

## ANNEXURE C: Steps to follow when applying for a bursary using the online platform

### Please follow these steps:

1. Follow the link to the Google Application Form, where you will be required to upload all supporting documents individually.
2. Click on the application form link: <https://forms.gle/1E3rmRhhLJRLsQz6>.
3. Please ensure that all of the following documents are certified (not older than three months), scanned and saved on your computer before you complete the online application.
4. **Please scan and name each document individually.** You may use the checklist below:
  - Certified copy of identity document;
  - Certified copy of matric certificate;
  - Certified copy of academic record;
  - Certified copy of professional qualification/s;
  - The application form (Annexure A) and agreement form (Annexure B) **must be signed** by the **applicant**; and
  - Marriage certificate (should surnames differ on documents)
5. Complete the Cape Teaching and Leadership Institute POPIA Consent and Employment Status. Click next.
6. Complete all personal information as requested. Click next to move to "Uploading of Documents".
7. Upload your scanned documents to the electronic form as indicated, per document by clicking "Add file" and uploading each document individually. Click next to move to confirmation of application.
8. Confirm that your application is true and correct. Click submit.  
Your application will be received by the Directorate: Cape Teaching and Leadership Institute.