

## APPLICATION PROCESS



Applying for placement into an academic institution is the first step to securing a higher education qualification.

You need to apply at your desired institution like every other student but unique additional information may be required for prospective students with disabilities.

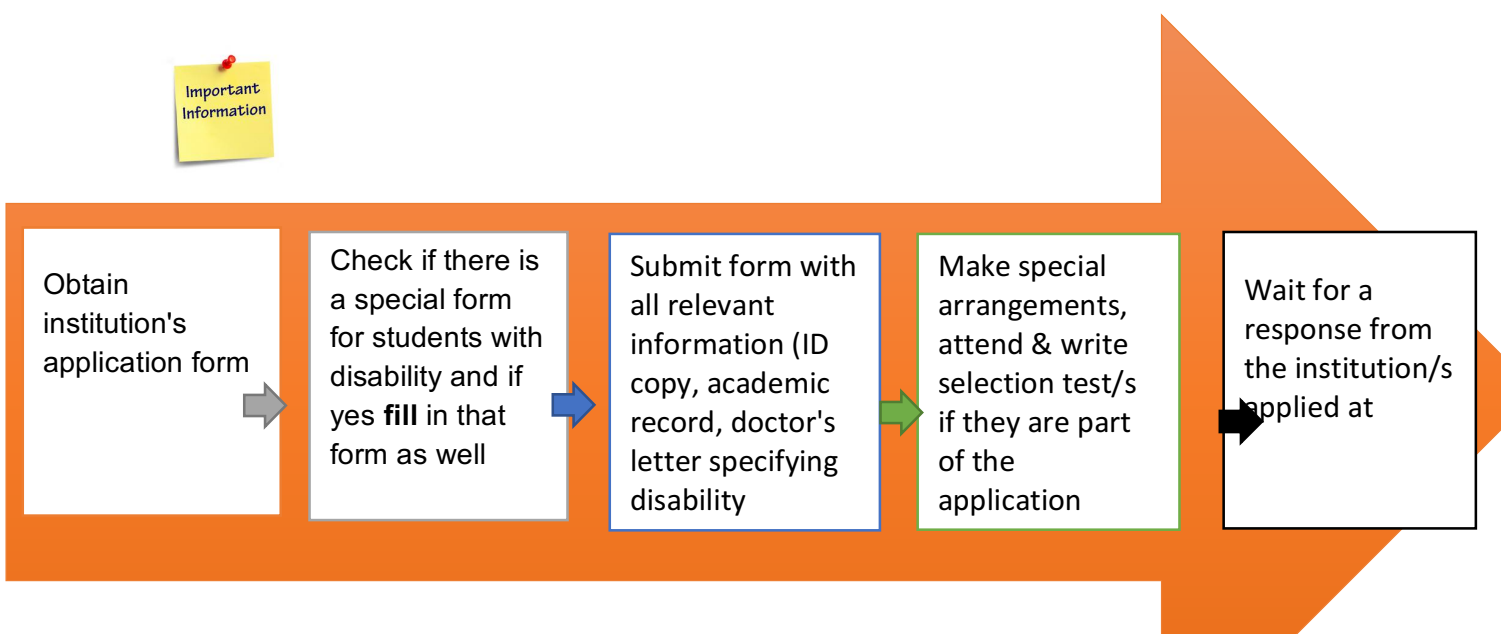
Some application forms require only that you specify that you have a disability and stipulate your kind of disability. Some institutions require that you fill in a unique form designed specifically for students with disabilities, this form will require that you explain your disability in more detail include your limitations and assistance you may require.

Some institutions also require that you add a doctor's note confirming your disability.



Different qualifications have different entry requirements; some might require that you write a selection test as part of the application process.

This test among other things will determine whether you will be accepted or not, ensure that you attend these selection tests and make requests to the faculty conducting the tests to make special arrangements for you as a restricted individual if necessary



Once you have been accepted to study in an academic institution you should receive an acceptance letter inviting you to come and study there. The letter will inform you whether you are being accepted or put on the waiting list until you submit your final exam results.

