



GAUTENG PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

GCRA BURSARY SYSTEM

USER GUIDE

Version 1.0

Document Control

Revision History

Revision Date	Version	Summary of changes
December 2020	0.1	Initial document
January 2021	0.2	Revised document
January 2021	1.0	Final document

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1 Introduction

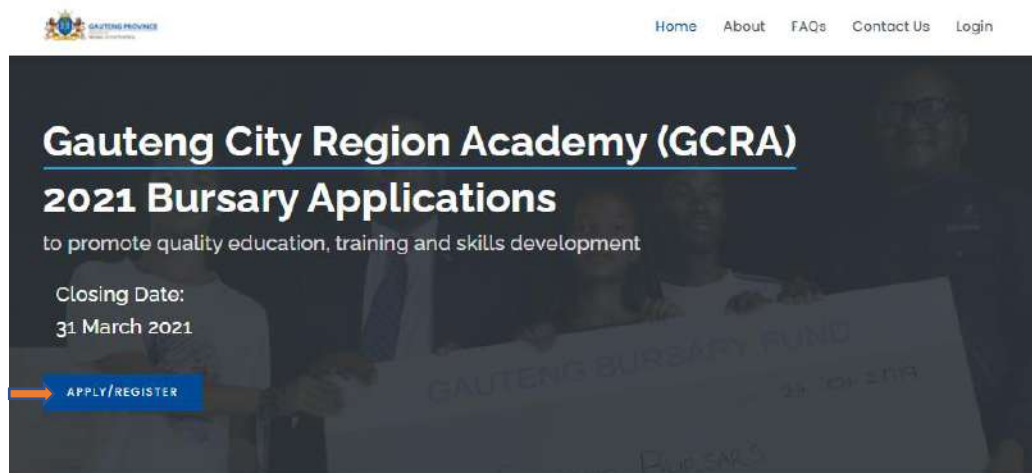
1.1 Background

The Gauteng Department of Education through its Branch, the Gauteng City Region Academy (GCRA) is responsible for facilitation of skills development initiatives to young people in the province. This user guide will assist applicants in completing their profiles and filling out the application to submit their bursary application.

2 Profile Creation

2.1 Create user account

Click on the 'Apply/Register' link to start creating a user account.




What We Do

GCRA is responsible for building a pool of skilled, capable and ethical workforce for the Gauteng City Region. This is done through different interventions, i.e., bursaries, internships, learnerships, skills programmes, etc.

The GCRA bursary programme is open to all qualifying youth, with particular preference given to youth from Gauteng, who wish to study for an undergraduate and/or post-graduate programme at an accredited and registered Post School Education and Training institution in South Africa. The bursary covers full cost of study, with conditions, as stipulated in the bursary contract.

Click on the 'Next' to continue.



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Gauteng

2021 Bursaries

to promote quality education

Closing Date: 31 March 2021

APPLY/REGISTER

GCRA is responsible for the provision of bursaries to students who are registered for an undergraduate and/or postgraduate programme at a tertiary institution in South Africa. The

Criteria

Applications Are Open For Following:

- Students who completed matric and reside in Gauteng - Proof of residence required
- Students intending to study an undergraduate programme and have been accepted at an accredited PSET institution of learning and/or is currently registered for such,
- Students who want to pursue Post-Graduate studies and have been accepted at an accredited institution of higher learning

The following students automatically qualify, but must also complete the application form online:

- Top Achievers from Gauteng Schools
- Top learner from no-fee paying schools in Gauteng
- Top 3 learner from LSEN schools in Gauteng

To Qualify for a GCRA bursary award you must be:


- A South African Citizen
- Youth residing in Gauteng between the age of 18 and 35

Key Requirements

- Certified copy of South African ID(by birth)
- Proof of Gauteng residence
- Matric Certificate and/or latest academic results(certified)
- Proof of income from parent(s) or guardian(s) or affidavit
- Letter of Motivation(not more than 2 pages)
- Proof of registration or acceptance letter from PSET institution
- Disability or medical report(where applicable)

Next

Exit



Bursaries

Gauteng Department of Education

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Complete your details and create a password then click 'Create'.

