



LEBONE COLLEGE OF
EMERGENCY CARE

APPLICATION PROCEDURE



GAUTENG PROVINCE
HEALTH
REPUBLIC OF SOUTH AFRICA



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LEBONE COLLEGE OF EMERGENCY CARE IN PARTNERSHIP WITH SEFAKO MAKGATHO UNIVERSITY APPLICATION FOR ADMISSION INSTRUCTIONS:

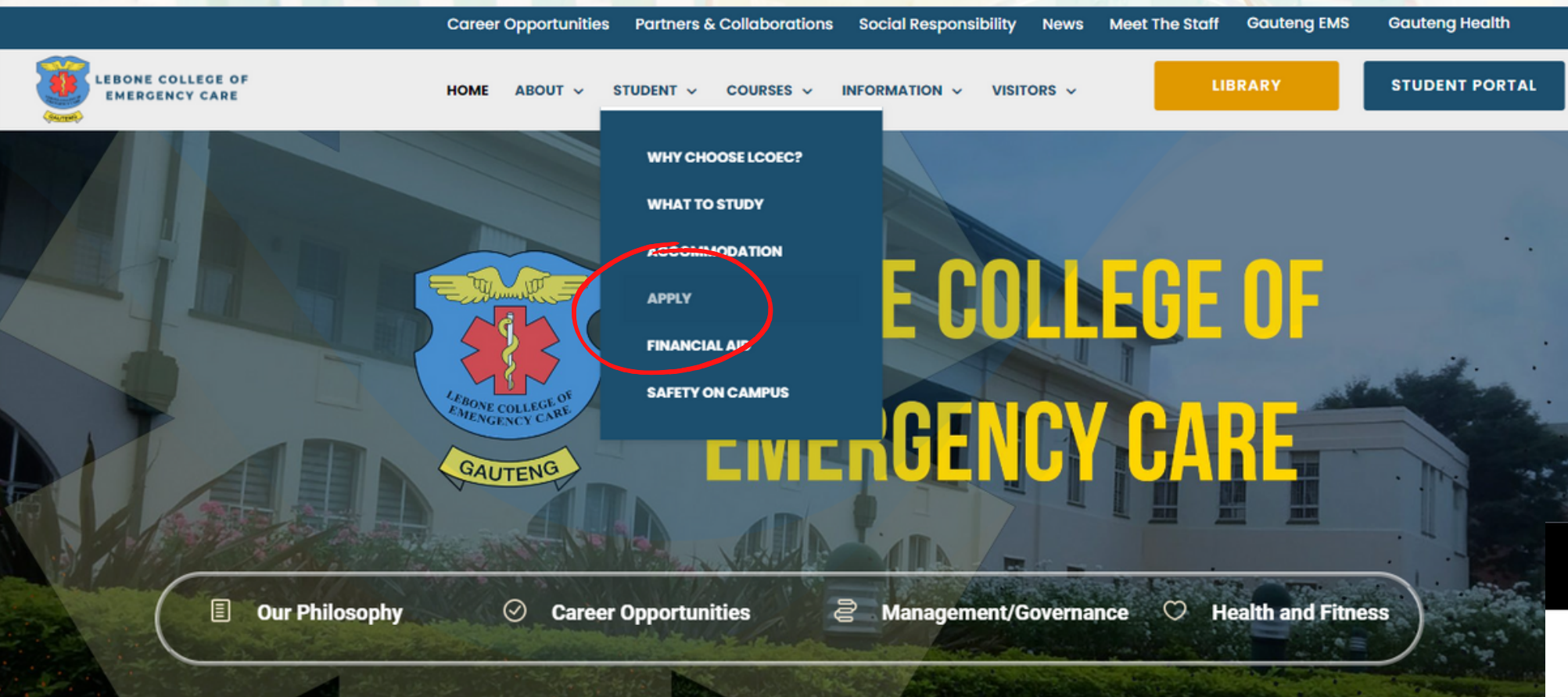
Application for Higher Certificate and Diploma in Emergency Medical Care (EMC)

- Applications are done online.
- Applications should be submitted online.
- The application should be completed accurately and fully.
- The names should be the same as they appear in your identity/passport document.
- You are encouraged to apply before the closing dates because it will not be possible to submit your application after the closing date.

