



**GAUTENG PROVINCE**

EDUCATION  
REPUBLIC OF SOUTH AFRICA

# **GCRA BURSARY SYSTEM**

## **USER GUIDE**

**Version 1.0**

## Document Control

### Revision History

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

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# 1 Introduction

## 1.1 Background

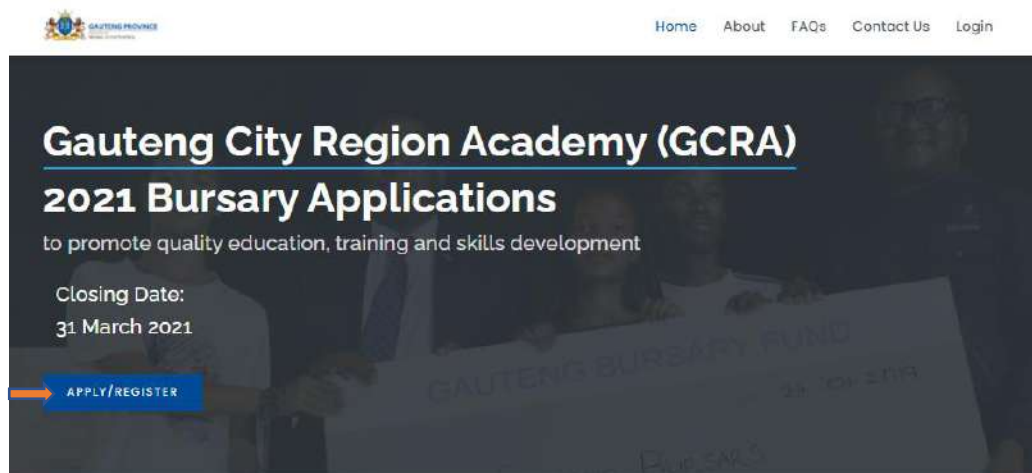
The Gauteng Department of Education through its Branch, the Gauteng City Region Academy (GCRA) is responsible for facilitation of skills development initiatives to young people in the province. This user guide will assist applicants in completing their profiles and filling out the application to submit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

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# 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.

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](#)

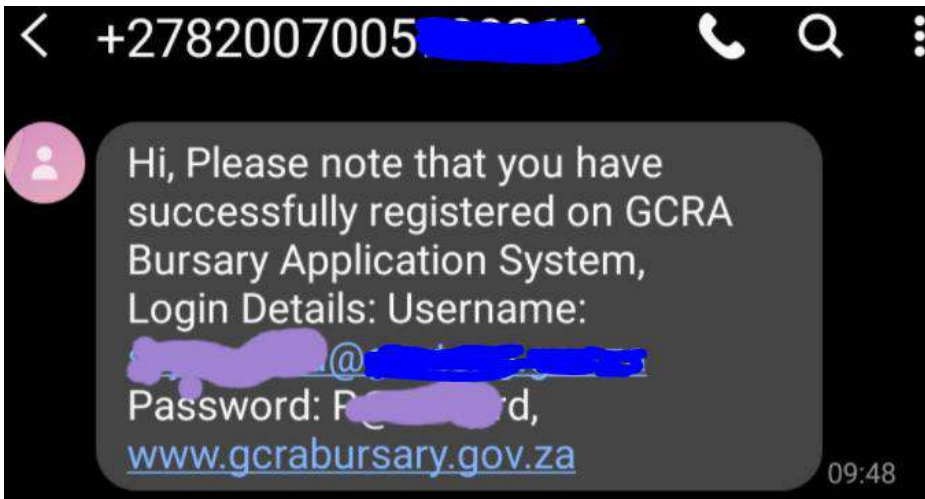
**Bursaries**

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

The screenshot shows the 'Register User' page. At the top left is the Gauteng Province logo. The navigation menu includes 'Home', 'About', 'Privacy', 'Contact Us', and 'Login'. Below the header is a light blue banner with the text 'Info! Fields with red asterik(\*) are required.' and a close button 'x'. The form is divided into two sections: 'Personal Details' and 'Login Details'. The 'Personal Details' section contains five input fields: 'ID Numer \*', 'First Name \*', 'Last Name \*', 'Cell Phone Number \*', and 'Email Address \*'. The 'Login Details' section contains three input fields: 'Username \*', 'Password \*', and 'Confirm Password \*'. Each field has a red asterisk indicating it is required. At the bottom of the form is a blue 'Create' button with an orange arrow pointing to it.