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Register User

Info! Fields with red asterik(*) are required. x

Personal Details

ID Numer * First Name * Last Name *

Cell Phone Number * Email Address *

Login Details

Username * Password * Confirm Password *

→ Create

The system will display a success message then you will receive an SMS confirming registration. Click 'Ok' to proceed.

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Registration Success

You have successfully registered on GCRA bursary application system.

→ Ok

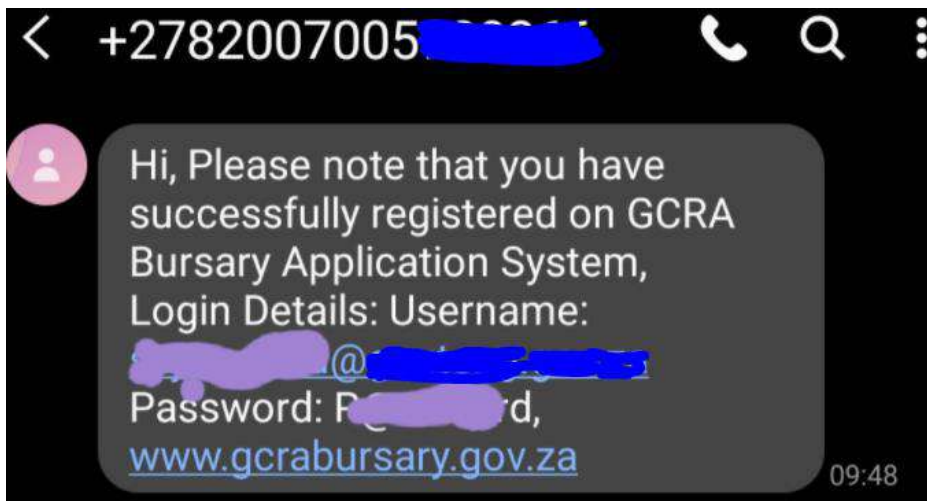
Personal Details

ID Numer * 98091...

Cell Phone Number * ...

Email Address * ...@gauteng.gov.za

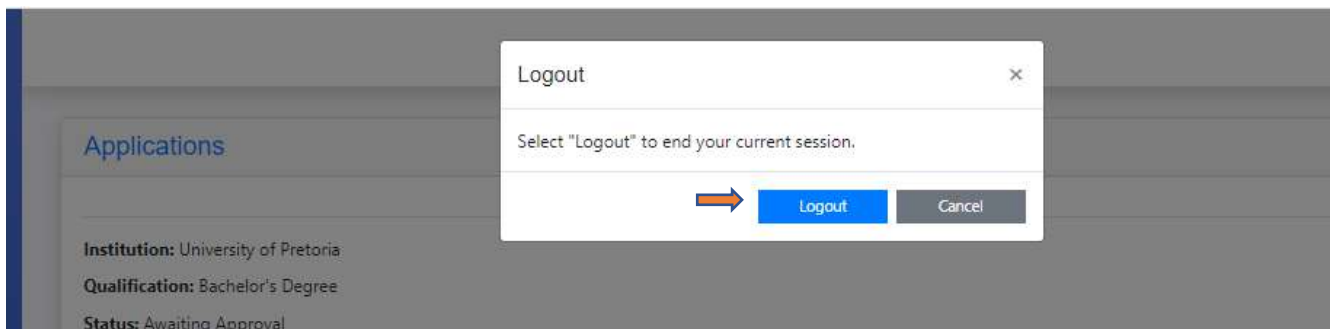
Login Details



2.2 Login and Logout

Click 'Login' and capture your username and password followed by clicking 'Login'

To log out of the system, click on your name, then click 'Logout'



2.3 Personal Details

After successfully logging in, complete your profile starting with with personal details

2.4 Address Details

Capture your address details (residential and postal)

Address Detail

Info! Field(s) with red asterisk(*) are required.

Residential Address

Municipality(*):

Surbur/Town(*)

Area

House/Flat/Unit Number

Street

Code(*):

Postal Address

Same as Residential Address?

No

Yes

Municipality(*):

Surbur/Town(*)

Area

House/Flat/Unit Number

Street

Code(*):

2.5 High School Details

Capture your high school details

High School Details

Info! Fields with red asterisk(*) are required.