PLEASE REMEMBER TO UPLOAD THE FOLLOWING CERTIFIED AND INDIVIDUALLY SCANNED DOCUMENTS:

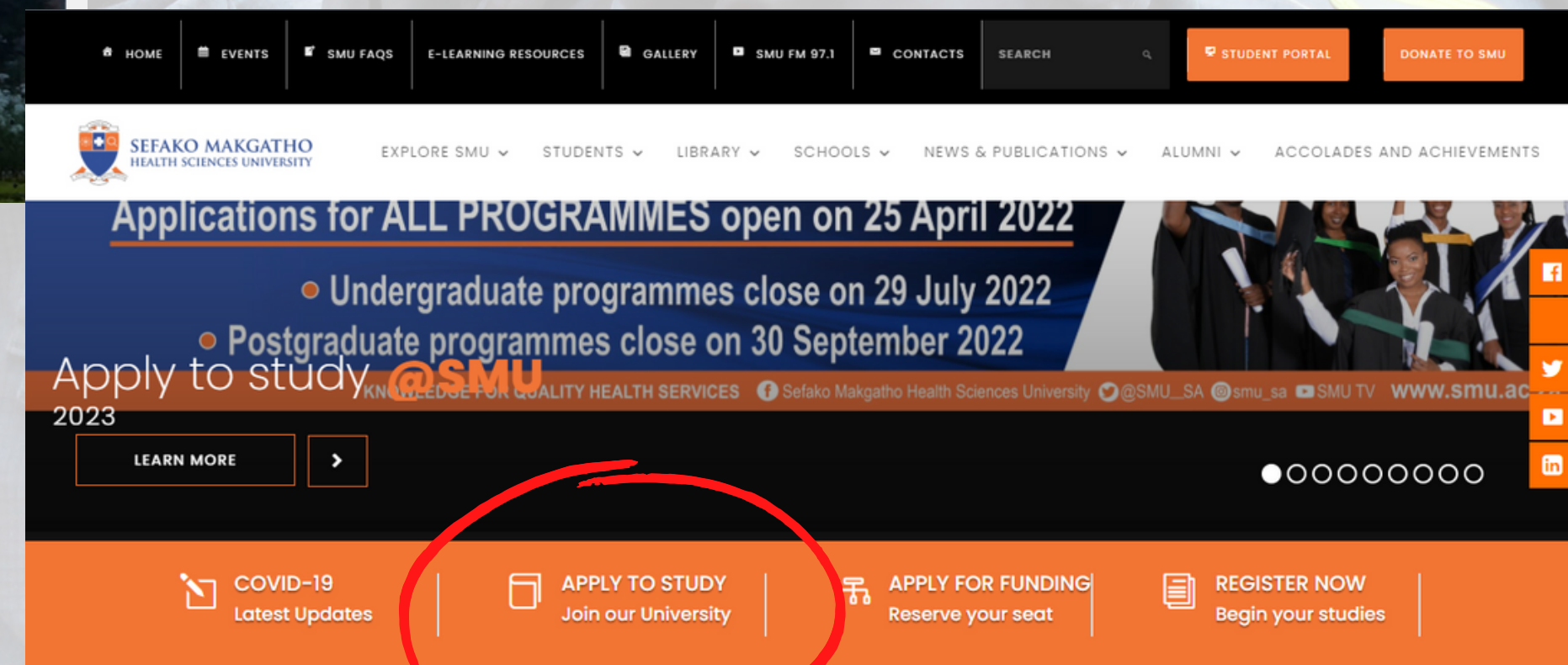
- Certified Grade 11 end of year examination results (for those currently in grade 12) or your National Senior/Matric/IEB Certificate (if you have already completed Grade 12).
 - Certified copy of your ID/passport document (compulsory)
 - Certified copy of your marriage certificate (if applicable).
 - Please note that certified documents must not be older than 6 months
- PLEASE INDICATE YOUR CHOICE OF STUDY
- 1 Year Higher Certificate in Emergency Medical Care
 - 2 Years Diploma in Emergency Medical Care

APPLY TO STUDY



- Go to www.lcoec.ac.za
- Under the "Students" tab go to "Apply"
- Go through the instruction and click "Apply Here"

