

D4 APPLICATION FORMS IN GAUTENG Handbook

d4 application forms in gauteng are a crucial component for individuals and organizations seeking to obtain or renew their licenses and permits related to various professional, construction, or business activities within the Gauteng province of South Africa. Whether you're applying for a building permit, a business license, or other official documentation, understanding the process behind D4 application forms is essential for ensuring a smooth and successful application. This comprehensive guide aims to provide detailed insights into the D4 application process in Gauteng, including how to access the forms, the necessary documentation, submission procedures, and tips for a successful application.

Understanding D4 Application Forms in Gauteng

D4 application forms are official documents used by the Gauteng Department of Infrastructure Development and other relevant authorities to process various permits and licenses. The "D4" designation typically refers to a specific type of application form associated with building permits, environmental assessments, or business licensing, depending on the context.

Key Aspects of D4 Application Forms:

- They are standardized forms required for formal applications.
- They contain detailed sections requiring applicant information, project details, and supporting documentation.
- Proper completion and submission are vital for compliance and approval.

Types of D4 Application Forms in Gauteng

Depending on your specific needs, there are different types of D4 application forms, each tailored to particular sectors or services.

1. Building and Construction Permits

These forms are used by contractors, developers, or homeowners to obtain approval for construction projects.

2. Environmental Impact Assessments (EIAs)

If your project impacts the environment, an EIA D4 form might be necessary, especially for large-scale developments.

3. Business Licensing

Entrepreneurs and companies applying for operational licenses or permits will also need to complete specific D4 forms.

How to Access D4 Application Forms in Gauteng

Obtaining the correct D4 application form is the first step toward a successful application process.

Official Government Websites

Most forms are available online through official Gauteng government portals:

- **Gauteng Department of Infrastructure Development:** Offers downloadable PDFs of various application forms.
- **Gauteng e-Services Portal:** An integrated platform for online applications and submissions.

Physical Offices and Service Centers

Forms can also be collected in person at designated offices:

- Gauteng Department of Infrastructure Development offices
- Local municipal offices
- Regional service centers

Third-Party Service Providers

Some authorized agencies and consultants offer assistance in obtaining and completing D4 forms, especially for complex projects.

Step-by-Step Guide to Completing D4 Application Forms

Completing the D4 application form accurately is essential to prevent delays or rejection.

1. Gather Required Documentation

Before filling out the form, ensure you have all necessary supporting documents, such as:

- Proof of identity (ID or passport)
- Property or project plans
- Site plans or environmental impact reports
- Proof of ownership or authorization
- Payment receipts for application fees

2. Fill in Personal and Project Details

Provide clear, accurate information:

- Full names and contact details
- Project location and description
- Estimated start and completion dates
- Project scope and specifications

3. Complete Specific Sections of the Form

Each D4 form has sections tailored to the application type:

- For building permits: details about the construction, materials, and compliance standards.
- For environmental permits: environmental management plans and assessments.
- For business licenses: business registration details and operational scope.

4. Review and Verify Information

Double-check all entries for accuracy. Incomplete or incorrect forms can lead to processing delays.

5. Attach Supporting Documents

Ensure all required documentation is attached and properly labeled.

Submitting Your D4 Application in Gauteng

Once the form is completed, submission can be done via various channels:

Online Submission

- Use the Gauteng e-Services portal for electronic submission.
- Follow the prompts to upload scanned copies of the form and documents.
- Pay applicable fees online if required.

In-Person Submission

- Visit designated government offices or service centers.
- Submit physical copies of the form and supporting documents.
- Pay any applicable fees at the point of submission.

Mail-In Applications

- Send completed forms and documents via registered mail to the relevant department.
- Ensure all documents are clear and legible.

Application Fees and Processing Times

The cost and duration of processing D4 applications vary depending on the type and complexity of the permit.

- Application Fees: Typically range from a few hundred to several thousand Rand; specifics depend on the application type.
- Processing Time: Usually between 2 to 8 weeks, but it can be longer for complex projects or if additional information is required.

Applicants are advised to check the current fee schedule and processing times on official government portals or with local offices.

Tips for a Successful D4 Application in Gauteng

- Ensure Complete Documentation: Missing documents can cause delays or rejections.
- Follow Guidelines Carefully: Each form has instructions?adhere strictly to requirements.
- Consult Experts if Needed: Building contractors, environmental consultants, or legal advisors can help ensure compliance.
- Track Your Application: Use provided reference numbers to monitor progress.
- Engage Early: Start the application process well in advance to accommodate possible delays.

