

**HOME LANGUAGE:** 

DISABILITY:

REGISTRATION FORM 20							
New Student			Renewal Student				
STUDENT NUMBER							
	Semester 1		Seme	ester	2		

REGISTRATION FORM P1

- This registration form consists of three parts.
  - Part 1 Registration Form (Pages 1-2)
  - Part 2 Examination Declaration
  - Part 3 Programme Declaration
  - Students wishing to support their distance learning with tutorial sessions, must complete the Tutorial Registration Form.

# PART 1

### PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE COMPLETING THIS FORM (IN BLOCK LETTERS USING A BLACK PEN).

- 1. Read the Yearbook as well as the Prospectus carefully before completing and submitting this Registration Form with all the relevant information.
- 2. This Registration Form may not be faxed or emailed to the IMM Graduate School.
- 3. New students who meet the IMM Graduate School entry requirements, will only be registered once full payment as well as all required documents have been received.
- 4. The IMM Graduate School cannot accept/process incomplete Registration Forms, even if full payment has been received. The onus is on the student to provide all outstanding information/documentation in order for the IMM Graduate School to process the Registration Form.
- 5. Late registration fees will apply when the Registration Form is received after the due date, even if the payment was received by the due date.
- 6. Where reference is made to "Certified Copies", photocopies of the documents must bear an original stamp and signature of a Commissioner of Oaths.

THE FOLLOWING DOCUMENTS MUST BE ATTACHED TO THIS REGISTRATION FORM. ONCE YOU HAVE ATTACHED THE DOCUMENTS AS PER THE LIST BELOW, PLEASE ENSURE THAT YOU HAVE TICKED THE RELEVANT BOXES.

NEW/DORMANT STUDENTS	RENEWAL STUDENTS
ns	
NEW STUDENTS	RENEWAL STUDENTS
_	
	NEW/DORMANT STUDENTS  INS

SECTION A: PERSONAL DETAILS (ALL STUDENTS)							
TITLE Prof Dr Mr Mrs Ms Miss	GENDER Male Female						
SURNAME (As per ID Document)	PREFERRED NAME						
FIRST NAME(S) (As per ID Document)							
NATIONALITY	RESIDENT COUNTRY						
ID NUMBER	DATE OF BIRTH DD MM MYYYYY						
TELEPHONE NO. WORK ()	HOME ()						
FAX ( )	CELL PHONE (1) (2)						
EMAIL (1) (COMPULSORY)							
ADDRESS DETAILS (new stude	nts only, or if details changed)						
POSTAL ADDRESS							
	POSTAL CODE						
WORK DETAILS (new students only, or if details changed)							
OCCUPATION	NAME OF EMPLOYER						
EMPLOYER ADDRESS	COMPANY TEL NO.						
LEGISLATION REQUIREMENTS (new students only, or if details changed)							
*ETHNIC GROUP Black Coloured Indian White	*As required by the Department of Higher Education and Training to allow the IMM Graduate School and the government to track progress of the transformation of Further & Higher Education.						

STUDENT NUMBER (New students to leave blank)	REGISTRATION FORM 20					
LEGISLATION REQUIREMENTS (foreign students only)						
	ermits are the only permits students can use to write examinations in South Africa. If you are not a South					
African citizen and you are writing examinations in South Africa, please state						
PERMIT NUMBER: TYPE OF PERMIT:	PERMIT EXPIRY DATE: / 20					
Do you want to join a study group on eLearn?	Yes No					
Do you want to receive your academic results via SMS?	Yes No					
Choose the communication channel for receiving general notifications:	SMS Email Both					
WHERE DID YOU HEAR ABOUT THE IMM Graduate School? New students	only Advertisement Word of mouth Website Other					
WHERE DID YOU ATTEND HIGH SCHOOL? (New students only) SCHOOL	NAME					
SUBURB	CITY					
SE	CTION B: PAYMENT DETAILS					
NOTE NO CASH PAYMENTS ARE ACCEPTED AT ANY IMM Graduate School OFF	BANK DETAILS					
The following proof of payment / documentation has been	ACCOUNT NAME: IMM GSM (PTY) Ltd BANK: ABSA Commercial Banking					
attached to this registration form.	BRANCH CODE: 632 005					
Bank Guaranteed Cheque Direct D Credit / Debit Card EFT / e-	EFT CODE: 632 005					
Credit on account: R,	SWIFT CODE: ABSAJJZZ ACCOUNT NUMBER: 405 631 0798					
Ciedit on account. n	Indicate your full name and surname or your IMM Graduate School student number as reference					
Company / Sponsor responsible for payment:						
	: ACADEMIC PROGRAMME DETAILS					
Please tick the programme for which you wish to register.						
UNDERGRADUATE PROGRAMMES						
Higher Certificate in Marketing Diploma	a in Export Management Single Module Entry					
Higher Certificate in Export Management Bachelo	or of Commerce in Marketing & Management Science Other					
Diploma in Marketing Management Bachelo	or of Business Administration in Marketing Management					
Bachelor of Commerce in International Supply Chain Management						
POSTGRADUATE PROGRAMMES (Only to be completed once a Postgrad	uate Application has been approved)					
	n Marketing Other					
	Module Entry					
	D: EXAMINATION MODULE DETAILS					
A maximum of four modules may be examined in one examination session.	S. E.V. WINDAM MODULE DE IVILEO					
	STATE MODULE NAMES IN FULL					
1						
2						
3						
4						
	E: EXAMINATION VENUE DETAILS					
Please tick the venue most suited to you:						
SOUTH AFRICA  Bloemfontein Cape Town Durban	Johannesburg Central* Kempton Park* Nelspruit					
Pietermaritzburg Polokwane Port Elizabett						
	e Greater Johannesburg Metropole, or to allocate certain students to a specific venue due to venue capacity.					
PLEASE NOTE: EXAMINATION VENUES CANNOT BE CHANGED AFTER 1ST APRIL IN SEMESTER ONE OR AFTER 1ST SEPTEMBER IN SEMESTER TWO.						
BOTSWANA NAMIBIA SWAZILAND UNITI	ED KINGDOM ZIMBABWE					
Gaborone Windhoek Ezulwini (	Oxford Bulawayo Harare					
Private Invigilation (Complete the Private Invigilation Application form)	OTHER Namely:					