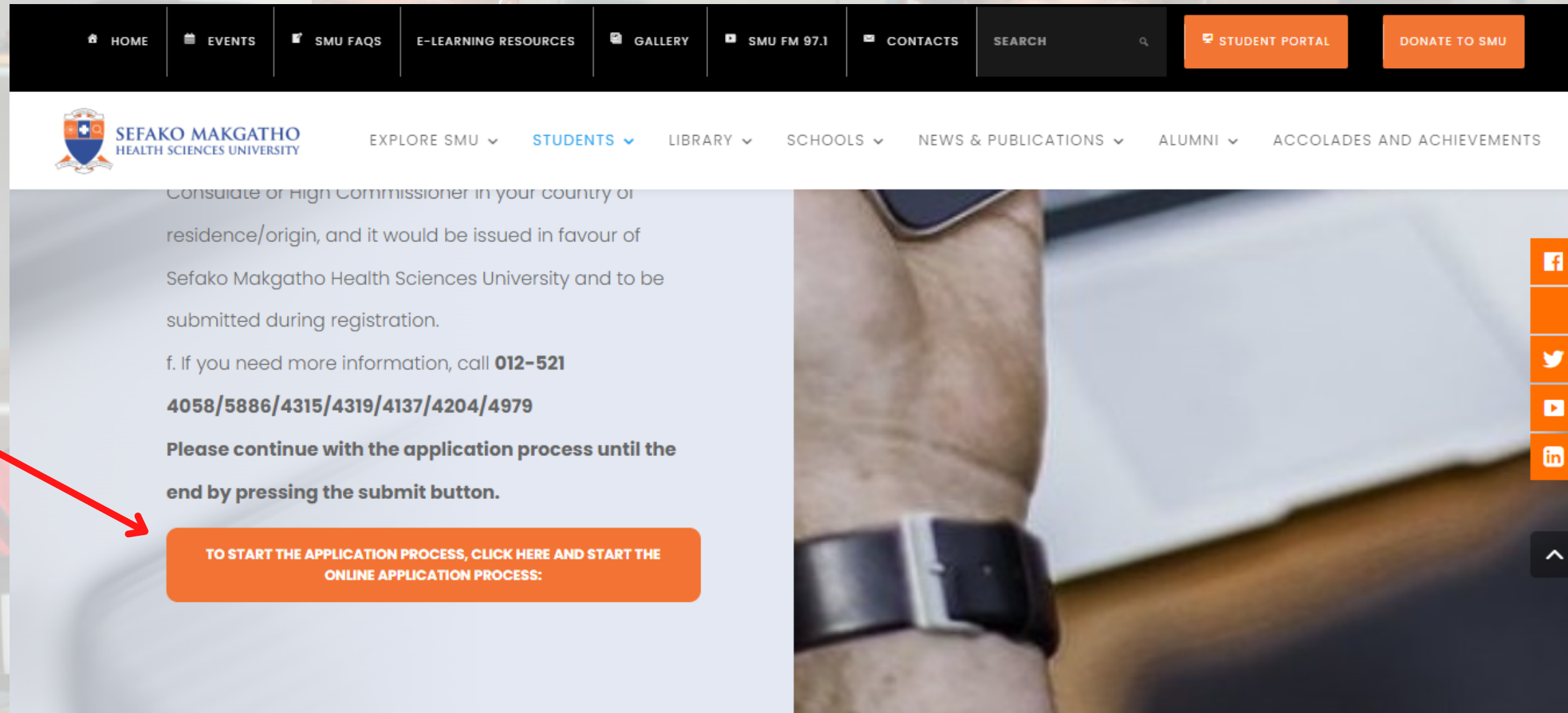
- You will be redirected to the Sefako Makgatho Health Sciences University website
- Go to the "Apply To Study" tab



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APPLY TO STUDY CONT.

- Scroll down until you see this tab
- Click on this tab



ACADEMIC APPLICATION PROCESS

Comprehensive Web Application Process

Academic Application Process

NTE_2114

Please make sure that you are familiar with the contents of the SMU webpage for applications BEFORE proceeding with your application. Use this URL: <https://www.smu.ac.za/students/apply/online-application/>

- This page and the following pages will guide you through your application
- If you already have a student number, we will provide a URL to log into the institution Portal

If you will apply for both under- and postgraduate degrees,

- first apply for the undergraduate degree using the process shown in the following web pages.
- Then download the post graduate application form from this link, <https://www.smu.ac.za/download/162/new-category/257227/pgr-01-enrolment-for-pg-dip-hons-masters-doctoral-copy.pdf>, complete the form, and email to apply@smu.ac.za

If you are a new applicant,

- please continue with your application

Do you already have a student number?

--- Please select ---

Yes

No

Comprehensive Web Application Process

Academic Application Process

NTE_2114

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If you are a new applicant,

- please continue with your application

Do you already have a student number?

Returning to complete application:

--- Please select ---

Yes

No

- This is where you start the application process
- Fill all the drop down options according to what corresponds to you



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ACADEMIC APPLICATION PROCESS CONT.

• please continue with your application

Do you already have a student number? *

Returning to complete application: *

Do you have a Qualification Specific Token? *

Please read and accept the following POPI clause

Consent to process personal Information

Please note that by continuing with this application, you give consent to the University to process your personal information and that the University reserves the right to verify the information provided. On the other hand, the University is committed to comply with the Protection of Personal Information Act (POPI) No. 4 of 2013 and to ensure that personal information provided is only used for the purpose for which it is intended.

