language: \_\_\_\_\_

Place of birth: \_\_\_\_\_ Country: \_\_\_\_\_

Present Citizenship: \_\_\_\_\_

For foreign students only:

Passport number: \_\_\_\_\_ Expiry date: \_\_\_\_\_

Current Residential Address: \_\_\_\_\_

\_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Cell. Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Marital Status (please tick): Single  Engaged  Married  Divorced  Widower

If divorced, state reason for divorce: \_\_\_\_\_

\_\_\_\_\_

How many children do you have and what are their ages? \_\_\_\_\_

\_\_\_\_\_

### 3. NEXT OF KIN

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel. No: \_\_\_\_\_ Cell. No: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

### 4. MEDICAL BACKGROUND IN CASE OF EMERGENCY

How would you rate your present health? (please tick) Good  Average  Poor

Do you have any disability? Yes  No

If yes, what? \_\_\_\_\_

Do you have any chronic diseases? Yes  No

If yes, what? \_\_\_\_\_

Do you have to take regular medication? Yes  No

If yes, what? \_\_\_\_\_

Are you allergic to any substances? Yes  No

If yes, to what? \_\_\_\_\_

Are you a smoker/drinker? Yes  No  What is your blood group? \_\_\_\_\_

Are you using drugs or have a problem with alcohol abuse? Yes  No

## 5. EDUCATION AND EMPLOYMENT

English Literacy (please tick): Read  Write  Speak  Understand

Have you completed the National Senior Certificate (Matric)? Yes  No

Do you have exemption? Yes  No

Name of school, college or any other training/courses you have completed	Dates	Highest qualification attained

Have you ever studied elsewhere and failed? If yes, where? \_\_\_\_\_

Have you ever been expelled from a previous academic institution? If yes, why? \_\_\_\_\_

Are you currently employed? Yes  No

If yes, please give details (Occupation, company, etc.) \_\_\_\_\_

Are you intending on continuing your employment while studying? Yes  No

**6. FINANCIAL DETAILS**

Do you have sufficient funds for your studies at Mukhanyo Theological College? Yes  No

If not, how much do you have towards meeting this? \_\_\_\_\_

If not, what plans do you have concerning the rest of your debt? \_\_\_\_\_

\_\_\_\_\_

**7. SPIRITUAL LIFE**

Are you a Christian? Yes  No

When did you become a Christian? \_\_\_\_\_

How do you know you have eternal life? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

State the name of your church. \_\_\_\_\_

How long have you been involved with this church? \_\_\_\_\_

How do you nurture your relationship with the Lord? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are there any spiritual hindrances in your life that makes serving God difficult? Yes  No

If yes, explain briefly: \_\_\_\_\_

\_\_\_\_\_

Give a brief testimony of how you came to faith in Christ Jesus. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Briefly describe your relationship with Jesus Christ. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have a sense of calling to Pastoral/Christian Ministry? Yes  No   
If yes, explain briefly: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever led someone to Christ? Yes  No   
If yes, how? \_\_\_\_\_

\_\_\_\_\_  
Why do you want to study Theology? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What are your plans after you have graduated? \_\_\_\_\_  
\_\_\_\_\_

## 8. REFERENCES

Name of Home Pastor / Church Leader \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_ Tel. No: \_\_\_\_\_

### Provide names and details of two other references:

Reference 1 Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_ Tel. No: \_\_\_\_\_

Reference 2 Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_ Tel. No: \_\_\_\_\_

Where did you hear of Mukhanyo Theological College?

Pastor    Online    Friend    Other \_\_\_\_\_

## 9. ENTRANCE REQUIREMENTS

Applicants must take note of the entrance requirements for the various Mukhanyo programmes as stipulated in the Admission Policy in the Mukhanyo Prospectus and on the website, [www.mukhanyo.ac.za](http://www.mukhanyo.ac.za).

Applicants from outside South Africa should please check the portion on Foreign Students under the Entrance Requirements. In the case of any uncertainty, the Academic Admin office can be contacted at [strecords.mtc@gmail.com](mailto:strecords.mtc@gmail.com).

Applicants that wish to apply for RPL (Recognition of Prior Learning) or CAT (Credit Accumulation and Transfer) can find the details in the MTC Prospectus and contact the Academic Admin office at [strecords.mtc@gmail.com](mailto:strecords.mtc@gmail.com) for the application procedure and forms.

