Western Cape Government

Department of Infrastructure

MASAKH'ISIZWE BURSARY SYSTEM APPLICATION MANUAL

Version: 1.1

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Introduction

The Masakh'iSizwe (MiS) Bursary Programme aims to address skills shortages within the engineering and built environment identified by the Department of Infrastructure as scarce and critical by empowering youth to obtain a tertiary qualification through full-time study at Higher Education Institutions within the Western Cape Province.
Applications for the MiS bursary programme opens annually from 1 April with a closing date of 31 August whereby all applications must be submitted from interested applicants via the Masakh'iSizwe Bursary System.

The comprehensive Masakh'iSizwe bursary system application guide is a document to assist applicants with completing the required steps to submit an application successfully.
This system application guide will be reviewed from time to time and updated as the need arise.

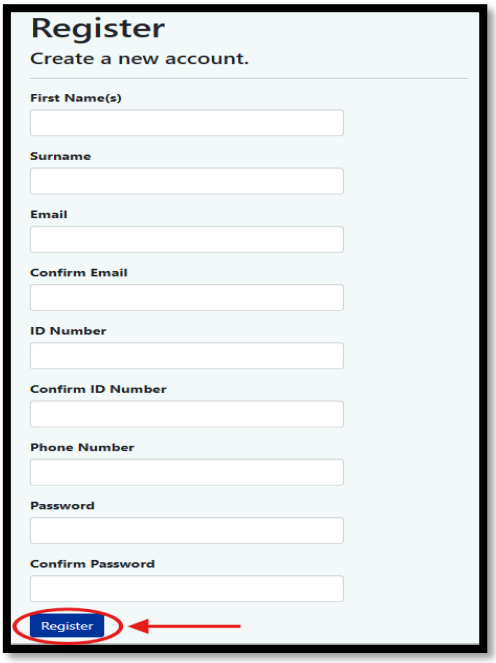
Registration & Login

1. Before a **new applicant** will be able to apply for the MiS bursary programme the applicant must **register** an account.

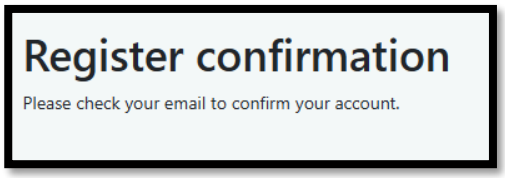


2. The applicant will be prompted to **create a new account** and fill in all the required fields and then click "**Register**".

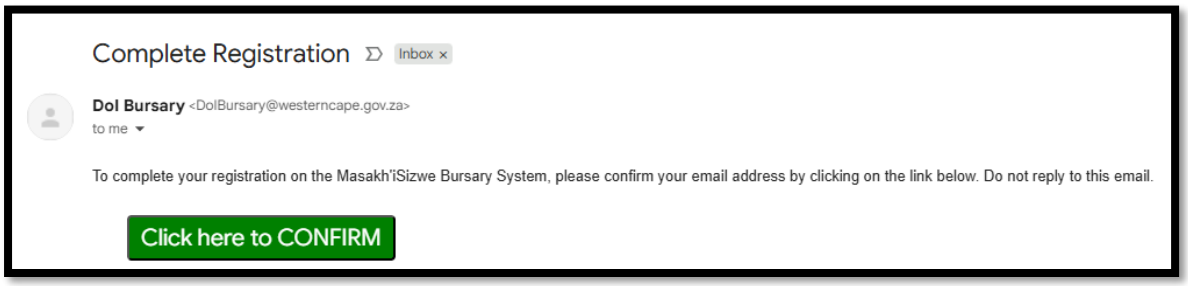
3. The new applicant must fill in all the compulsory personal information and click on "**Register**"



4. A **confirmation message** will be displayed and the new applicant must go view the email sent to the email address used to register the account.

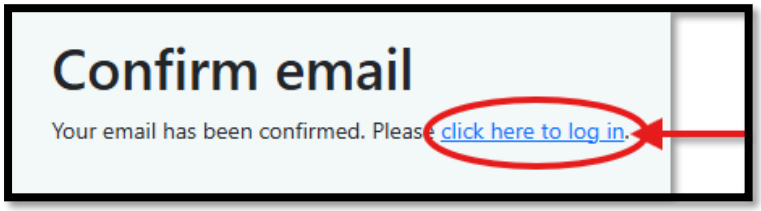


5. The below **registration email** should be received from DolBursary@westerncape.gov.za whereby the new applicant must click on the "**confirm**" button/link to verify the email address.

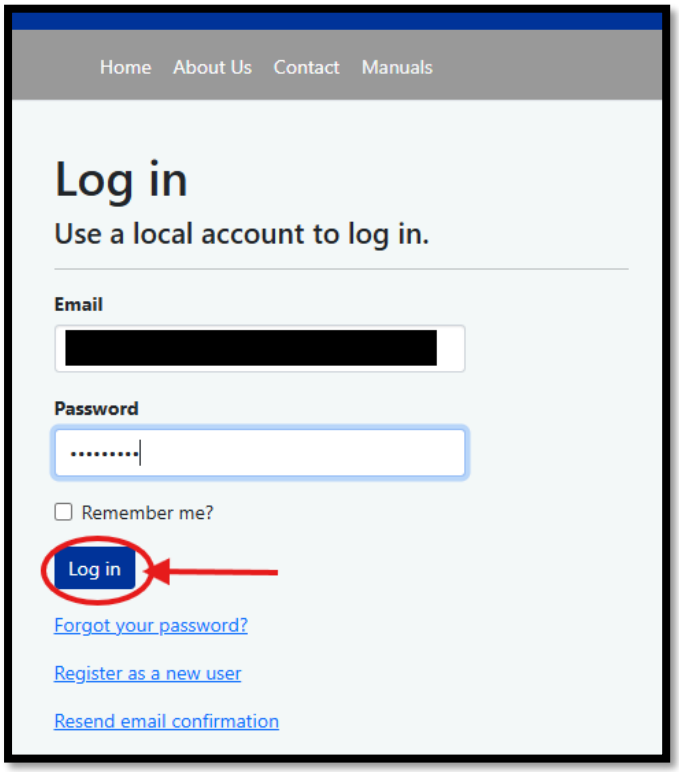


Please note: Should the email not be found in the email inbox, kindly look in your junk/spam email folder.

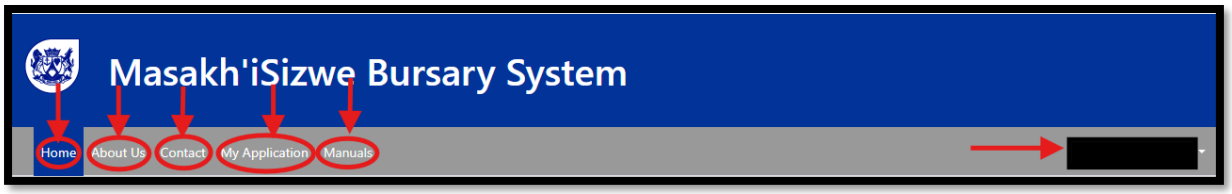
6. When clicking on the "**confirm**" button/link your internet browser will open the website to inform that your email has been successfully confirmed.