If you need more information, call 012-521 4058/ 5886/ 4319/ 4137/ 4204/ 4979 or send an email to apply@smu.ac.za.

Please Note

The University reserves the right to verify and validate the correctness of information provided. If it is found to be misrepresented or untruthful after an admission offer has been made, the admission offer will be revoked immediately, and no further correspondence will be entered into with the prospective student concerned.

I Accept: ☒

I do not Accept: ☐

- After filling in all the necessary drop down options and reading everything, click "Accept" and "Next" to proceed with your application



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BIOGRAPHICAL DETAILS

- Next page is for Biographical Information
- Fill your Biographical details on this page
- When done, click "Next"



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MEDICAL SERVICES
FOR EMERGENCIES : 10177

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Comprehensive Web Application Process

Quick Link:  Biographical

Biographical details

In this section you are required to enter your biographical details.

Please enter your biographical details

Nationality

Please select your current nationality and capture your ID or passport number

Are you a SA Citizen in possession of a valid SA ID/Birth Certificate?

Personal Information

Please enter your personal information

Gender:

Date of birth (DD-MON-YYYY):

Title:

Initials:

Surname:

First names:

Maiden name:

Marital status:

Home language:

Ethnic group:



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NEXT OF KIN DETAILS

- Next page is for Next of Kin information
- Fill your next of kin details on this page
- When done, click "Next"

Comprehensive Web Application Process

Quick Link: [Home](#) [Biographical](#) [Next of Kin](#)

Next of Kin Details

Please enter the information of your Next of Kin. This can be a parent or a guardian.

Next of Kin Personal and Contact Information

Next of kin's name(s):

Next of kin's mobile/cellular phone number:

Next of kin's home phone number:

Next of kin's work phone number:

Next of Kin Address Information

Postal address Line 1(e.g. Street Name and Number):

Postal address Line 2(e.g. Suburb Name):

Postal address Line 3(e.g. Town Name):

Postal address Line 4(e.g. Province Name):

Postal Code:

Email address:

Account Contact Details

Please enter the information of the person responsible for any payments made to this institution. This can be yourself or any other party

Account Contact Information

Account Contact's name(s):

Account Contact's mobile/cellular phone number:



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RESULTS DETAILS

- Next page is the Results details page
- Enter and fill in the tabs needed to be filled
- Your academic results will automatically show due to your record being linked to your national ID Number
- When done, click "Next"

Comprehensive Web Application Process

Quick Link: [Home](#) [Biographical](#) [Next of Kin](#) [Matric](#)

Results Details

NTE_2118
Please select whether you are applying for a postgraduate or undergraduate qualification

Matric/Grade 12 Year (YYYY)

Are you applying for Undergraduate or Postgraduate?

Are you upgrading?

- We have received your matric/grade 12 subject detail from the department
- Click on the "Continue" button in order to continue with your application.
- You should contact the institution if you need to change the marks below.

Matric Year	Matric Date	Examination Number	Final School Leaving Certificate	School Leaving Subject	Grade	Final Gr11 Perc	Final Gr11 Symbol	Mid Year Gr12 Perc	Mid Gr12 Symbol	Final Gr12 Percentage	Final Gr12 Symbol	Remove
2014	201411	8142205820085	NSC (Bachelors Degree)	Mathematical Literacy						79	6	<input type="checkbox"/>
2014	201411	8142205820085	NSC (Bachelors Degree)	Life Orientation						75	6	<input type="checkbox"/>
2014	201411	8142205820085	NSC (Bachelors Degree)	Business Studies						70	6	<input type="checkbox"/>
2014	201411	8142205820085	NSC (Bachelors Degree)	Afrikaans First Additional						52	4	<input type="checkbox"/>



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EDUCATIONAL INSTITUTION(s)


- Next page is for Educational Institution(s) information
- Fill your education institution information on this page
- When done, click "Next"

Comprehensive Web Application Process

Quick Link: [Home](#) [Biographical](#) [Next of Kin](#) [Matric](#) [Previous studies](#)

Educational Institution/s
Please enter details of your previous secondary school studies

School details

Which school did you attend last:  *

What are you currently doing?  *

Other Tertiary Institution details

Have you studied at Another institution previously? *



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ACADEMIC INFORMATION

Comprehensive Web Application Process

Quick Link:  Biographical > Next of Kin > Matric > Previous studies > Qualifications

Academic Application


Qualification details

NTE_2112


PLEASE BE AWARE: The **first** qualification that you enter will be taken as your first choice!