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

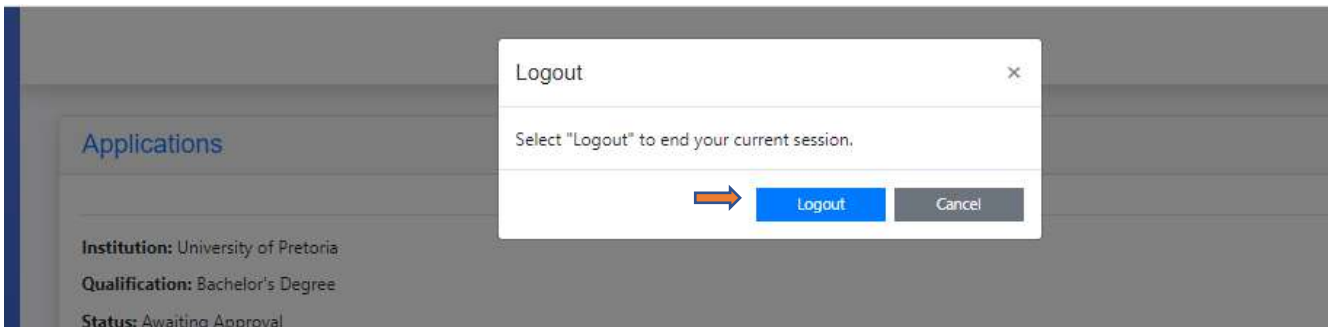
The screenshot shows the registration success message. A white dialog box is overlaid on the registration form. The dialog box has the title 'Registration Success' and the text 'You have successfully registered on GCRA bursary application system.' Below the text is an orange arrow pointing to a grey 'Ok' button. The background shows the registration form with the following details: 'ID Numer \*' with the value '98091...', 'Cell Phone Number \*' with the value '...', and 'Email Address \*' with the value '...@gauteng.gov.za'. The 'Login Details' section is also visible.



## 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(\*)  Suburb/Town(\*)

Area  House/Flat/Unit Number

Street  Code(\*)