Common Challenges and How to Avoid Them

- Incomplete Forms: Always double-check all sections are filled correctly.
- Incorrect Supporting Documents: Verify that all documents are current, clear, and properly certified if necessary.
- Late Submissions: Submit applications ahead of deadlines to allow for processing time.
- Misinterpretation of Regulations: Consult official guidelines or seek professional advice to ensure compliance.

Conclusion

Navigating the process of obtaining D4 application forms in Gauteng requires attention to detail, timely preparation, and understanding of the specific requirements for your project or application type. By accessing the forms through official channels, completing them meticulously, and submitting all necessary documentation, applicants can significantly improve their chances of smooth approval. Always stay informed about current procedures and fees through official Gauteng government resources to ensure a hassle-free experience.

Whether you're embarking on a construction project, applying for environmental clearance, or seeking a business license, understanding the D4 application process is essential for compliance and success in Gauteng's dynamic development landscape.

D4 Application Forms in Gauteng: A Comprehensive Guide for Applicants

Introduction

d4 application forms in gauteng are a crucial component of the administrative process for individuals and entities seeking various permits, licenses, or certifications within the Gauteng province. Gauteng, being South Africa's economic hub, hosts a multitude of government departments and agencies that utilize these forms to streamline applications, ensure compliance, and manage data efficiently. Whether you're applying for business permits, educational credentials, or other official documentation, understanding the significance of the D4 application forms, their purpose, and the correct process to complete them is essential for success.

What Are D4 Application Forms?

Definition and Purpose

D4 application forms are standardized documents issued by government departments or authorities within Gauteng to facilitate the formal submission of various types of requests. The "D4" designation

often refers to a specific category of applications?commonly associated with business licensing, permits for trading, or certain administrative requests?though the exact nature can vary depending on the issuing department.

These forms serve multiple purposes:

- Collect accurate applicant data
- Ensure compliance with legal and regulatory standards
- Provide a structured method for processing applications
- Maintain records for future reference and audits

In essence, D4 application forms are the first step in the official process of obtaining permits or licenses needed for lawful operation, residence, or participation in activities within Gauteng.

Types of D4 Application Forms in Gauteng

Gauteng?s diverse administrative landscape means that D4 forms are tailored to a wide array of applications. Here are some common categories:

- Business and Trading Licenses
 - Street Trading Permits: For vendors operating in public spaces.
 - Business Licenses: For opening or operating certain types of businesses.
 - Alcohol and Tobacco Licenses: For establishments selling restricted products.
- Construction and Building Permits
 - Building Permits: For new constructions or renovations.
 - Environmental Impact Assessments: Related to construction projects.
- Educational and Certification Applications
 - Registration Forms: For new students or institutions.
 - Professional Certification: For practitioners needing accreditation.

- Residency and Immigration

- Residency Permits: Application for work or residence visas.
- Renewals and Extensions: For existing permits.

Each of these categories involves specific D4 forms designed to capture relevant information pertinent to the application type.

The Application Process: Step-by-Step Guide

Understanding the step-by-step process to correctly complete and submit D4 application forms is vital to avoiding delays or rejection.

Step 1: Identify the Correct Form

- Visit the official department or agency website.
- Verify the specific form required for your application type.
- Ensure you download the latest version to comply with current regulations.

Step 2: Gather Required Documentation

D4 forms typically require supporting documents, which may include:

- Certified copies of identity documents or passports
- Proof of residence or address
- Business registration certificates
- Financial statements or tax clearance certificates
- Site plans or environmental reports (for construction permits)

Preparing these documents beforehand facilitates a smoother application process.

Step 3: Complete the D4 Application Form

- Fill in all sections legibly and accurately.
- Use black ink if completing manually.
- For electronic forms, ensure all fields are correctly entered.
- Double-check for typos or missing information.

Common fields include:

- Personal or business details
- Contact information
- Description of the activity or purpose
- Specific details related to the permit or license

Step 4: Pay Application Fees

Most applications require a fee, payable via:

- Bank transfer
- Credit or debit card
- In-person payment at designated offices

Keep receipts or proof of payment for submission confirmation.

Step 5: Submit the Application

- Submit physically at the relevant department's office.
- Or, upload via official online portals if available.
- Ensure all supporting documents are attached or included.

Step 6: Follow Up and Track Progress

- Obtain a reference number or receipt.
- Use online tracking systems or contact the department for updates.
- Respond promptly to any requests for additional information.

Step 7: Receive Decision

- Upon approval, collect your permit, license, or certification.
- Review all conditions or restrictions attached.
- Keep copies of the issued documents for compliance and future reference.