- The list of qualifications provided can in some cases only be the qualifications you qualify for.
- If you have written a South African matric we will take the subjects and marks on the Matric page as the guide to determine for which qualifications you qualify.
- If you have not written a South African matric or if you are applying for a post-graduate qualification the list will be exhaustive.


Academic Year *

Limit your selection to a specific Faculty/School:  *

Choose a programme:  *

For which period are you applying?  *

How would you like to study for this programme?  *

When would you like to study for the qualification?  *

Application Type Application Type Description

Number of applications allowed for this Application type

- Next page is for Academic Application information
- This is where you select your programme choice



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ACADEMIC INFORMATION CONT.

- Note that Emergency Medical Care is in the "Medicine" faculty
- Make sure that your year of study is correct

Quick Link: [Home](#) [Biographical](#) [Next of Kin](#) [Matric](#) [Previous studies](#) [Qualifications](#)

Academic Application

Qualification details

NTE_2112

PLEASE BE AWARE: The first qualification that you enter will be taken as your first choice!

- The list of qualifications provided can in some cases only be the qualifications you qualify for.
- If you have written a South African matric we will take the subjects and marks on the Matric page as the guide to determine for which qualifications you qualify.
- If you have not written a South African matric or if you are applying for a post-graduate qualification the list will be exhaustive.

Academic Year: 2023 *

Limit your selection to a specific Faculty/School: MEDICINE *

Choose a programme: *

For which period are you applying? *

How would you like to study for this programme? *

When would you like to study for the qualification? *

Application Type: AT Application Type Description: ONLINE APPLICATION

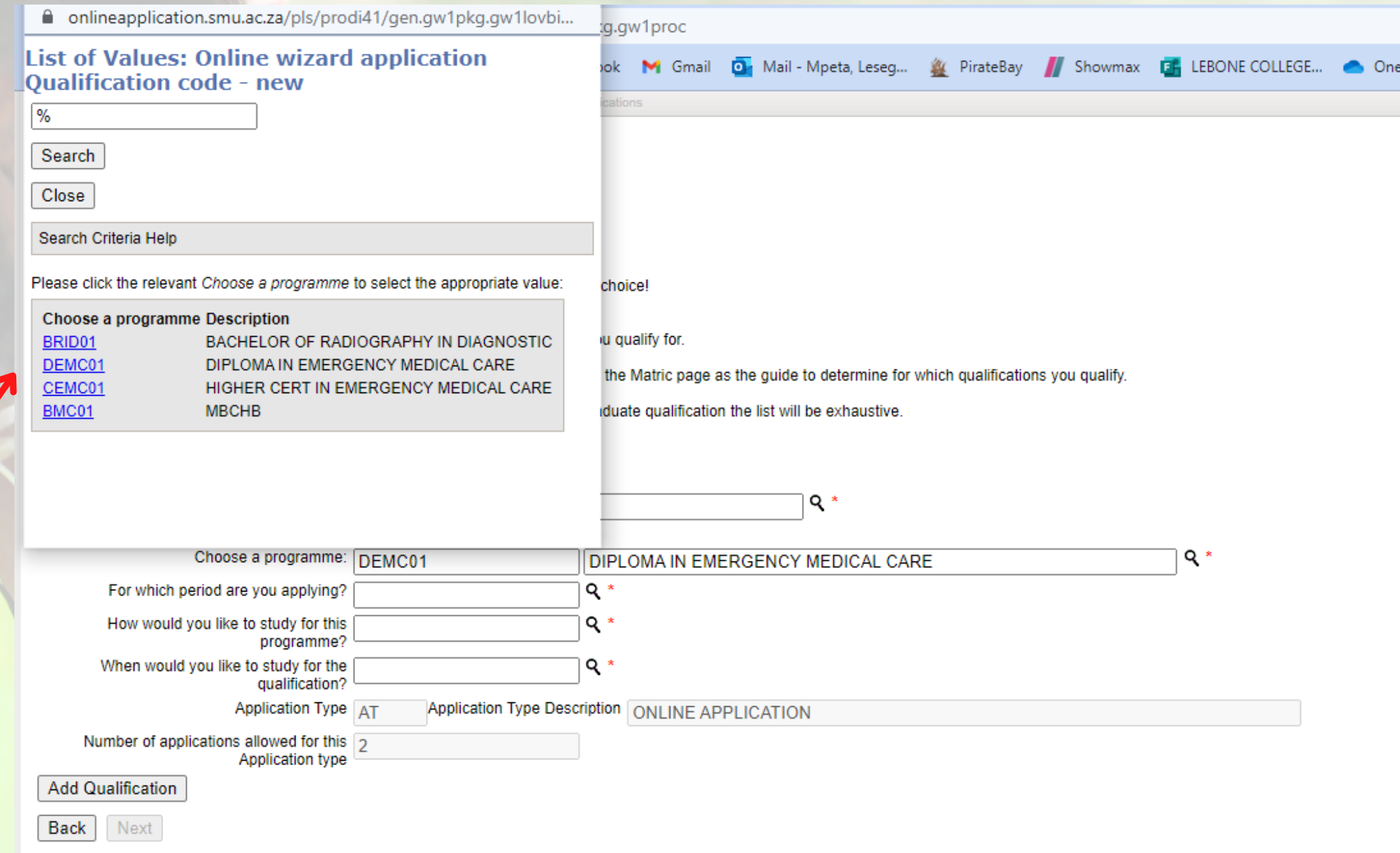
Number of applications allowed for this Application type: 2