**Postal Address**

Same as Residential Address?  
 No  Yes

Municipality(\*)  Suburb/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

**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

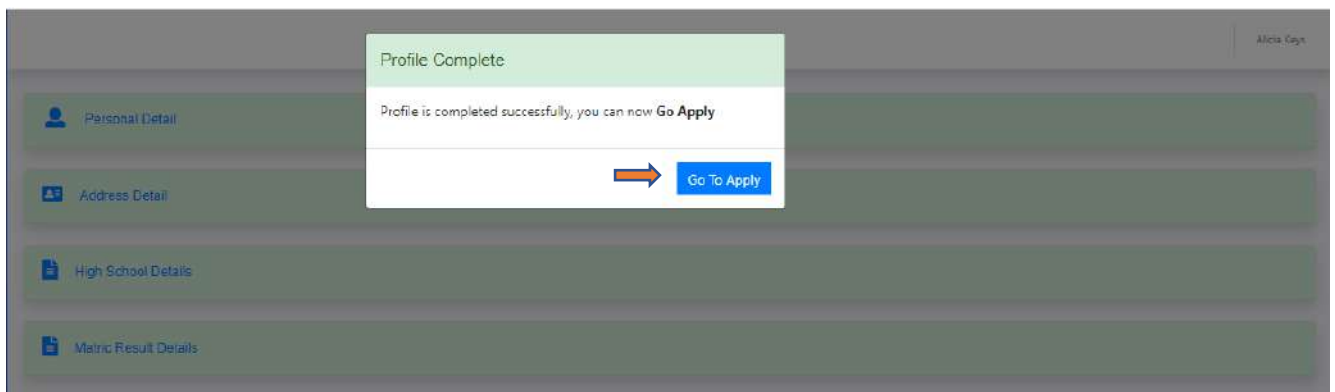
Employer Name \* Builder36

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




### 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

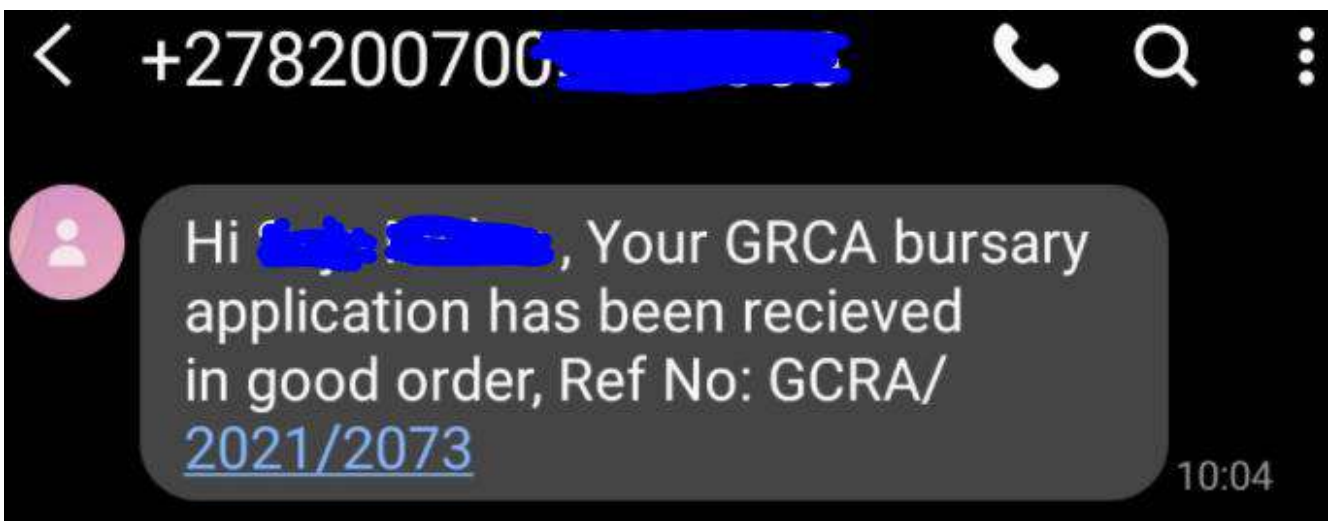
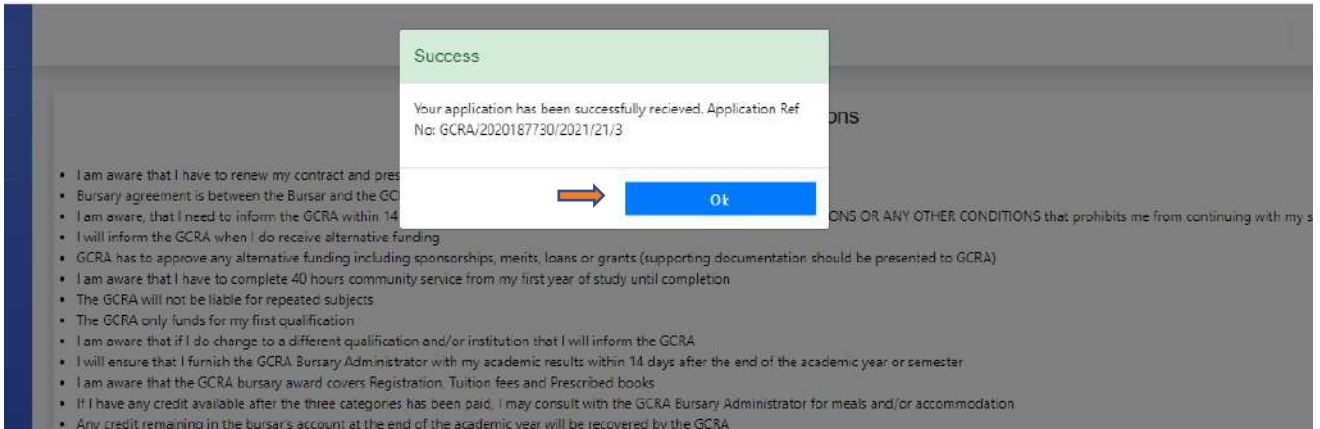
Do you accept terms and conditions as stipulated above?

Accept

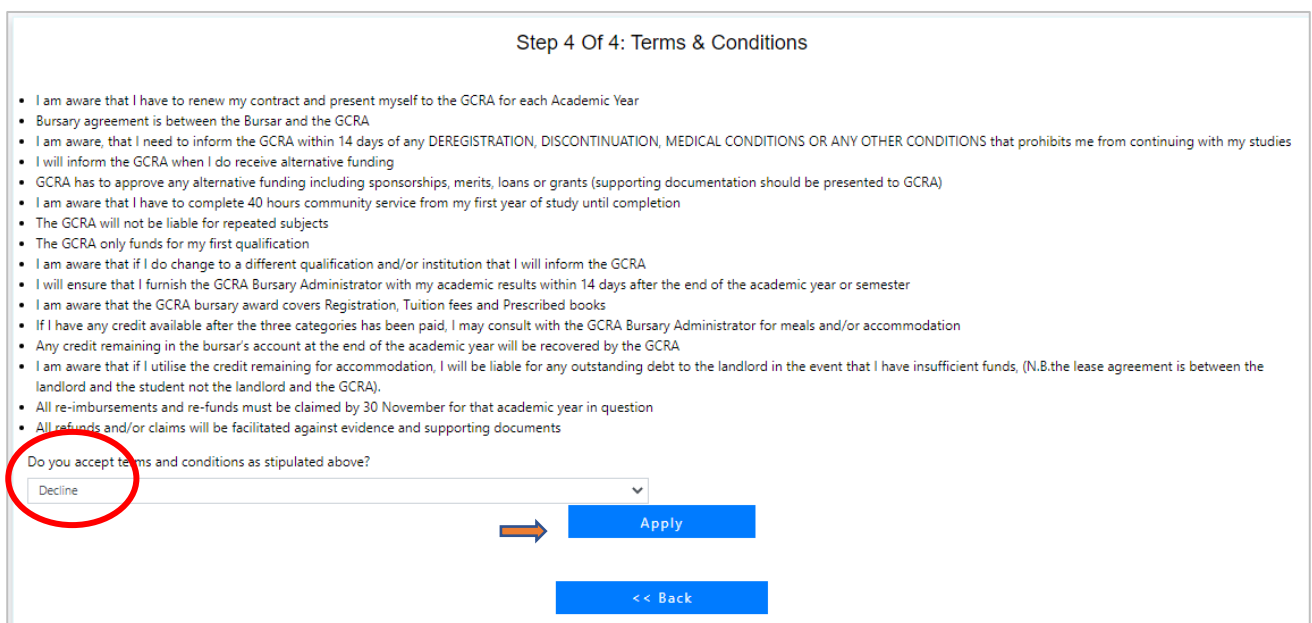
➔
Apply

<< 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



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