## 10. UNDERTAKING

***I hereby declare that I shall adhere to the following basic rules of the Theological College and submit myself to the authority of the Principal and the Board of the Theological College.***

- I accept the Bible as the Word of God, given and inspired by Him, as the unique and trustworthy testimony in which He reveals Himself and which was given to us by God for the salvation of His people.
- I accept the Apostolic Confession of faith as a sound expression of the Christian faith.
- I shall pay my fees according to the fees described in the prospectus and the regulations of the MTC.
- I understand that I need to complete and submit all formative assessments (e.g. tests, research assignments, lesson assignments, etc.) and achieve a minimum formative mark of 40% in order to be allowed to write module examinations and receive my qualification.
- Full-time students: I know that I need to attend 80% of the classes of each module in order to be allowed to write the examination and receive my qualification.
- In my conduct I shall strive to grow spiritually and to improve my gifts for ministry in God's kingdom.
- I declare that the information I have given, is the truth and nothing but the truth.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***Please note the application form checklist on page 10: Incomplete, undated, or unsigned applications will not be considered.***

## 11. STUDENT'S UNDERTAKING – CODE OF CONDUCT

Every prospective student is required to sign an undertaking that they subscribe to and abide by the requirements stipulated in the Mukhanyo Theological College Code of Conduct before their application can be considered. Please read the Code of Conduct, herein included, and sign the undertaking, together with a witness, since it is an indispensable part of your application. Without a signed undertaking your application will not be processed.

### **Mukhanyo Theological College (MTC) Code of Conduct Preamble**

It is expected of all students to accept the foundation of the college as stated in the second paragraph of the constitution, that we accept the Bible as the Word of God and the final authority for all doctrine and life.

In their conduct to one another it is expected of all students to behave in a Christian manner with mutual love and respect. All Mukhanyo Theological College students are either preparing themselves for some position of leadership in the Church of Jesus Christ, or are already functioning in a leadership position in their churches. Therefore, all students should meet the Biblical standards for Christian maturity and leadership in the church as set forth in the following texts:

*1 Timothy 3:1-7; If anyone sets his heart on being an overseer, he desires a noble task. Now the overseer must be above reproach, the husband of but one wife, temperate, self-controlled, respectable, hospitable, able to teach, not given to drunkenness, not violent but gentle, not quarrelsome, not a lover of money. He must manage his own family well and see that his children obey him with proper respect. (If anyone does not know to manage his own family, how can he take care of God's church?) He must not be a recent convert, or he may become conceited and fall under the same judgment as the devil. He must also have a good reputation with outsiders, so that he will not fall into disgrace and into the devil's trap.*

*1 Timothy 4:12; Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith and in purity.*

Note: Any reference to MTC and its KwaMhlanga campus also includes any Mukhanyo Distance Learning Support Centre.

### **1. Purpose**

- 1.1. The Code of Conduct governs the conduct of all students and the relationship between MTC and its students.
- 1.2. The Code of Conduct aims to create an environment in which it is possible for the individual student to achieve the best possible results.
- 1.3. The Code of Conduct further promotes the development of each student's relationship skills and emotional resources.
- 1.4. The Code of Conduct takes into account the interests of all at MTC: individuality, initiative, personal responsibility and mutual respect are encouraged.
- 1.5. Signed acceptance of the Code of Conduct by the student is a prerequisite for admission to the College.
- 1.6. Students should continually refer to the Code of Conduct to guide choices and determine consequences.

### **2. Victimisation**

- 2.1. Victimisation, including but not limited to bullying, fighting, intimidation and any display of racism, or religious intolerance, will not be condoned.
- 2.2. Sexual harassment is unacceptable.

### **3. Weapons**

For the safety of all at MTC, weapons of any kind may not be brought onto the campus/ distance learning support centres. These are defined as, but not limited to, knives of any sort, firearms and any facsimiles thereof, and martial arts or traditional weaponry.

### **4. Vandalism**

#### **4.1. Graffiti**

Making any marks or signs on desks, chairs or other classroom equipment is strictly forbidden.

#### **4.2. Damage to Property**

Any damage of property belonging to the College/distance learning support centre and/or any other person associated with the College is strictly forbidden. MTC reserves the right to lay claim to compensation due to loss or damage to property on behalf of the College or any third party associated with MTC.

### **5. Theft**

5.1. Theft is a criminal offence. Any student found stealing may be required to leave MTC or a distance learning support centre group with immediate effect. MTC reserves the right, where an incident of theft is suspected, to open and inspect student lockers, suitcases and bags. Criminal charges may be laid.

5.2. Removal of any software or hardware from MTC campus/distance learning support centre computers will be treated as theft.

5.3. Removal of any MTC campus/distance learning support centre equipment or books without authorisation will be regarded as theft.

### **6. Substance Abuse**

#### **6.1. Drugs and Alcohol**

- The use and sale of drugs and alcohol is strictly forbidden. Any student found to be in possession or under the influence of, or selling drugs or alcohol may be required to leave the MTC campus/distance learning support centre with immediate effect. This applies in any situation where students could be clearly identified as MTC students. A student in the company of others involved in such activities will be held accountable.
- If there is reasonable suspicion that a student is under the influence of illegal substances, the student may be sent for testing, at their own expense.
- Any student who tests positive for drug use in a test will be required to undergo a process of formal intervention in consultation with the College at student's own expense.
- Disciplinary action will be taken if a student is found under the influence of alcohol.