[Add Qualification](#)

[Back](#) [Next](#)

ACADEMIC INFORMATION CONT.

- After selecting the "Medicine" faculty, go to 'Choose a programme' and select "Diploma in Emergency Medical Care" and/or "Higher Certificate in Emergency Medical Care"
- Note that both these programmes can be your First Choice and Second Choice
- If you only qualify for Higher Certificate in Emergency Medical Care you may choose another programme as a second choice



onlineapplication.smu.ac.za/pls/prodi41/gen.gw1pkg.gw1lovbi...g.gw1proc

List of Values: Online wizard application
Qualification code - new

%
Search
Close

Search Criteria Help

Please click the relevant *Choose a programme* to select the appropriate value:

Choose a programme	Description
BRID01	BACHELOR OF RADIOGRAPHY IN DIAGNOSTIC
DEMC01	DIPLOMA IN EMERGENCY MEDICAL CARE
CEMC01	HIGHER CERT IN EMERGENCY MEDICAL CARE
BMC01	MBCHB

Choose a programme:

For which period are you applying? *

How would you like to study for this programme? *

When would you like to study for the qualification? *

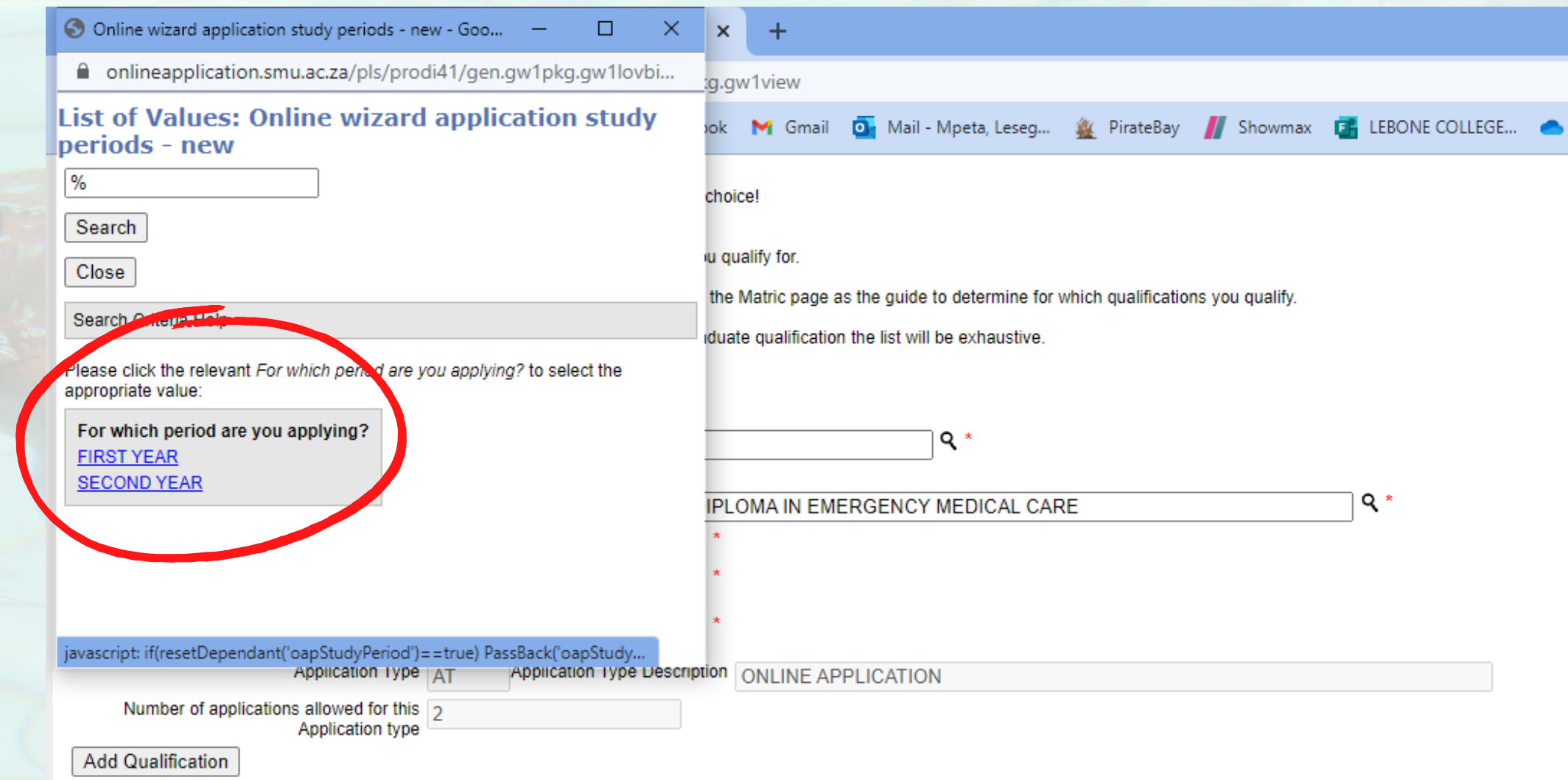
Application Type Application Type Description