# **REGISTRATION FORM 20**



### PART 2: STUDENT DECLARATION

#### **EXAMINATION DECLARATION**

This Examination Declaration contains critical pre-examination rules and regulations which students are required to read before signing this document:

- 1. Students must be seated 15 minutes prior to the start of the examination. The doors to the examination venue will close 10 minutes prior to the start of the exam. Late students will only be permitted to enter after the examination has commenced. No additional time will be given to late students. No student will be allowed to enter the examination venue should they arrive later than one hour after the commencement of the examination.
- 2. The following identity documents are regarded as acceptable forms of identification in order to gain access to an examination venue. A student must have at least one of these with them in order to be allowed into the exam venue:
  - a. An original ID Book/Card
  - b. Driver's License with photograph
  - c. ID Book Application with photo as issued by the Department of Home Affairs (not older than 6 months)
  - d. Temporary Driver's License with photo as issued by the Department of Transport (not older than 6 months)
  - e. Learners License Certificate with photo as issued by the Department of Transport (not older than 6 months)

#### STUDENTS WILL NOT BE PERMITTED TO WRITE WITHOUT A VALID FORM OF ID

- 3. An Exam Confirmation Letter stating the name of the venue where the student arrived is compulsory in order to gain access to an examination venue. Such an Exam Confirmation Letter must be in printed format and not on an iPad or Tablet or similar device as the printed copy is required for control purposes by the invigilator. Each student must print out their Exam Confirmation Letter prior to the commencement of the examination session.
- 4. Examination Venues can not be changed after the 1st of April for the first semester and after the 1st of September for the second semester each year. Students must confirm that they are registered for the correct venue.
- 5. It is the responsibility of the student to ensure that the correct module question paper has been handed to him/her at the start of the examination.

  Students are required to compare the module code stated on the Exam Confirmation Letter with the module code on the question paper (eg. MAR101).
- 6. Students may not leave the examination venue within the first hour (including going to the bathroom) or the last fifteen minutes of the examination. Students who leave the examination venue during the first hour will not be allowed to return to the examination venue.
- 7. Students must keep their stationery in transparent pencil cases/plastic bags on their desks at the Examination Venue.
- 8. No cellphones or smart watches are permitted on one's person or on the desk during the examination.
- 9. Approved calculators may only be used during an examination if specifically authorised.
- 10. Failure to observe the above rules will be considered as cheating. Students who are found cheating or who are suspected of cheating, during an examination, may be suspended from the IMM Graduate School pending the outcome of a disciplinary inquiry.
- 11. Students acknowledge and accept that the IMM Graduate School is indemnified against all liability, loss, personal injury or damage, from any cause arising, which students and/or their dependents may sustain or suffer as a result of the student being on IMM Graduate School's premises and/or writing any examination in any examination venue chosen by the IMM Graduate School. Students are therefore specifically advised not to bring any valuables to the examination venue.

12.	The interpretation	and implementation	of the IMM Gradu	ate School policies	. rules and regulatio	ns is at the discretion	of the IMM Graduate School.

I, (first name) (Surname)			
have read the above examination rules and regulations. I understand what is expected of me during my examination to abide by the above rules and regulations. I am aware that a copy of this document is available on the swebsite.		•	
STUDENT SIGNATURE	DATE	/	. / 20

# **GENERAL DECLARATION**

- I have read the IMM Graduate School Prospectus and Yearbook.
- I understand and accept all policies and procedures pertaining to the IMM Graduate School, including the IMM Graduate School's examination policy, and agree to
  abide by the rules stated therein.
- I understand and accept that upon my acceptance to the IMM Graduate School, I immediately become liable to the IMM Graduate School for the full programme fees
  and therefore undertake to pay the full programme fees on or before the due dates.
- I understand and accept that should I withdraw from the programme at any time, I will give written notice of my intention and immediately pay all monies owing.
- I have read the Tutorial Fee Structure document where applicable.