7. You will now be able to proceed to log in with the username and password created.



Home Page



1. Once you have logged in you will see the "**Home**" landing page with application information, criteria, notices, supporting documents required and contact information.
2. "**About us**" provides a brief description of the Masakh'iSizwe bursary programme origin.
3. The "**Contact**" screen is where you can submit a general enquiry directly via the system or find contact details of the application support office.
4. The "**My Application**" screen is where you can start your first application or view previous applications and their application statuses.
5. "**Manuals**" is where this application guide is saved for download.
6. Your user **account and profile** are accessible by clicking on your email address at the top right corner of the screen. Here you will be able to:

6.1. View your **profile**.

6.2. Manage or change your **email address**.

6.3. Change your **log in password**.

6.4. **Log out** of the system.

My Application: New Application

1. Starting off your bursary application you will need to provide personal information. Questions with an (*) symbol are required fields that must be completed to proceed to the next page.

2. <u>Completing the application Questions:</u>

2.1. How did you hear about the MiS bursary programme – Select an appropriate answer.

2.2. <u>Personal Information:</u>

2.2.1. **Surname** – Complete as per your ID book/card.

2.2.2. **First name(s)** – Complete as per your ID book/card.

2.2.3. **ID number** – Complete as per your ID book/card.

2.2.4. **(Optional) Passport number** – Complete as per your passport book.

2.2.5. **Date of birth** – Complete as per your ID book/card.

2.2.6. **Population group** – Select appropriate answer.

2.2.7. **Title** – Select appropriate answer.

2.2.8. **Home language** – Select appropriate answer.

2.2.9. **Disability** – Select appropriate answer (**<u>Please note</u>**: if you are a person with disability, proof of formal medical diagnosis will be required).

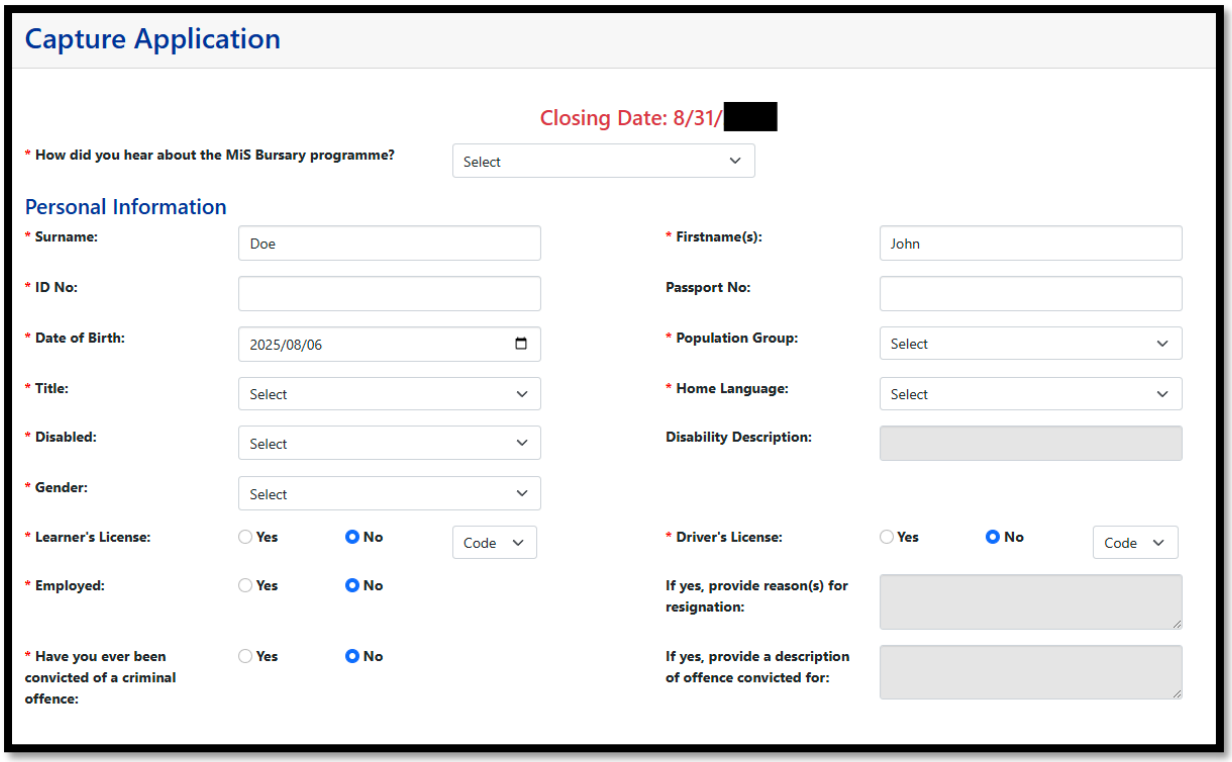
2.2.10. **Gender** - Select appropriate answer.

2.2.11. **Learner's license** - Select appropriate answer.

2.2.12. **Driver's license** - Select appropriate answer.

2.2.13. **Employed** - Select appropriate answer (**<u>Please note</u>**: The application is towards full-time studies and therefore bursary holders will not be allowed to work and study).

2.2.14. **Criminal offence** – Select appropriate answer (**<u>Please note</u>**: if yes, the court roll or SAPS report informing the nature of criminal offence and status will be required to submit with your application form.



2.3. Contact Details:

2.3.1. **Residential address, postal code and province** – Fill in your home address where you are from (**Please note**: this cannot be your study address).

2.3.2. **Postal Address, postal code and province** – Fill in to where official registered letters need to be sent. This may be the same address as residential if preferred.

2.3.3. **Study Address, postal code, province** – Fill in the address where you will be staying during your studies.

2.3.4. **(Optional) Landline number** – Fill in a landline contact number where we could reach you.

2.3.5. **Cell phone number** – This number will be automatically filled in using the primary cell phone number you provided when registering on the system. The number may be changed if required.

2.3.6. **(Optional) Alternative number** – Fill in an alternative contact number we can contact if your primary cell phone number is unavailable.

2.3.7. **Email address** – This will be automatically filled in using the primary email address you provided when registering on the system. Please ensure correct spelling as this will be the primary contact method.

2.3.8. **(Optional) Alternative email address** – Fill in an alternative email address for bursary correspondence to be emailed to.

