

ANNEXURE C

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

1. Follow the link to the Google Application form – here you will be required to upload all supporting documents individually.
2. Click on the application form link: <https://forms.gle/7y3Bz7u2D6mZdNPn8>
3. Please ensure that the following documents are certified (not older than three months), scanned and saved on your computer before you complete the online application.

Please scan and name each document individually.

You may use the list below as a checklist:

- (i) Certified (**not older than three months**) copy of identity document (ID) - **clear copy (front and back of card ID)**
 - (ii) Matric certificate;
 - (iii) Professional teaching qualification;
 - (iv) Highest qualification;
 - (v) Academic transcripts;
 - (vi) The application and agreement **must be signed** by the **applicant**; and
 - (vii) Marriage certificate (should surnames differ on documents) or divorce decree where name or surname changes were affected by divorce.
4. Complete the Cape Teaching and Leadership Institute (CTLI) Protection of Personal Information Consent and Employment Status form and click next.
 5. Complete all personal information as requested. Click next to upload your documents.
 6. Upload your scanned documents to the form as indicated, per document, by clicking "Add file" and upload each document individually. Click next to move to confirmation of application.
 7. Confirm that your application is true and correct. Click submit.
 8. Your application will be received by the Directorate: CTLI.