

# Admissions Process

PGDip/MBA

**Gordon  
Institute  
of Business  
Science**

University  
of Pretoria

01

## SUBMIT ONLINE APPLICATION

### Upload supporting documentation:

- > Academic records/transcripts
  - > Degree certificates
  - > ID/passport
  - > CV (not profile)
  - > Proof of payment
  - > Motivational Essay
  - > SAQA certificate  
(If qualification is obtained outside SA)
  - > English proficiency test  
(International students only)
- Ensure all copies are clearly legible*

Receive application reference number

02

## REFERENCE SUBMISSION

Forward the  
referral link  
provided to  
your referees

03

## DOCUMENT VERIFICATION

By admissions office

04

## ASSESSMENT

**Degreed Applicants:** GIBS Entrance Test  
**Non-degreed Applicants:** GMAT Assessment

05

## REFERENCE CHECK

- > Admissions office verifies references and confirmation will be emailed
- > Maximum of two references required
- > Application profile now completed and will be sent for review to the selection committee

06

## FEEDBACK

From GIBS admission office

## DECISION

From  
selection  
committee

07

## PAYMENT

Invoiced issued and the deposit for accepted students must be made **within 30 days** from the invoiced date to secure your place on the programme

08

09

## WELCOME TO GIBS

- > Introduction
- > Student login details

10

## PROGRAMME REGISTRATION

The Student Support Team will be in contact closer to the start date of the programme with registration details

11

## ORIENTATION

# Write a motivation as to why you should be accepted onto the MBA programme.

Please submit a response to this question along with your online application (PDF Document).

Limit is 250 words.

*Please prepare your application essay well in advance of submitting your online application.*

## NOTES

- Ensure your degree certificates correspond to the transcripts provided.
- You will only receive the invitation to the test once all documents have been verified.
- Final feedback will be sent  $\pm$  8 weeks from the time the application was received.
- All communication will be sent via email; we recommend using your personal and not company email to avoid miscommunication.
- Should you not hold a degree, you will be required to pursue the GMAT route. Please visit the website to download the relevant details.

## BANKING DETAILS

### South African Applicants

FNB current account (GIBS is a Public Recipient)

**Account name:** Gordon Institute of Business Science

**Account number:** 62866454756

**Branch code:** 254605

**Reference:** ID no / Invoice no

**Finance queries:** [accounts@gibs.co.za](mailto:accounts@gibs.co.za)

### International Applicants ONLY

International applicants to make payment via the following link: [www.gibs.flywire.com](http://www.gibs.flywire.com)

The amount is dependent on which round you apply in. Please visit the website to view the application fee.

**Reference:** Please use your passport number as a reference