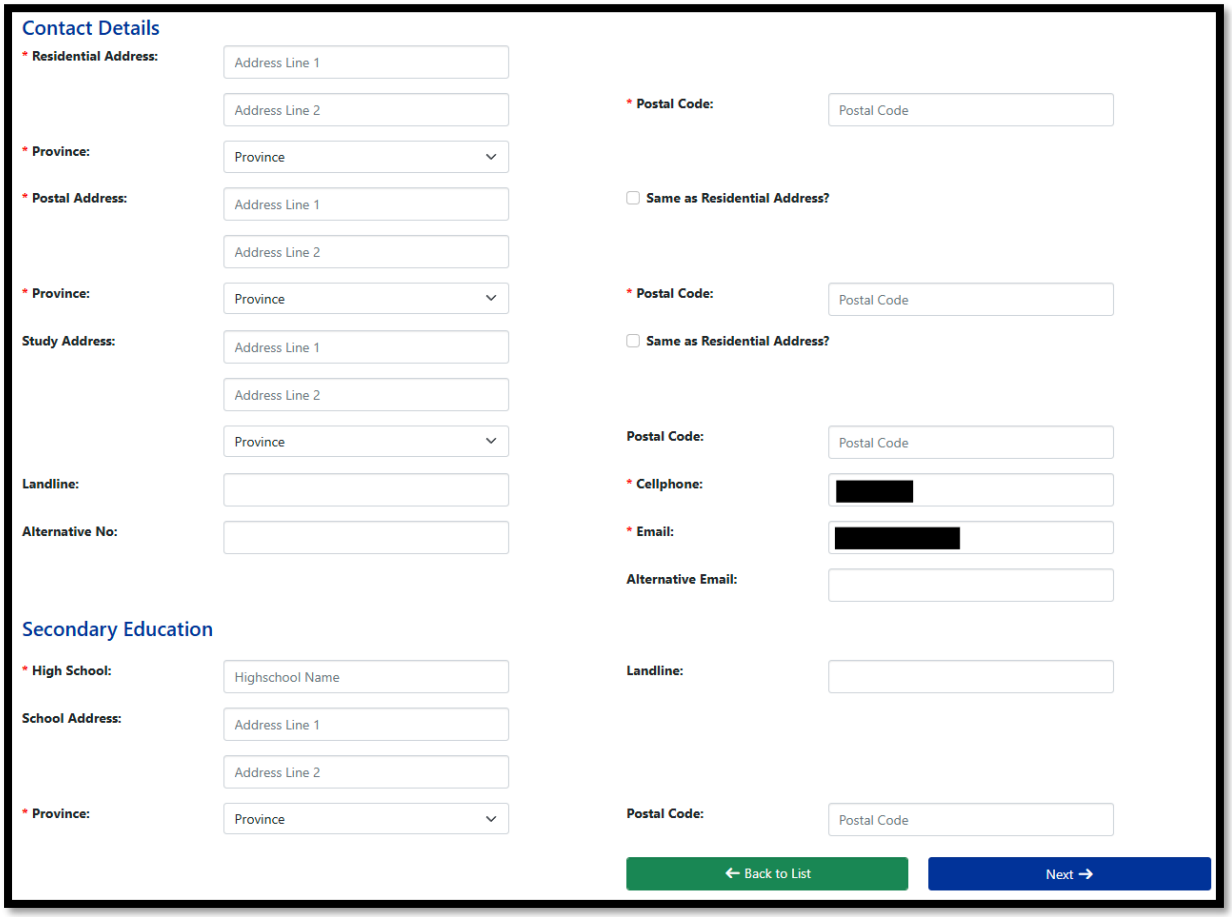
2.4. Secondary Education:

2.4.1. **High school** – Fill in the name of your high school you attended.

2.4.2. **High school landline** – Fill in a contact number of your high school.

2.4.3. **School address and postal code** – Fill in the address of your high school.

2.4.4. **High school province** – Select appropriate answer.



2.5. Education Details:

This section is to submit the details of the qualification intending to apply for.

2.5.1. Tertiary Information:

2.5.1.1. **Academic year** – This indicates the academic year applying for.

2.5.1.2. **Institution applying at** - Select appropriate answer (**Please note:** only eligible higher education institutions on the list will be considered for application).

2.5.1.3. **Qualification** – Select qualification applying for (**Please note:** only eligible qualifications available on the list will be considered for application).

2.5.1.4. **(Optional) Student number** – Fill in your student number provided by the University.

2.5.1.5. **Student year the bursary is required for** – Select appropriate answer.

2.5.1.6. **Application linked to an NGO** - Select appropriate answer.

2.5.1.7. **Application linked to an BCV partner** - Select appropriate answer.

2.5.1.8. **Degree/diploma already obtained** – Select appropriate answer.

2.5.1.9. **Failed course(s)/module(s)** - Select appropriate answer.

2.5.1.10. **Have you applied at an institution** – Select appropriate answer.

2.5.2. Estimated Study Cost:

2.5.2.1. **Who is/will be funding your studies** – Fill in the sponsor details of whom is funding your studies or will be funding your studies.

2.5.2.2. **How are the costs covered** – Select appropriate answer.

2.5.2.3. **Academic cost** – Fill in the projected cost of tuition fees for the year of registration.

2.5.2.4. **Accommodation cost** – Fill in the projected cost of accommodation for the year of registration.

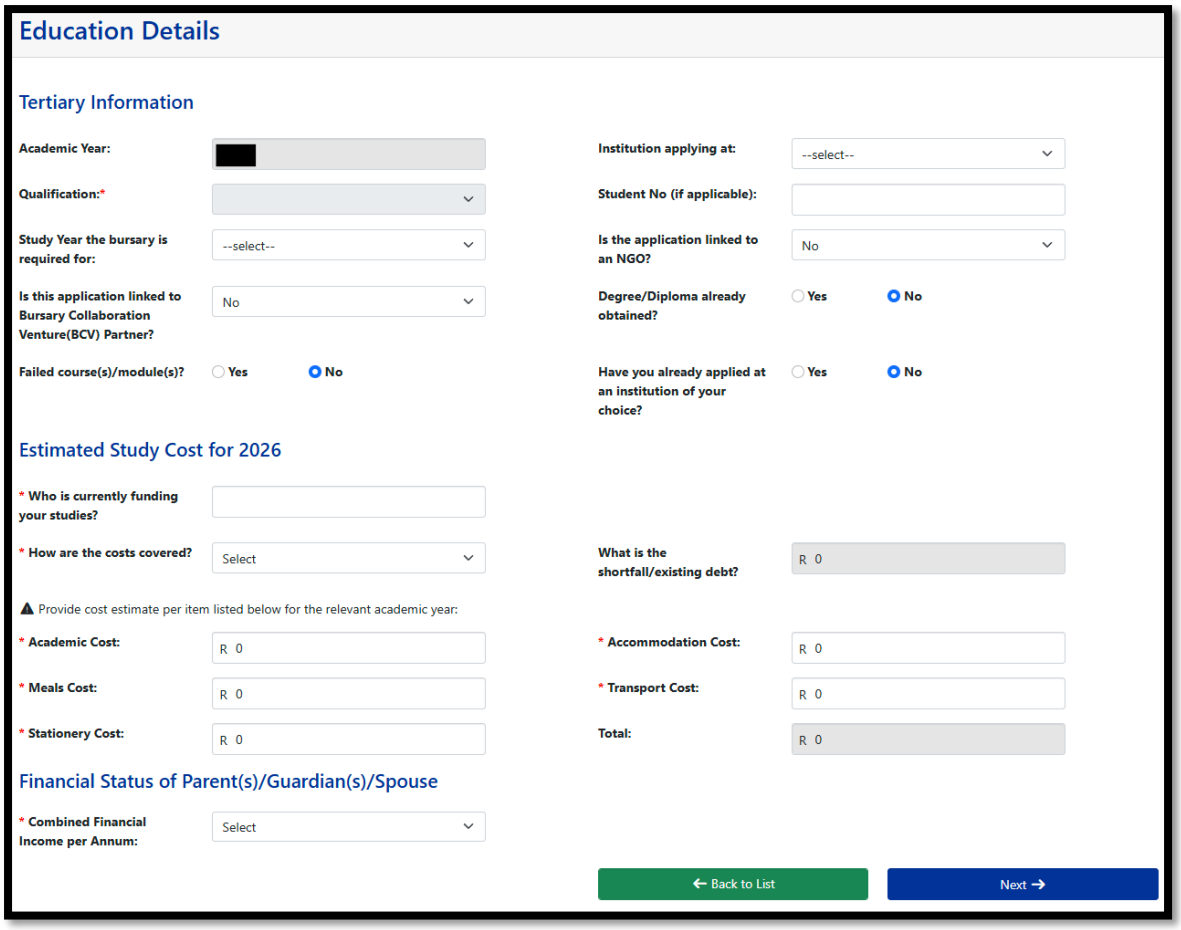
2.5.2.5. **Meals cost** – Fill in the projected cost of meals for the year of registration.

