



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

TABLE OF CONTENTS

1	Introduction.....	4
1.1	Background	4
2	Profile Creation.....	4
2.1	Create user account	4
2.2	Login and Logout.....	7
2.3	Personal Details	8
2.4	Address Details	8
2.5	High School Details	9
2.6	Matric Details.....	9
2.7	Next of Kin Details	9
3	Bursary Application.....	10
3.1	Step 1: Qualification Details	10
3.2	Step 2: Other Sponsors	11
3.3	Step 3: Upload Documents	11
3.4	Step 4: Declaration.....	12

1 Introduction

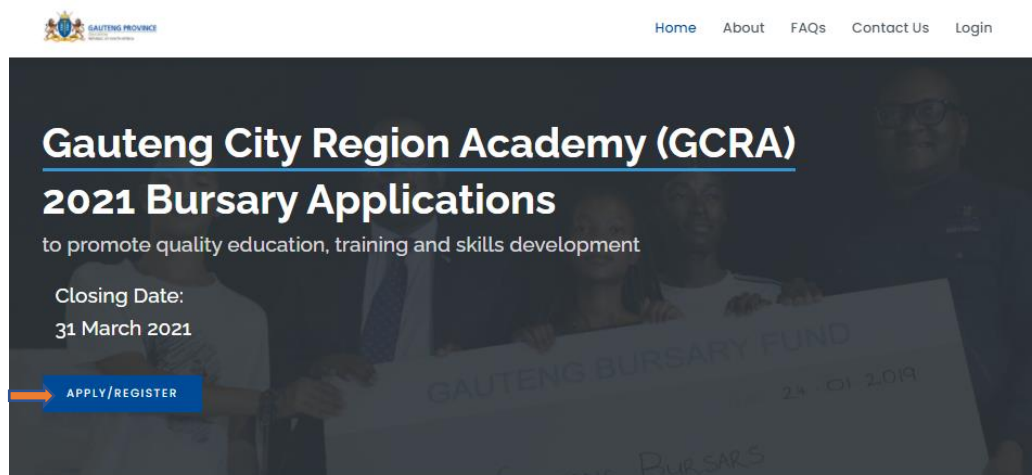
1.1 Background

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.

GAUTENG PROVINCE

Home About FAQs Contact Us Login

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 2021 Bursaries

to promote qu

Closing Date
31 March 2021

APPLY/REGISTER

GCRA is respon

The GCRA bursary
undergraduate and/

rough different

sh to study for an
in South Africa. The



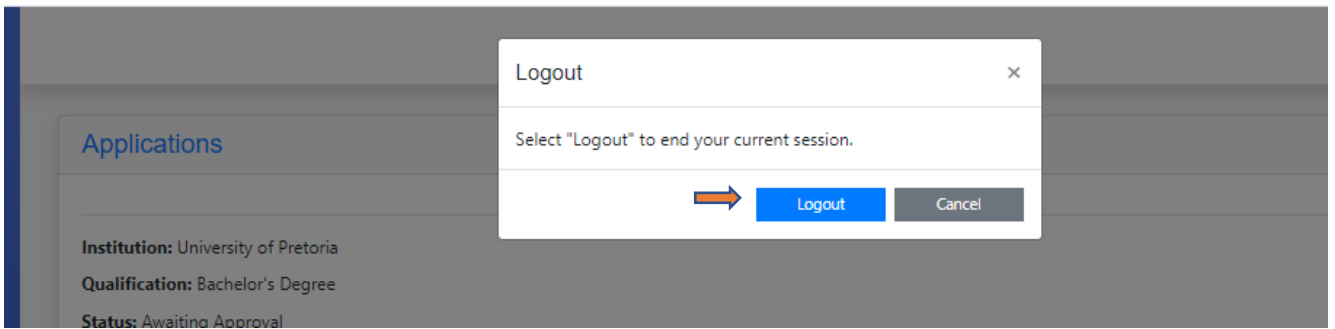
2.2 Login and Logout

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

A screenshot of the GCRA Bursary Application System website. The top navigation bar includes Home, About, Privacy, Contact Us, and Login (circled in red). Below the navigation bar is a section titled "Access your account". On the left, there is a photo of a group of people holding a large check for the "2019 GAUTENG BURSARS" amounting to "TWO HUNDRED AND SIXTY ONE MILLION R261 000 000.00 RANDS". On the right, there is a "ACCOUNT LOGIN" form with fields for "Username*" and "Password*", a "Login" button, and links for "Forgot Username" and "Forgot Password". Two orange arrows point to the Username and Password input fields.

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

A screenshot of the user profile dropdown menu. The user's name "Alicia Keys" is circled in red, and the "Logout" option is also circled in red.



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 asterik(*) are required.