Province: *

School: *

Year's Attended(From): *

Year's Attended(To): *

2.6 Matric Details

Capture your matric results

Matric Result Details

Subject

Result (%)

Subject Name

Marks

No data available in table

2.7 Next of Kin Details

Add your next of kin details and click submit

Gauteng Department of Education

New Next Of Kin

Info! Fields with red asterisk(*) are required.

ID Number *

Name *

Surname *

Relationship *

Email Address

Cell Number *

Home Telephone

Is the guardian employed? *

Employer Name *

Work Telephone *

Is this an emergency contact person? *

[Submit](#) [Close](#)

Once complete, the system will display a success message with a button to continue with your application

Profile Complete

Profile is completed successfully, you can now [Go Apply](#)

[Go To Apply](#)


3 Bursary Application

3.1 Step 1: Qualification Details

Capture your qualification details

Step 1 Of 4: Qualification Details

Bursary Type: Special Intake	Year Of Study: 1st
Academic Year: 2021	Institution Type: University
Institution: University of Pretoria	Qualification Type: Undergraduate
Qualification: Bachelor's Degree	Field Of Study: Faculty of Business and Economics
Duration Type: Years	Duration Of The Qualification: 3



Save
Next >>

3.2 Step 2: Other Sponsors

If you do not have another sponsor, select 'No' and click 'Save'

Step 2 Of 4: Other Sponsor Details

Have you applied for any other bursary / loan?


Save
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If you have another sponsor, select 'Yes' and capture the funding information and click 'Save'

Step 2 Of 4: Other Sponsor Details

Have you applied for any other bursary / loan?


Name of Sponsor

Duration Type

Duration of funding

Amount(In Rands)

Indicate any obligation


Save
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3.3 Step 3: Upload Documents

Upload all the requires documents. Only upload pdf document not more than 2MB.

Step 3 Of 4: Documents

Certified Copy Of ID

Click Here To Upload

Download/View

Matric Certificate

Click Here To Upload

Download/View

Proof of address/residence

Click Here To Upload

Download/View

Proof Of Other Bursary

Click Here To Upload

Download/View

Tertiary Proof Of Acceptance

Click Here To Upload

Download/View

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3.4 Step 4: Declaration

As a last step, you can select 'Accept' if you agree with the terms and conditions.

Step 4 Of 4: Terms & Conditions

- I am aware that I have to renew my contract and present myself to the GCRA for each Academic Year
- Bursary agreement is between the Bursar and the GCRA
- I am aware, that I need to inform the GCRA within 14 days of any DEREGISTRATION, DISCONTINUATION, MEDICAL CONDITIONS OR ANY OTHER CONDITIONS that prohibits me from continuing with my studies
- I will inform the GCRA when I do receive alternative funding
- GCRA has to approve any alternative funding including sponsorships, merits, loans or grants (supporting documentation should be presented to GCRA)
- I am aware that I have to complete 40 hours community service from my first year of study until completion
- The GCRA will not be liable for repeated subjects
- The GCRA only funds for my first qualification
- I am aware that if I do change to a different qualification and/or institution that I will inform the GCRA
- I will ensure that I furnish the GCRA Bursary Administrator with my academic results within 14 days after the end of the academic year or semester
- I am aware that the GCRA bursary award covers Registration, Tuition fees and Prescribed books
- If I have any credit available after the three categories has been paid, I may consult with the GCRA Bursary Administrator for meals and/or accommodation
- Any credit remaining in the bursar's account at the end of the academic year will be recovered by the GCRA
- I am aware that if I utilise the credit remaining for accommodation, I will be liable for any outstanding debt to the landlord in the event that I have insufficient funds, (N.B.the lease agreement is between the landlord and the student not the landlord and the GCRA).
- All re-imbursements and re-funds must be claimed by 30 November for that academic year in question
- All re-funds and/or claims will be facilitated against evidence and supporting documents

Do you accept terms and conditions as stipulated above?