2.5.2.6. **Transport cost** – Fill in the projected cost of transport to and from university for the year of registration.

2.5.2.7. **Stationary cost** - Fill in the projected cost of stationary for the year of registration.

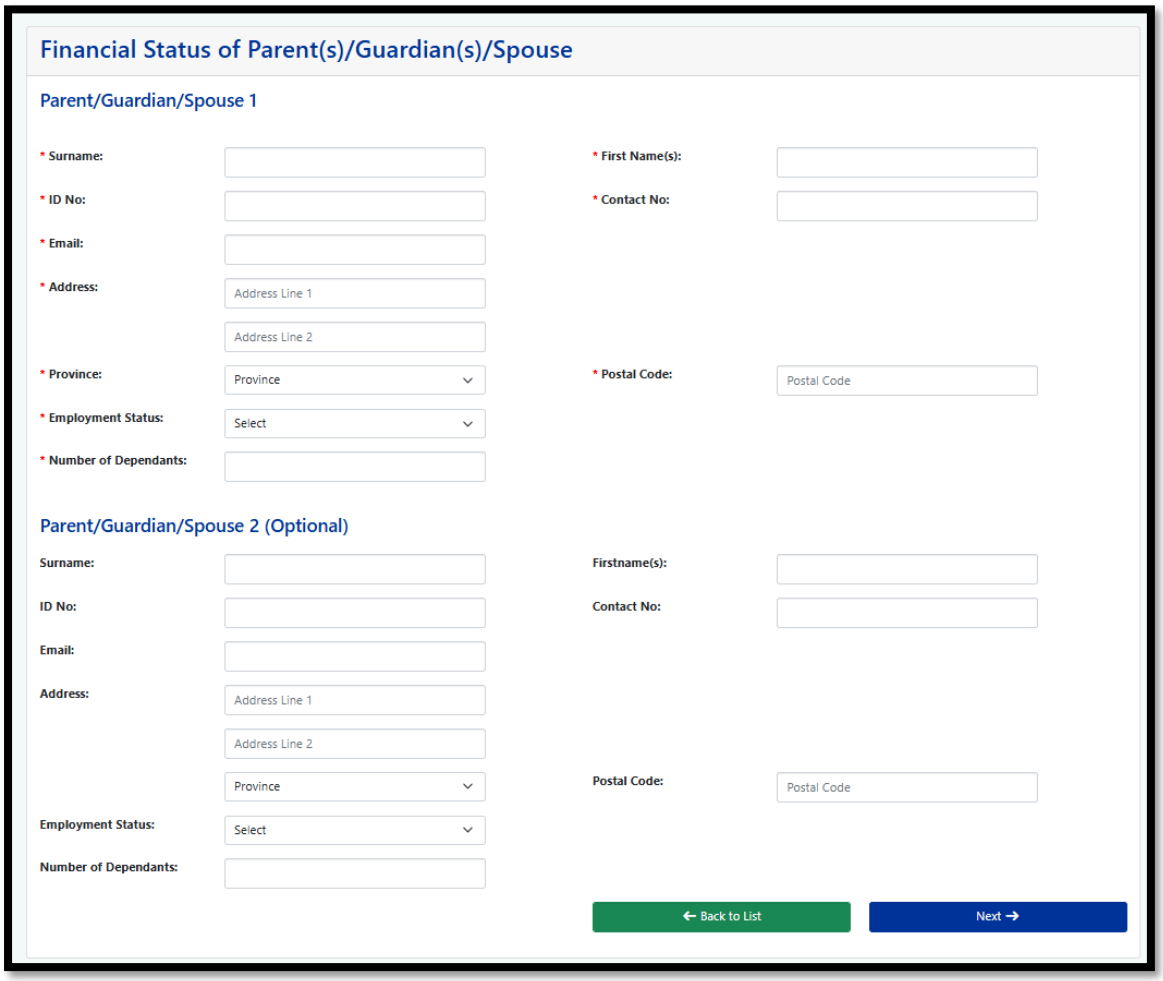
2.6. Financial Status of Parent(s)/Guardian(s)/Spouse:

2.6.1. **Combined financial income** – Select appropriate answer.


Education Details
Tertiary Information
Academic Year:
Qualification:*
Study Year the bursary is required for:
--select--
Is this application linked to Bursary Collaboration Venture(BCV) Partner?
No
Failed course(s)/module(s)?
Yes
No
Institution applying at:
--select--
Student No (if applicable):
Is the application linked to an NGO?
No
Degree/Diploma already obtained?
Yes
No
Have you already applied at an institution of your choice?
Yes
No
Estimated Study Cost for 2026
* Who is currently funding your studies?
* How are the costs covered?
Select
What is the shortfall/existing debt?
R 0
Provide cost estimate per item listed below for the relevant academic year:
* Academic Cost:
R 0
* Accommodation Cost:
R 0
* Meals Cost:
R 0
* Transport Cost:
R 0
* Stationery Cost:
R 0
Total:
R 0
Financial Status of Parent(s)/Guardian(s)/Spouse
* Combined Financial Income per Annum:
Select
Back to List
Next

2.6.2. **Parent/Guardian/Spouse 1** – Fill in the personal information of your main parent/guardian/spouse who will be financially responsible for you while you study.

2.6.3. **(Optional) Parent/Guardian/Spouse 2 –** Fill in the personal information of your secondary parent/guardian/spouse (if applicable) who will be financially responsible for you while you study.



2.7. Bursary Application Checklist:

This is the final section where you will have to upload all the compulsory supporting documents.