IMPORTANT: I understand and accept that for each semester a separate Registration Form must be completed and that no faxed or emailed Registration Forms will be accepted by the IMM Graduate School.

STUDENT SIGNATURE	DATE	1	/ 20
STUDENT SIGNATURE	DATE	/	/ 20

(New students to leave blank				REGISTRATI	ON FORM 20	
PART 3: STUDENT DECLARATION OF PROGRAMME						
Diploma in Marke Diploma in Export Bachelor of Busin Bachelor of Comn Bachelor of Comn Postgraduate Dipl Bachelor of Philoso and is registered with t	in Marketing ( in Export Man ting Management Management ess Administra nerce in Interna nerce (BCom) i oma in Market sophy (BPhil) H ophy (MPhil) in the Departmen	have enrolled on, is the (SAQA ID: 86826) agement (SAQA ID: 7946) ent (SAQA ID: 79546) (SAQA ID: 79312) ation (BBA) in Marketing ational Supply Chain Min Marketing and Manating Management (SAQIonours in Marketing Min Marketing Min Marketing (SAQA ID: 8 at of Higher Education and Island In Marketing (SAQA ID: 8 at of Higher Education and Island ID: 8 at of Higher Education III and Island ID: 8 at of Higher Education III and Island ID: 8 at of Higher Education III and Island III at of Higher Education III at of Higher Educatio	g Management (SAQA ID: 80967) lanagement (SAQA ID: 110628) gement Science (SAQA ID: 90737) lA ID: 79846) lanagement (SAQA ID: 79366) l6806)	e and surname), with student nur	mber	
Student			te:/20			
IMM Graduate School o	of Marketing st	aff member	··· / / /	-		
A copy of this documer Student signature as co			s declaration:			
			OFFICE USE			
Documents received by (Please tick and sign)	y Student					
1. Important Dates						
2. Text Book List						
3. Student Yearbook	k					
4. Prospectus						
5. Exam Declaration	n					
6. Other:						
	al Received =					
Student Signature					1	
Consultant Name:	N.	Signature:	Dat			
Finance Approved:	Name		Dat		]	
Data Capturer:	Name		COMMENTS	e / /20		
			COMMENTS:			
National Office: Atlas Studio, 33 Frost Avenue, Braamfontein Werf, 2193, P O Box 91820, Auckland Park, 2006, Tel +27 (0)11 628 2000, Fax +27 (0)11 726 4505, Email info@immgsm.ac.za						
Cape Town Student Support Centre: Level 3, Stadium on Main, Main Road, Claremont, Cape Town, 7708, P 0 Box 23998, Claremont, 7735, Tel +27 (0)1 671 4426, Email info.de@immgsm.ac.za  Durban Student Support Centre: 245 Peter Mokaba Road, Corner Valley View Road, Morningside, Durban, P 0 Box 35263, Northway, 4065, Tel +27 (0)31 312 2239, Email info.de@immgsm.ac.za  Greenstone Student Support Centre: Stoneridge Office Park, Building B, 8 Greenstone Place, Greenstone Hill, Edenvale, 1610, P 0 Box 2780, Edenvale, 1610, Tel +27 (0)11 609 5003, Email info.greenstone@immgsm.ac.za  Milipark Student Support Centre: 3 Frost Avenue, Braamfontein Wert, 2193, P 0 Box 91820, Auckland Park, 2006, Tel +27 (0)1 628 8029, Email info.milpark@immgsm.ac.za  Pretoria Student Support Centre: 150 Anderson Street, Corner Jan Shoba Street, Brooklyn, Pretoria, 0.181, Postnet Private Bag x 1, Menlo Park, 0.102, Tel +27 (0)81 756 6016, Email info.pta@immgsm.ac.za  Sandton Student Support Centre: Grayston Ridge Office Park, 144 Katherine Street, Sandton, 2196, P 0 Box 414004, Craighall, 2024, Tel +27 (0)11 783 6662, Email info.sandton@immgsm.ac.za						
Sandon Student Support Centre: Grayston Rioge Unite Park, 144 Katherine Steet, Sandon, 2190, P.O. Box 414004, Graynan, 2024, 1et +27 (0)11 763 6602, Einlan Hillussandoneniningsmac.za  Stellenbosch Student Support Centre: Corner of Drukkers Road and Papegaairand Road, Stellenbosch, 7600, Postnet Suite 15, Private Bag X5071, Stellenbosch, 7600, Tel +27 (0)21 883 9104, Email Info.stellenbosch@immgsm.ac.za						

The IMM Graduate School of Marketing is registered with the Department of Higher Education and Training as a Private Higher Education Institution under the Higher Education Act, 1997. Registration Certificate number 2000/HE07/013.

Zimbabwe Administrative Office: 21 Lezard Avenue, Milton Park, Harare, P O Box MP 394, Mount Pleasant, Harare, Tel +263 (0)86 7700 4806 or +263 (0)773 475 003, Email imm.zim@immgsm.ac.za