Read the letter carefully and if you do not understand what is written, please ask someone to explain to you. In some institution if you did not meet the requirements, they will provide variety of options you may consider within the institution in order to qualify for your degree or diploma. The letter will also include **registration information** stating the process of registration, registration dates for your field and faculty and additional information related to your disability.

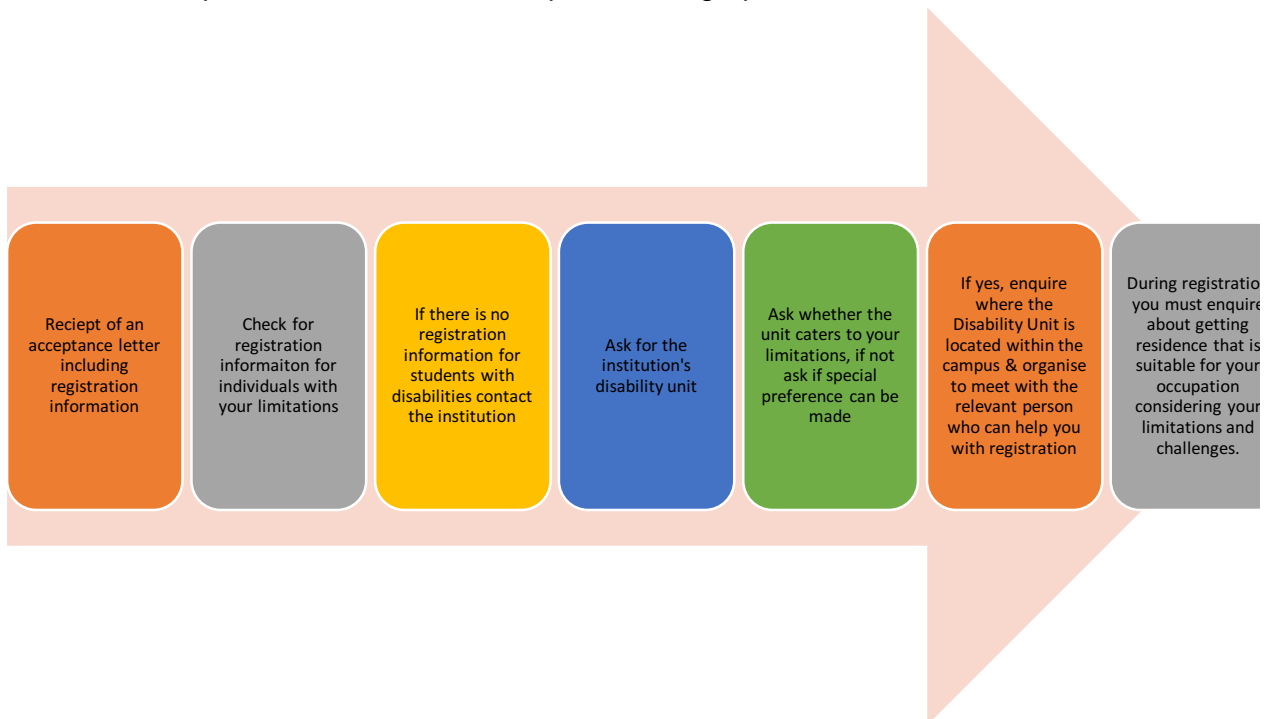
In case the acceptance letter does not specify the process, you may use the information below to check with the institution;

- Firstly, find out if there is a disability unit at that particular institution.
- If there is a unit for disability, find out what services they offer.
- If they offer services for your particular restrictions then you need to find out where they are located within the institution
- If not ask them if they would be able to accommodate you regardless because it is the institution's disability unit that determines whether or not the university can accommodate an individual's specific restrictions.
- Once you have found out that you need to contact them and organise to meet with the relevant person who can help you with registration. Make sure you bring all the necessary documentation requested in your registration pack.

Once you have established all the information required, then visit the institution for your registration and follow all the procedures you are required to follow.



To recap the above mentioned steps, see the graph below



- **Now that you are registered, check your time table. When are you starting your classes?**
- **Stay focused, do first things first and take it easy and study hard.**
- **Attend the orientation sessions they will help you a lot.**