2.7.1. **Certified copies of ID of parent(s)/guardian(s)/spouse** – Upload copy of ID of parent(s)/guardian(s)/spouse mentioned in application form. For a deceased parent please provide a copy of a death certificate.

2.7.2. **Certified copy of ID** – Upload a copy of your ID as the applicant.

2.7.3. **Proof of registration/application at Higher Education Institution (HEI)** – Upload any of the following: your proof of successful registration, application confirmation or acceptance/offer letter to study.

2.7.4. **Letter of motivation** – Upload a brief letter explaining the need for the bursary, intended course of study and any additional information for motivation.

2.7.5. **Full course outline** – Upload the course information obtained from the Higher Education Institution (HEI) of the course you will be applying for.

2.7.6. **Estimation of study cost as supplied by HEI** – Upload a quotation or estimation of cost of course obtained from the HEI.

2.7.7. **Proof of Address (Home address)** – Provide a parent/Guardian municipal account/other account statement indicating your home residence address where you are from.

2.7.8. **Salary slips or affidavit of parent(s)/guardian(s)/Spouse to support financial status** – Upload all salary slip(s) to calculate the combined financial status of your parent/s or guardian(s). Provide proof of unemployment if applicable.

2.7.9. **Certified copy of matric certificate or latest results** – Your official Umalusi grade 12 certificate or Department of Education results statement will be accepted.

2.7.10. **Certified copy of your academic record at the HEI** – Current students at University to attach copy of official academic record. If fees are owed and results are unavailable, please upload an academic record indicating results withheld.

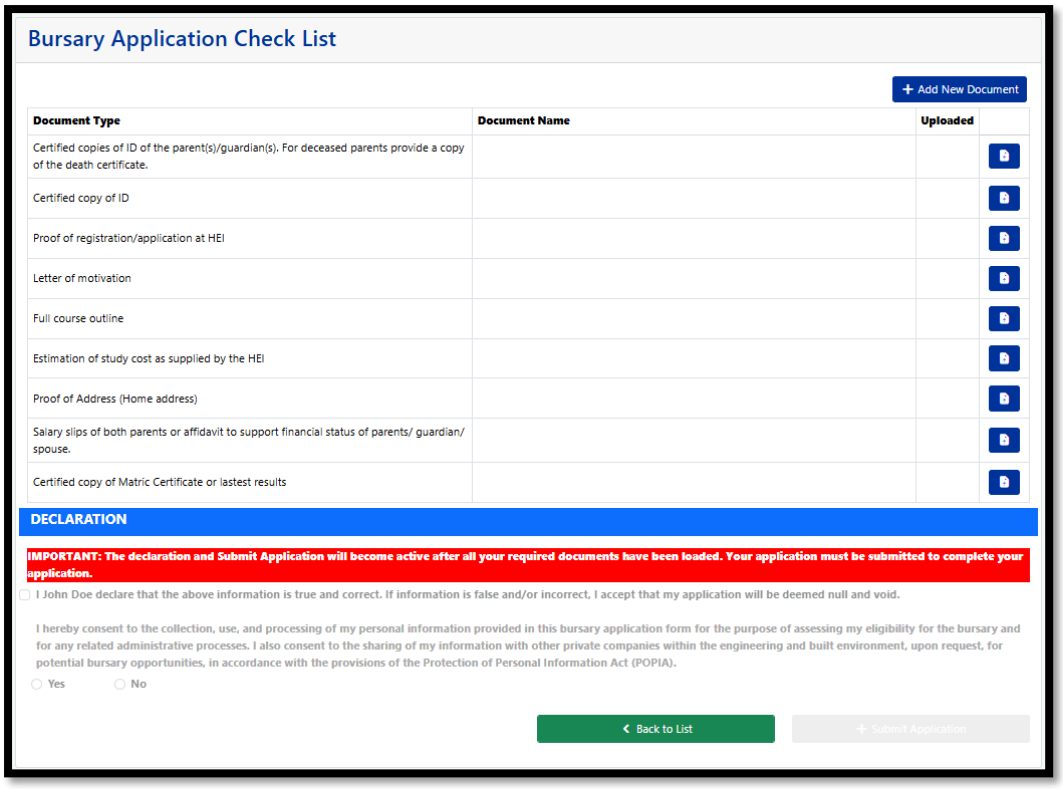
Additional document uploads will be required depending on the application questions completed namely:

2.7.11. **Proof of financial aid (if applicable)** – Indicate if partial funding was received for current studies. Statement of account from your HEI would be acceptable.

2.7.12. **Proof of existing debt (if applicable)** – If you have any existing debt at your HEI, attach an account statement reflecting the debt amount owing.

2.7.13. **Medical proof of disability (if applicable)** – If a disability exists please provide an official medical report obtained from a registered medical practitioner or Government health facility.

2.7.14. **Criminal record (if applicable)** - If criminal record exists, please provide SAPS police clearance and/or court documents to inform outcome of case.

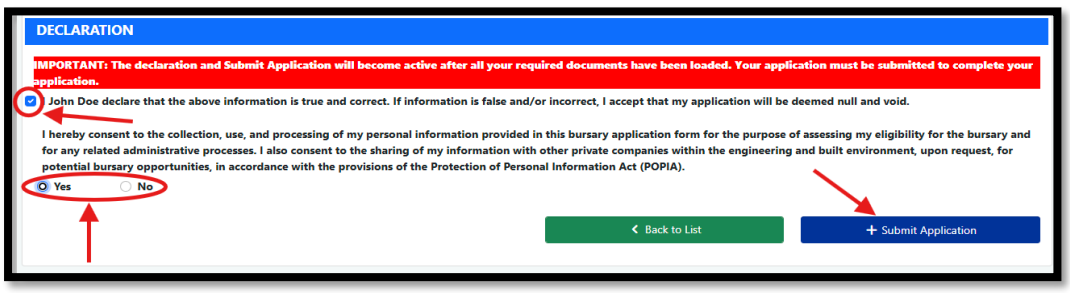


2.8. Declaration:

2.8.1. Once all required supporting documents have been uploaded you will be required to "**tick the box" to declare** that your application is truthful and correct. (**Please note**: incomplete or untruthful applications may be disqualified for consideration).