Residential Address

Municipality(*): Surbub/Town(*)

Area House/Flat/Unit Number

Street Code(*):


Postal Address

Same as Residential Address?
 No Yes

Municipality(*): Surbub/Town(*)

Area House/Flat/Unit Number

Street Code(*):

 [Save](#)

2.5 High School Details


Capture your high school details

High School Details

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

Province: * School: *

Year's Attended(From): * Year's Attended(To): *

 [Submit](#)

2.6 Matric Details

Capture your matric results

Matric Result Details

Subject Result (%)

[Add](#)

Subject Name	Marks
No data available in table	

2.7 Next of Kin Details

Add your next of kin details and click submit

New Next Of Kin

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

ID Number * [Redacted] Name * Mandisa

Surname * Keys Relationship * Aunt

Email Address test@email.com Cell Number * [Redacted]

Home Telephone Is the guardian employed? * Yes

Employer Name * Builder36 Work Telephone * 0110000000

Is this an emergency contact person? * Yes

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
<< Back Next >>

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?
Yes

Name of Sponsor: _____ Duration Type: Select

Duration of funding: Select Amount(In Rands): 0

Indicate any obligation: _____



Save
<< Back Next >>

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

<< Back
Next >>

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-imbursments and re-funds must be claimed by 30 November for that academic year in question
- All re-imbursment and/or claims will be facilitated against evidence and supporting documents

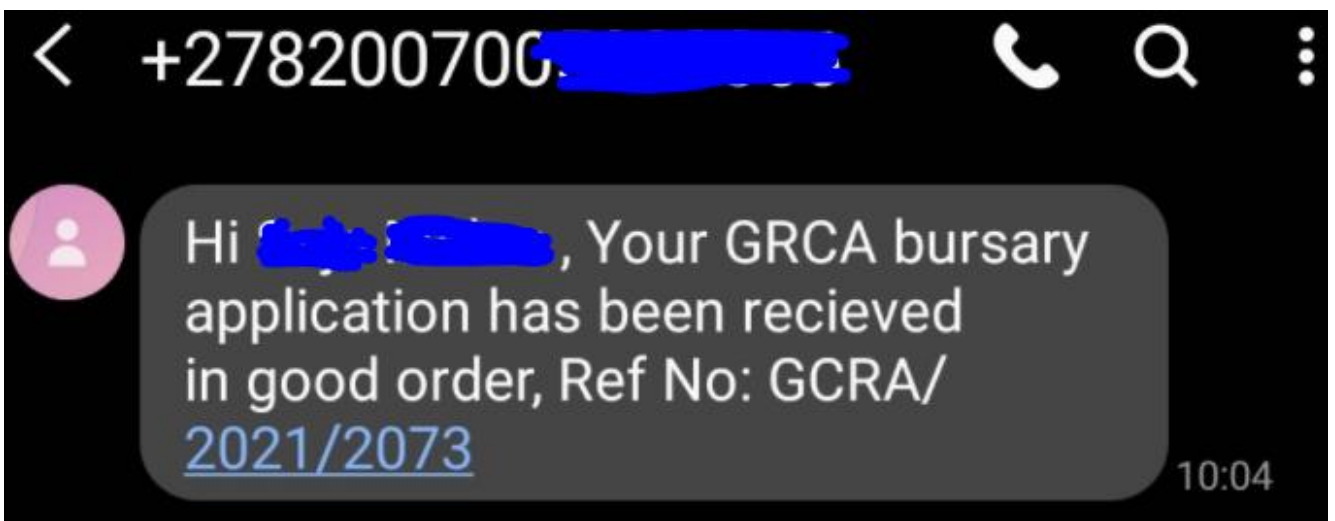
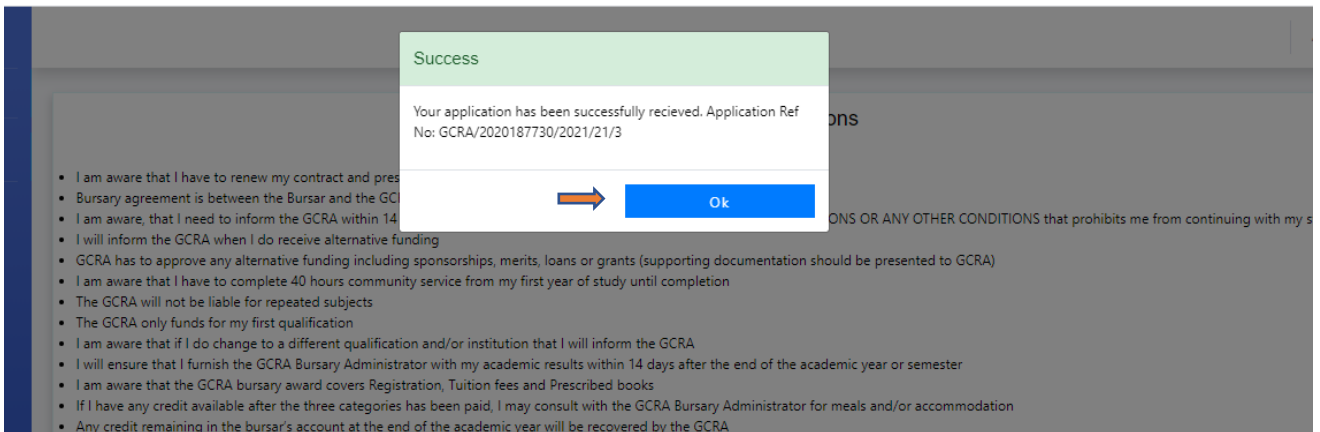
Do you accept terms and conditions as stipulated above?

Accept

➔
Apply

<< Back

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