#### **6.2. Smoking**

- Smoking is prohibited at the MTC campus/distance learning support centres, as it is conclusively proven that it is dangerous to the health of smokers and non-smokers.

### **7. Unauthorised Absence**

7.1. Unauthorised absence from classes, devotions, graduations and/any duly called gathering at MTC is a serious offence (applicable to full-time students only).

### **8. General Conduct**

8.1. Punctual arrival for lessons/support sessions is essential.

8.2. No disruption of classroom/support session routine is tolerated.

8.3. The atmosphere of the classroom/support session must be warm and mutually respectful.

8.4. Homework must be timeously completed, deadlines must be met and thorough preparation for tests, assessments and examinations is required.

8.5. Eating or drinking (except for water) in classes and dormitories is not allowed.

8.6. Cheating in tests and examinations is a serious offence.



- 8.7. Plagiarism, whether from the internet or any other source, will be regarded as seriously as cheating.
- 8.8. MTC reserves the right to monitor materials accessed by students on the MTC internet. (Applicable to full-time students only)
- 8.9. Swearing and other offensive language is not acceptable. This includes sexually, ethnically, racially, culturally or socially insulting others.
- 8.10. No student may influence others to embark on a strike or a protest or any other form of rebellion for any reason whatsoever. Grievances shall be expressed to management through the legitimate structures of MTC.

**9. Dress and Appearance**

Students are not required to wear uniforms. Dress and appearance must be appropriate to the culture of learning and hard work at MTC campuses/distance learning support centres. The following boundaries are set by MTC:

- 9.1. Students should not draw unnecessary attention to themselves through their clothing, accessories, hairstyles, body markings or piercings.
- 9.2. Any clothing, body marking or accessory which communicates a message relating to weaponry, drug culture, Satanism, racism, prejudice or sexism is not acceptable.
- 9.3. Clothing which is sexually provocative like mini-skirts is not acceptable.
- 9.4. Headgear and sunglasses are permitted but must be removed when indoors.
- 9.5. Facial piercings are restricted to earrings.
- 9.6. Hair must be clean and its style should not draw unnecessary attention.

**10. General**

- 10.1. Students are encouraged to take pride in their campus/distance learning support centre. Littering is unacceptable; classrooms and dormitories are to be kept clean at all times.
- 10.2. No student may hinder the learning process of other students.
- 10.3. Lecturers/tutors and visitors to MTC campuses/distance learning support centres should be treated with courtesy and respect.
- 10.4. Fellow students should be treated with dignity and respect.
- 10.5. While students are encouraged to open minded and critical thinking, they may not do so in a rude or insulting way towards lecturers/tutors and fellow students.
- 10.6. Students are considered to be representatives of the Lord Jesus and MTC on and off campus/distance learning support centres. The College encourages and expects Christian behaviour.
- 10.7. Cell phones may not be switched on or used in lessons, during devotions or during examinations. They should also not be used as calculators during assessments, tests or examinations.
- 10.8. Students are responsible for their personal belongings and valuables. These should never be left unattended. MTC shall not be held liable for damages or loss of student property.

**Student Declaration:**

I, the undersigned applicant for admission at Mukhanyo Theological College, herewith commit to unreservedly subject myself to the Mukhanyo Theological College Code of Conduct and duly accept any consequences that may arise should I be granted admission to study at Mukhanyo Theological College and be found in contravention of the stipulations herein contained.

Signature: \_\_\_\_\_  
Applicant

\_\_\_\_\_  
Witness

Date: \_\_\_\_\_

Witness Name: \_\_\_\_\_

## 12. APPLICATION CHECK LIST

The following Check List serves to assist you in the completion of your application in order to prevent unnecessary delays in the processing of your application.

Incomplete applications cannot be processed due to stringent statutory requirements by the Council on Higher Education and the Department of Higher Education and Training in South Africa as well as integrity of data on MTC information Systems. Therefore, before submitting your application make sure you have completed or attached the following:

Check Box  
once complete

1. Attached ID Photo (See page 1).
2. Attached Certified Copy of ID / Passport / Residency Docs.
3. Attached Certified Copies of Matric and Other Qualifications.
4. Completed Application Form (Pages 1-6).
5. Signed Code of Conduct (see pages 7-9)
6. Completed Church Leader's Testimonial

Note: This must be completed by your Pastor or Church Leader only and not by you.

## 13. PROCESSING (For Office Use Only)

Application received by: \_\_\_\_\_

Date received: \_\_\_\_\_

For foreign applicants: Type of visa and visa number: \_\_\_\_\_

Expiry date of visa: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

All required documentation received and complete:

Signed: \_\_\_\_\_  
Person processing

Date: \_\_\_\_\_

Submitted to Admissions Committee:

Signed: \_\_\_\_\_  
Registrar

Date: \_\_\_\_\_