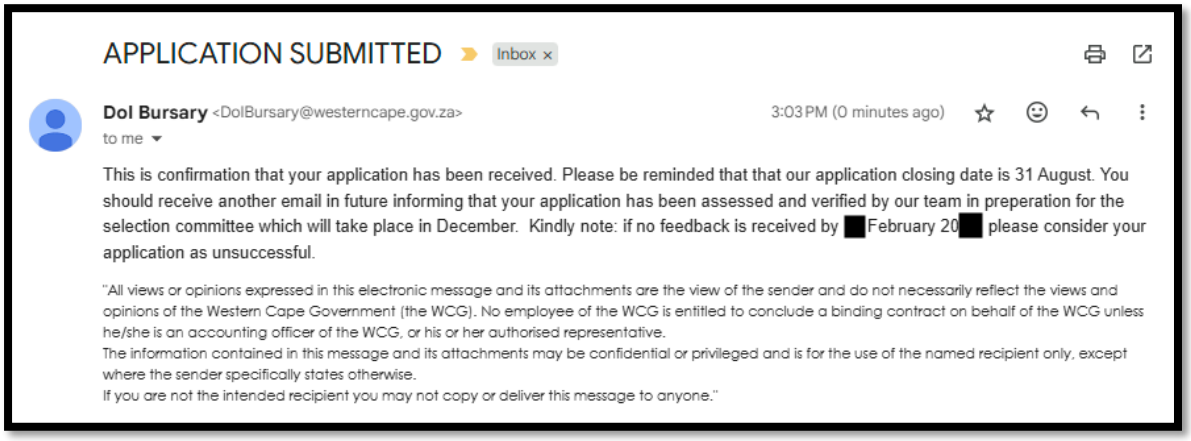
2.8.2. The applicant will be informed of the collection and sharing of personal information and to "**give or decline consent**" to such in strict accordance with the Protection of Personal Information Act (POPIA). The Masakh'iSizwe bursary programme takes care with the protection of sensitive personal application information and would only share application information to partnered private companies for other Engineering bursary opportunities from time to time from consenting applicants.

2.8.3. The **submit application button** will become available once the declaration tick box has been selected and a selection was made to consent or not to the sharing of application information.



2.9. Application submitted:

The below **application submitted** email will be received from DoIbursary@westerncape.gov.za once you have successfully submitted the bursary application. It will inform that the application was received by the Masakh'iSizwe bursary office whom will verify the bursary application.


APPLICATION SUBMITTED Inbox ×

DoI Bursary <DoIBursary@westerncape.gov.za> 3:03 PM (0 minutes ago)

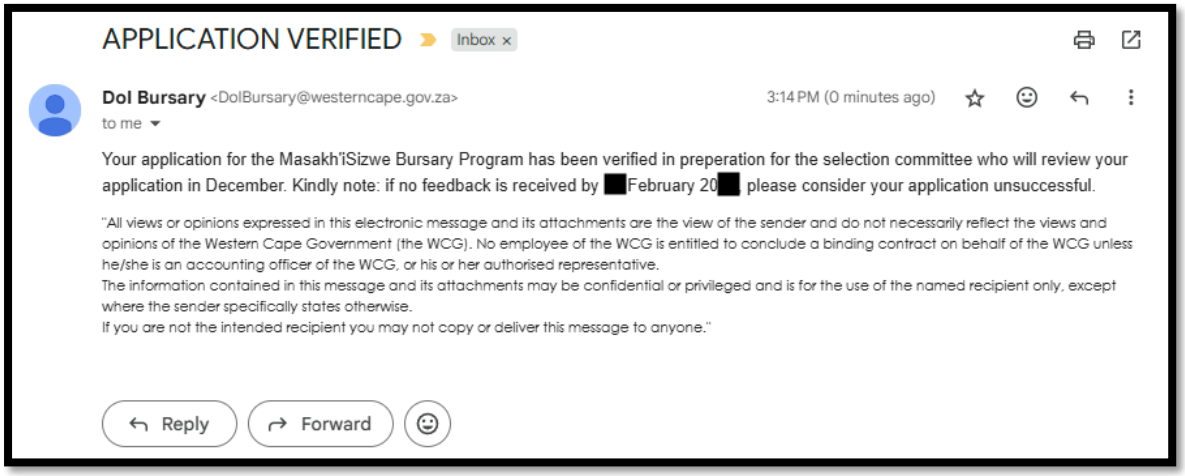
to me

This is confirmation that your application has been received. Please be reminded that that our application closing date is 31 August. You should receive another email in future informing that your application has been assessed and verified by our team in preperation for the selection committee which will take place in December. Kindly note: if no feedback is received by [redacted]February 20[redacted] please consider your application as unsuccessful.

"All views or opinions expressed in this electronic message and its attachments are the view of the sender and do not necessarily reflect the views and opinions of the Western Cape Government (the WCG). No employee of the WCG is entitled to conclude a binding contract on behalf of the WCG unless he/she is an accounting officer of the WCG, or his or her authorised representative.
The information contained in this message and its attachments may be confidential or privileged and is for the use of the named recipient only, except where the sender specifically states otherwise.
If you are not the intended recipient you may not copy or deliver this message to anyone."

2.10. Application verified:

The below **application verified** email will be received from DoIbursary@westerncape.gov.za to inform you that your application has been verified and is now ready for final review by the bursary committee. This will be the final email notification with regards to your application process. Your application status will now have changed from "Submitted" to "Pending".


APPLICATION VERIFIED Inbox ×

DoI Bursary <DoIBursary@westerncape.gov.za> 3:14 PM (0 minutes ago)

to me

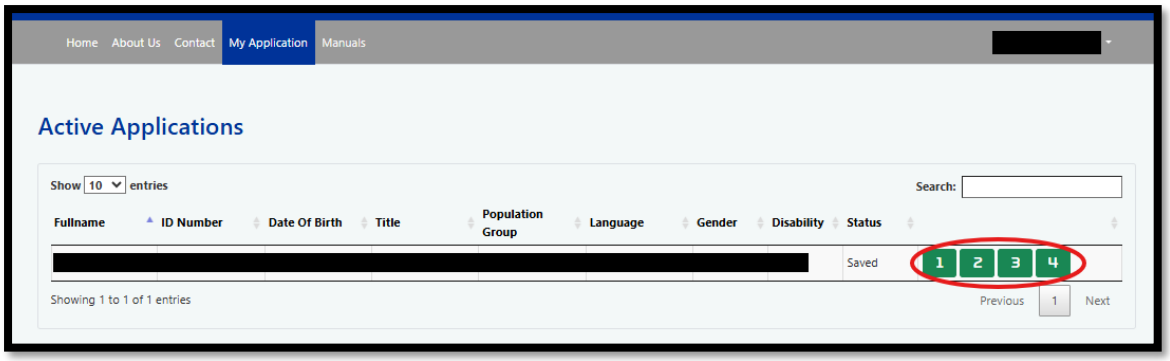
Your application for the Masakh'iSizwe Bursary Program has been verified in preperation for the selection committee who will review your application in December. Kindly note: if no feedback is received by [redacted]February 20[redacted] please consider your application unsuccessful.

"All views or opinions expressed in this electronic message and its attachments are the view of the sender and do not necessarily reflect the views and opinions of the Western Cape Government (the WCG). No employee of the WCG is entitled to conclude a binding contract on behalf of the WCG unless he/she is an accounting officer of the WCG, or his or her authorised representative.
The information contained in this message and its attachments may be confidential or privileged and is for the use of the named recipient only, except where the sender specifically states otherwise.
If you are not the intended recipient you may not copy or deliver this message to anyone."

