You are advised to read all the information on the welcome page and click on the hyperlink for the terms and conditions.

- Apply using one of the languages provided
- Click on **apply for 2018** to begin the application process
You are now required to enter parent/guardian information

Specify whether you are South African or non South African citizen by clicking the relevant selection

Create a username and password, which you will easily remember. The password must have 8 characters which for example includes amongst others, letters, numbers and a special character. Example,P@ss2018.

Check the box to accept the Terms and Conditions. Submit parent/guardian information.

Look out for an SMS which will be sent to you indicating the login username and password.

There are three steps to complete when applying for admissions 2018. The step bar will turn green to indicate the completion of that step, orange when busy with it and remain red when incomplete.

Step 3 will remain red to allow parents to process multiple applications.

The required fields are the ID/passport number, names and surname, gender, cellphone, and home address. The parent or guardian’s cellphone number will be used to communicate the progress of the application and for regular updates.
Terms and Conditions:

Online Application for learner admission in Public Ordinary Schools

Guardian as per the system is defined in the South African School Act (SASA Act). Guardian therefore means legal guardian.
The information requested is confidential and is intended only for the purpose of registering / applying for learner admissions in the Gauteng Province. A parent/legal guardian of a learner is required to register learner and parent information.
Once information on the application form is completed and submitted no changes can be made.
The Gauteng Department of Education therefore does not accept liability for any errors or omissions committed while completing the online Registration/Application form.
Information provided will be validated by the school where an application is made.
Any falsified or incomplete information provided will result in an application being rejected.
Submission of the application does not guarantee placement of a learner at the schools selected. However, the Department will ensure that all learners that applied on time are placed in schools
Please also read the Admissions Regulations and South African School Act as these are applicable to the system

- Please take the time to read and understand the Terms and Conditions, once you are done, click on continue to apply
If you are applying for grade 8, it is mandatory to enter the current school of the learner.

Ensure that the information supplied is correct. Click on "Submit Learner Details".
STEP 2 – ENTER LEARNER INFORMATION

Enter Learner Details

- Enter the ID or passport number of the learner
- The date of birth will automatically populate based on the correct ID number provided.
- Enter the learner’s names and surname

- Select the gender and the primary language spoken at home
- Select the race, current Grade (Pre grade R or Grade 7) and school of the learner.

NB! The information you submit in each step, will be saved should you be logged off or unable to continue; you will be able to begin where you left off.
Confirmation of Successful Submission

Your recent application has been received and will be processed soon.

Please take note of your Waiting List Number for any queries: Waiting List No: WA131946/1/170406/024533

Please make sure to submit the following documentation within 7 days to the School Applied to:

- Child Birth Certificate
- Proof of Residency / Work Address
- If you are the child's natural parent, provide supporting documents to support legal relationship to child.
- Immunisation documents (against polio, measles, tuberculosis, diphtheria, tetanus and hepatitis B) for Grade 1
- Most recent report of the child if currently enrolled in another school

Thank you for Applying

- You have successfully applied for a school. Take note of your Waiting List number, which will be sent to you via SMS as well as the documents that need to be submitted to the school as soon as possible.
- Submit all the required documents to the school where you have applied.
- That concludes the admissions 2018 step-by-step guide. Thank you for applying! Should you require further information, please call us on 011 355 0000 or email to gdeinfo@gauteng.gov.za or visit your nearest admission centres, which are listed on the website.
STEP 3 – SELECTING A SCHOOL

The colour bar has changed to green, indicating the completion of step two.

- Select the learner, select the Grade
- Select the application option (either home or work address)
- Select the school
- Click on apply

We have completed the personal information section and now move to the school selection process. A notification will appear advising to first use the home or work address when applying to ensure that all applications have a Waiting List A number. Sibling to come next. Click okay.