Number of applications allowed for this Application type

Add Qualification
Back Next

ACADEMIC INFORMATION CONT.

- For Diploma in Emergency Medical Care you have to select 'Second Year' since it's a 2 year programme
- For Higher Certificate in Emergency Medical Care you have to select "First Year" since it's a 1 year programme.



The screenshot shows a web browser window with the URL `onlineapplication.smu.ac.za/pls/prodi41/gen.gw1pkg.gw1lovbi...`. The page title is "List of Values: Online wizard application study periods - new". A search bar with a percentage sign and buttons for "Search" and "Close" is at the top. Below it, a message says "Please click the relevant For which period are you applying? to select the appropriate value:". A red circle highlights a box containing the text "For which period are you applying?" and two links: "FIRST YEAR" and "SECOND YEAR". At the bottom, there is a table with columns "Application type" and "Application type Description". The first row shows "AT" and "ONLINE APPLICATION". Below the table, it says "Number of applications allowed for this Application type" with the value "2" and an "Add Qualification" button.

ACADEMIC INFORMATION CONT.

- After selecting your choice of study the information should look like this
- When done, click "Next"

- The list of qualifications provided can in some cases only be the qualifications you qualify for.
- If you have written a South African matric we will take the subjects and marks on the Matric page as the guide to determine for which qualifications you qualify.
- If you have not written a South African matric or if you are applying for a post-graduate qualification the list will be exhaustive.

Academic Year *

Limit your selection to a specific Faculty/School: 🔍 *

Choose a programme: 🔍 *

For which period are you applying? 🔍 *

How would you like to study for this programme? 🔍 *

When would you like to study for the qualification? 🔍 *

Application Type Application Type Description


Number of applications allowed for this Application type

Qualifications

Faculty	Qualification	Study Period	Mode of Study	Academic Period	Academic Year	Application Type	Eligible To Apply	Remove
MEDICINE	HIGHER CERT IN EMERGENCY MEDICAL CARE	1	FULL-TIME	YEAR (JAN-DEC)	2023	ONLINE APPLICATION	YES	<input type="checkbox"/>
MEDICINE	DIPLOMA IN EMERGENCY MEDICAL CARE	2	FULL-TIME	YEAR (JAN-DEC)	2023	ONLINE APPLICATION	YES	<input type="checkbox"/>

CHECK YOUR APPLICATION DETAILS

Comprehensive Web Application Process

Quick Link:  [Biographical](#) [Next of Kin](#) [Matric](#) [Previous studies](#) [Qualifications](#) [Summary](#)

Check your application details

In this section you are asked to check your details before continuing with your online application.

- If you want to change anything, go back to a previous step using the Quick Links at the top of this page.
- To continue with your enrolment process click the "Continue" button at the bottom of the page.

Web Application Process - Biographical

ID Number:

Passport Number:

Gender:

Date of birth (DD-MON-YYYY):

Surname:

First names:

Street Address Line 1(e.g. Street Name):

Street Address Line 2(e.g. Suburb Name):

Street Address Line 3(e.g. Town Name):

Street Address Line 4(e.g. Province Name):

Postal Code:

Postal Address Line 1 (e.g. PO Box)

Postal Address Line 2 (e.g. Suburb Name)

Postal Address Line 3 (e.g. Town Name)

Postal Address Line 4 (e.g. Province Name)

Postal Code:

South African Cell Phone Number:

Work Telephone Number:

Home Telephone Number:

- Next page is for checking your application details
- This is where you verify if all the information you have put is correct. If there are errors make sure you go back to correct them before you submit your applications. Errors will not be correctable after you have submitted your application



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CHECK YOUR APPLICATION DETAILS CONT.