Reply Forward

2.11. My active applications:

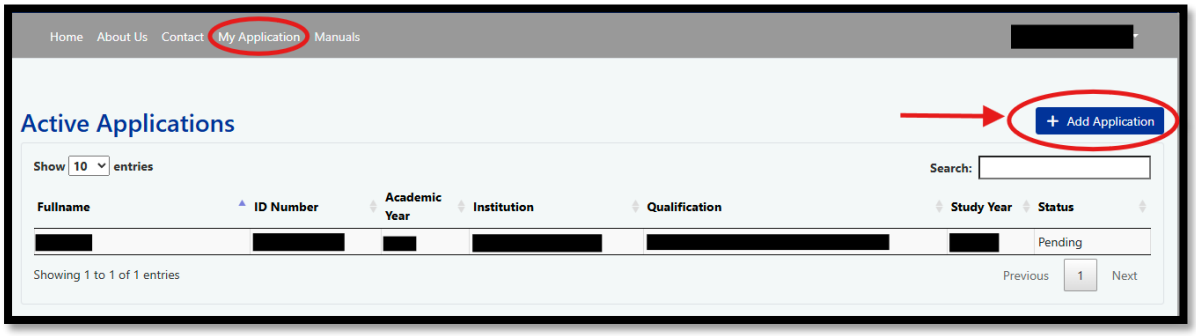
2.11.1. Should you exit your current active application at any time, you will be able to continue the application by clicking on the "**green numbering**" to continue to complete all the required steps. "The saved" status indicates that the application has been saved but not yet submitted.



2.11.2. Different application statuses explained:

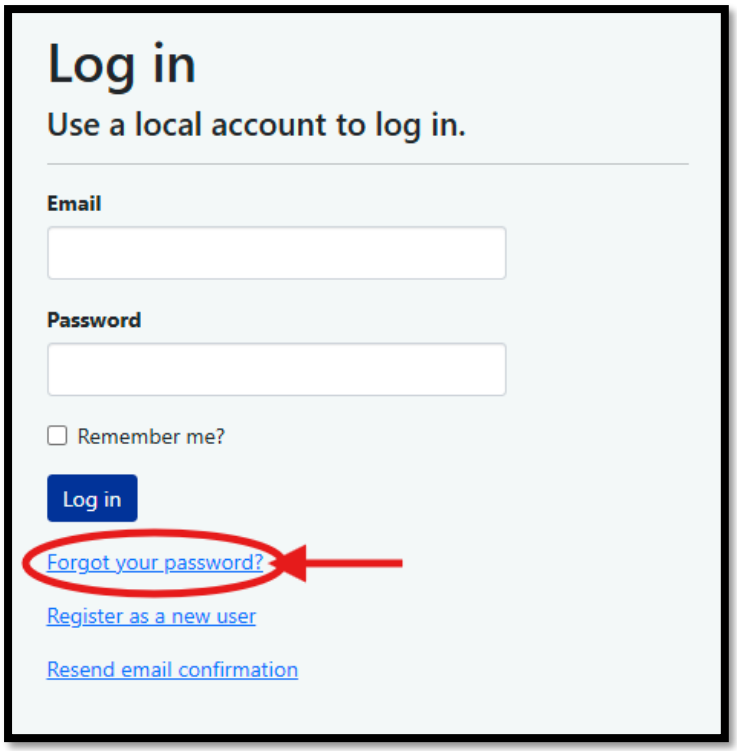
- **Saved** – Your application is still incomplete and all progress has been saved.
- **Submitted** – Your application was successfully submitted and received by the bursary programme team for review.
- **Pending** – Your application was verified and now pending bursary committee review.
- **Successful** – Your application was successful after committee review and the bursary is awarded.
- **Unsuccessful** – Your application was unsuccessful after committee review.
- **Cancelled** – Your awarded bursary was cancelled. A written letter will be provided.
- **Disqualified** – Your application was disqualified during application phase due to various reasons.

2.11.3. To **add an additional application**, click on the "**Add Application**" button to start the application process again. You are allowed to submit as many applications as you wish for each study discipline you require funding.

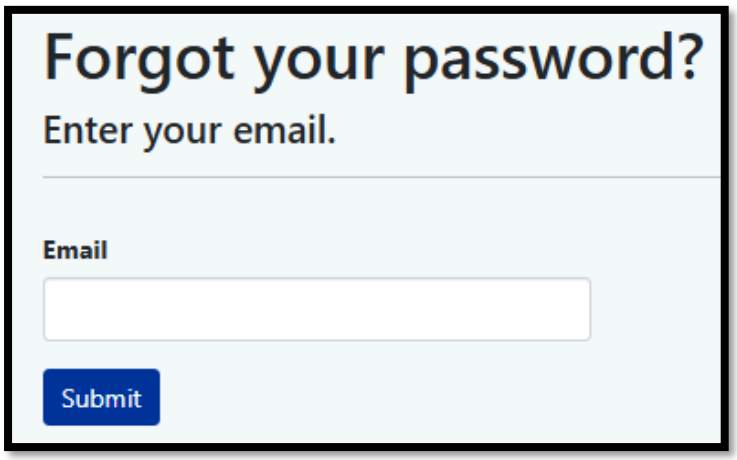


Troubleshoot: Forgot Password

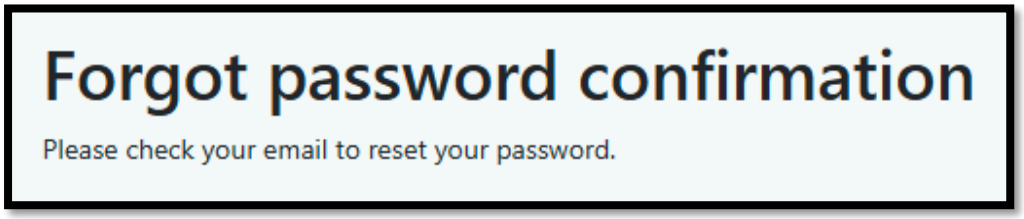
1. Should you forget your log in password, click on the "**forgot your password**" link.



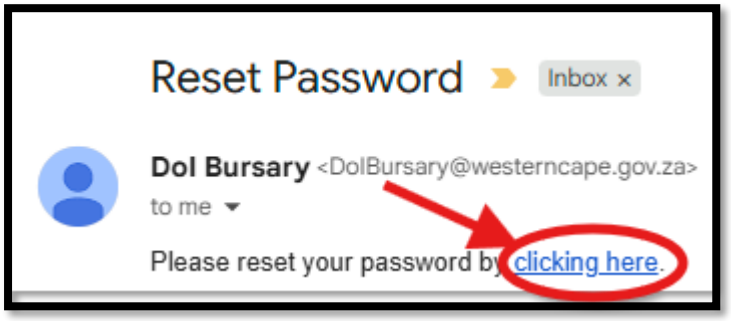
2. You will be prompted to **enter your email address** where a link will be sent to reset your password.