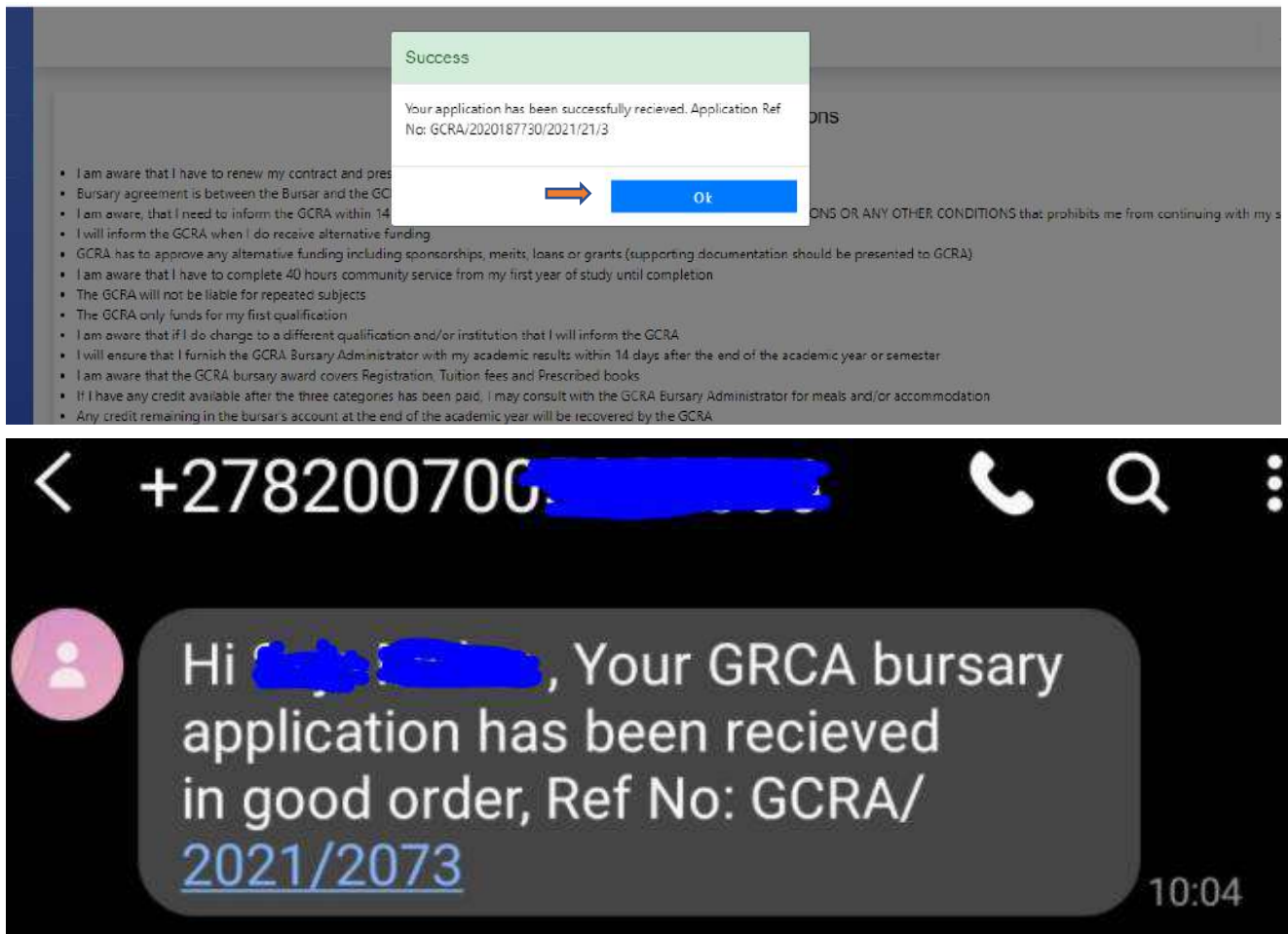
Accept

▼

Apply

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The system will display a success message and you will receive an SMS that your application has been received. Click 'Ok' to proceed.



You can also select 'Decline', to cancel the application if you disagree with the terms and conditions

Step 4 Of 4: Terms & Conditions

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Do you accept terms and conditions as stipulated above?

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