2014	201411	8142	35	NSC (Bachelors Degree)	Afrikaans First Additional Language
2014	201411	8142	35	NSC (Bachelors Degree)	English Home Language
2014	201411	8142	35	NSC (Bachelors Degree)	Life Sciences
2014	201411	8142	35	NSC (Bachelors Degree)	Physical Sciences

Web Application Process - Previous Studies - Undergraduate

Which school did you attend last: CORNERSTONE COLLEGE
What are you currently doing? UNEMPLOYED
Have you studied at Another institution previously? No

Web Application Process - Qualification information

Faculty	Qualification	Study Period	Mode of Study	Academic Period	Academic Year	Application Type	Eligible To Apply
MEDICINE	HIGHER CERT IN EMERGENCY MEDICAL CARE	1	FULL-TIME	YEAR (JAN-DEC)	2023	ONLINE APPLICATION	YES
MEDICINE	DIPLOMA IN EMERGENCY MEDICAL CARE	2	FULL-TIME	YEAR (JAN-DEC)	2023	ONLINE APPLICATION	YES

Check your application details

In this section you are asked to check your details before continuing with your online application.

- If you want to change anything, go back to a previous step using the Quick Links at the top of this page.
- To continue with your enrolment process click the "Continue" button at the bottom of the page.

[Continue](#) [Printer Friendly Format](#)

- You have the option to Print a PDF of all the details before submission
- When done, click "Continue"



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RULES AND AGREEMENT

- Next page is for Rules and Agreement of application form
- Make sure you read everything
- You will have to create a 5 digit 'Login Pin'
- This is the pin you will use to log in

Quick Link: [Home](#) / [Biographical](#) / [Next of Kin](#) / [Matric](#) / [Previous studies](#) / [Qualifications](#) / [Accept Agreement](#)

Rules and Agreement

Please confirm your acceptance of the rules and regulations. Quitting the application will erase all previously captured information.

Login Information

Please create a PIN that you will use for future interaction with our institution on the online system. Please keep your PIN safe, do not share it with anyone. Press the TAB key/Click anywhere on web page to validate your Pin number

Login Pin Number: * Pin length less than 5 numeric digits

Agreement details

Application Rules and Regulations

I hereby declare that:

- All the information provided in this application is true and correct.
- That I will abide with all the rules and regulations of Sefako Makgatho Health Sciences University.
- I have concluded this agreement with the knowledge and consent of my parents/guardian/spouse or next of kin (If under 18 years).
- I understand that my application will not be processed if I have not submitted all the required applicable documentation as it will be deemed to be an invalid application.
- I understand that the University receives more applications than it can accommodate within its available spaces. Therefore, meeting minimum admission requirements does not guarantee admission.
- I undertake to notify the Registrar in writing, if I wish to cancel my application during the current application year.

Consent to process personal Information

Please note:

- by continuing with this application, you give consent to the University to process your personal information and that the University reserves the right to verify and validate the correctness of the information provided.
- the University is committed to protecting personal information provided in compliance with the Protection of Personal Information Act (POPI) No. 4 of 2013.
- If you need more information, call 012-521 4058/ 5886/ 4319/ 4137/ 4204/ 4979.

Please Note

The University reserves the right to verify and validate the correctness of information provided. If it is found to be misrepresented or untruthful after an admission offer has been made, the admission offer will be revoked immediately and no further correspondence will be entered into with the prospective student concerned.

The Registrar

I Accept: ☒

I do not Accept: ☐

APPLICATION SUBMISSION

- After reading everything and filling in the 5 digit pin click "I Accept"
- Submit Application

Rules and Agreement

Please confirm your acceptance of the rules and regulations. Quitting the application will erase all previously captured information.

Login Information

Please create a PIN that you will use for future interaction with our institution on the online system. Please keep your PIN safe, do not share it with anyone. Press the TAB key/Click anywhere on web page to validate your Pin number.

Login Pin Number:

Agreement details

Application Rules and Regulations

I hereby declare that:

- All the information provided in this application is true and correct.
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The Registrar

I Accept: ☒

I do not Accept: ☐

[Back](#)

[Submit Application](#)

[Quit Application](#)



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END



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**LEBONE COLLEGE
OF
EMERGENCY CARE**



**C/O BELVEDERE &
STEVE BIKO ROAD
TEL: (012) 356 8000**



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