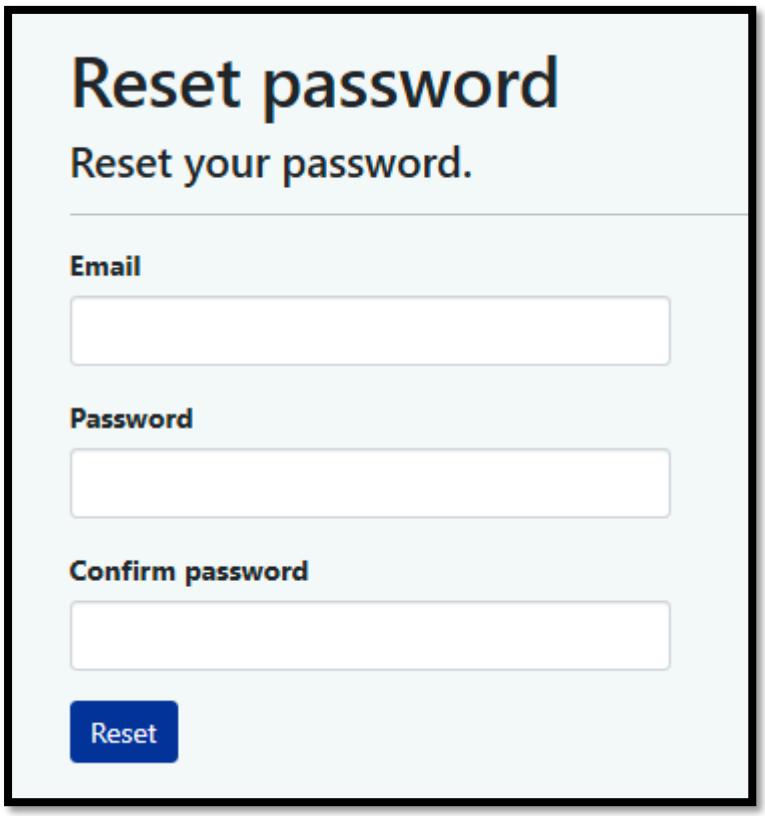
3. The system will inform you to **go to your email account** to look for the reset password email.



4. The email received from DolBursary@westerncape.gov.za will inform you to **click on the reset password link**.

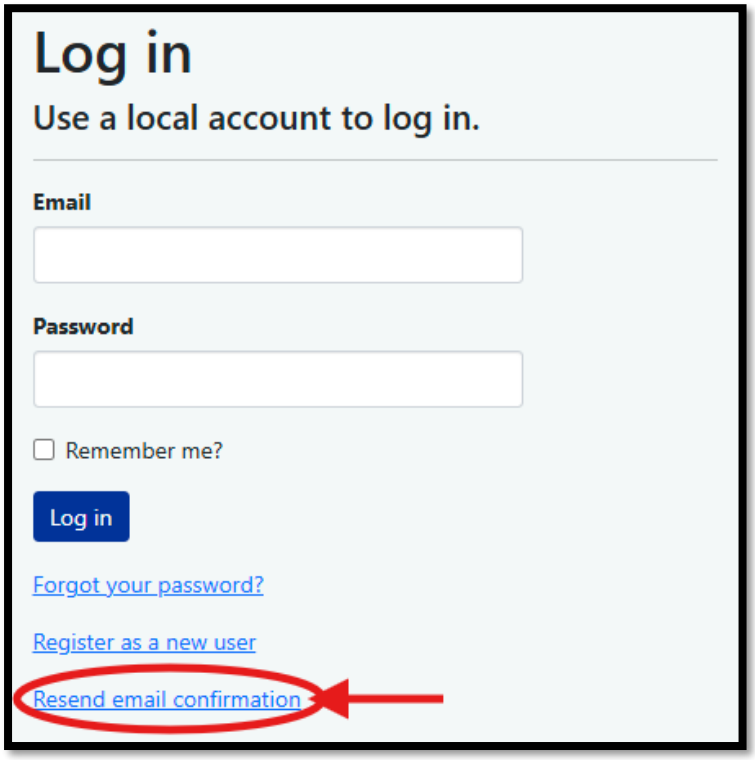


5. After clicking on the reset password link you will be directed back to the system to type in a **new password**. You will need to use the same email address which you have registered with.

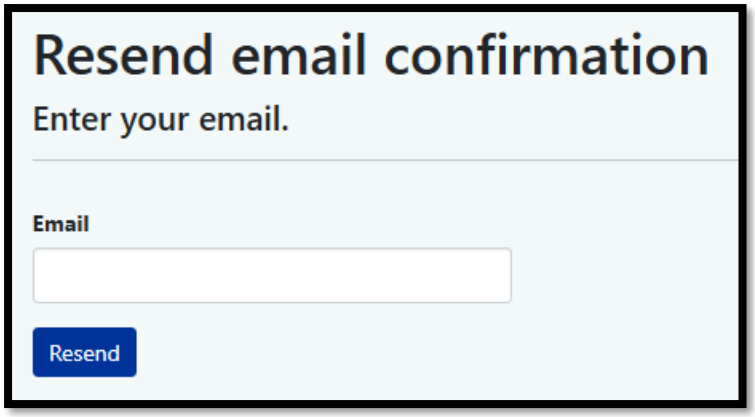


Troubleshoot: Resend Confirmation Email

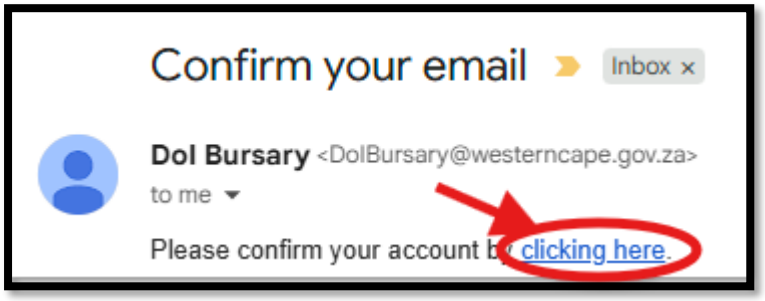
1. When registering on the system as a first-time user a confirmation email will be sent to verify your email address. You will be able to resend the confirmation email in an instance when such an **email was not received**. Click on the "**resend email confirmation**" link.



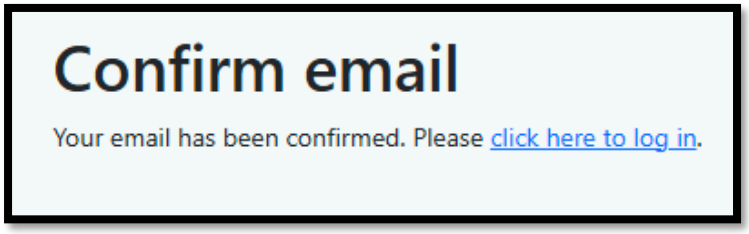
2. You will be prompted to **enter your email address** where a link will be sent to confirm and verify your email address and click on "resend".



3. You should now have received an email from DolBursary@westerncape.gov.za to inform you to **click on the "confirm your account/email"** link.



4. After clicking on the confirm your account link you will be directed back to the system. Your email has now been **confirmed successfully**, and you can now log in to start your bursary application.



Contact:

Email: **DoIBursary@westerncape.gov.za**

Tel: +27 21 483 0964

Department of Infrastructure

Directorate: Professional Development

Sub-Directorate: Masakh'iSizwe Bursary Programme

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