Key Departments and Agencies Responsible for D4 Applications in Gauteng

Several government departments handle D4 applications, each specializing in different sectors:

Gauteng Department of Economic Development

- Oversees business permits, licensing, and trading authorizations.
- Handles applications related to retail, wholesale, and service industries.

Gauteng Department of Infrastructure Development

- Manages building permits and construction-related applications.
- Ensures compliance with zoning laws and safety standards.

Gauteng Department of Education

- Responsible for registration and certification of educational institutions.
- Handles student and staff registration applications.

Gauteng Department of Home Affairs

- Processes residency, work, and immigration permits.
- Manages visa extensions and renewals.

Understanding which department handles your application is critical for ensuring you submit the correct form and follow the appropriate procedures.

Challenges and Tips for Applicants

While the process is designed to be straightforward, applicants often encounter challenges such as delays, incomplete forms, or missing documentation. Here are some tips to mitigate issues:

- Start early: Application processes can take weeks or months, so initiate early.
- Verify all information: Accuracy is key to avoiding rejections.
- Consult official resources: Use government websites and contact centers for guidance.
- Keep copies: Maintain copies of all submitted forms and documents.
- Follow up: Regularly check application status and respond promptly.

Recent Developments and Digital Transformation

Gauteng's government has been actively digitizing administrative processes to improve efficiency and transparency. Many departments now offer online application portals where applicants can:

- Download and fill forms electronically
- Upload supporting documents
- Pay application fees
- Track application status

This shift reduces processing times and minimizes physical visits to government offices, making the application process more accessible.

Conclusion

D4 application forms in Gauteng are an integral part of navigating the province's administrative landscape. Whether you're establishing a business, applying for a building permit, or seeking residency, understanding the purpose, process, and requirements of these forms is essential for a smooth application journey. By carefully identifying the correct form, preparing supporting documents, and following the steps diligently, applicants can significantly increase their chances of success. As Gauteng continues to embrace digital solutions, applicants are encouraged to leverage online platforms to streamline their submissions and stay informed about their application status.

Navigating bureaucratic processes can seem daunting, but with proper preparation and awareness, obtaining the necessary permits and certifications in Gauteng becomes a manageable task, paving the way for successful business endeavors, personal milestones, and compliance with local regulations.

Question How can I access the D4 application forms in Gauteng? You can access D4 application forms in Gauteng through the official Gauteng Department of Education website or visit your local district office to obtain physical copies. **What are the requirements for submitting a D4 application in Gauteng?** The requirements typically include a completed application form, proof of residence, a copy of the learner's birth certificate, previous school reports, and any other specific documentation requested by the department. **Is there an online submission option for D4 application forms in Gauteng?** Yes, the Gauteng Department of Education offers an online application portal where you can fill out and submit D4 application forms electronically, especially during the registration periods. **When is the deadline for submitting D4 application forms in Gauteng?** The deadlines vary annually, but generally, applications are open from April to June. It is advisable to check the official Gauteng Department of Education website for specific dates each year. **Can I apply for multiple schools using the D4 application form in Gauteng?** Yes, you can list multiple

preferred schools on your D4 application form, but you should submit separate applications for each school if required, and ensure all forms are completed correctly. What should I do if my D4 application is unsuccessful in Gauteng? If your application is unsuccessful, you can appeal the decision or consider applying to other schools. It is also recommended to contact the district office for guidance on next steps. Are there any fees associated with the D4 application forms in Gauteng? Typically, the application forms are free of charge. However, any additional administrative fees may depend on the specific school or district policies, so it is best to verify with the local education office.

Related keywords: d4 application forms, Gauteng education, online application Gauteng, Gauteng school admission, D4 registration process, Gauteng school forms, application deadline Gauteng, school registration Gauteng, Gauteng education department, D4 form submission

University Of Freestate Application Form 2014

university of freestate application form 2014 was a crucial document for prospective students eager to secure admission to one of South Africa's respected higher education institutions. The University of the Free State (UFS) offers a wide array of undergraduate and postgraduate programs, and the application process for 2014 required careful attention to detail, timely submission, and adherence to specific guidelines. This comprehensive guide aims to provide all the necessary information about the UFS application form 2014, ensuring that applicants could navigate the process smoothly and increase their chances of acceptance.

Understanding the University of the Free State Application Process 2014

The application process for the University of the Free State in 2014 was designed to be straightforward yet thorough. It involved multiple steps, including completing the application form, submitting required documents, and meeting specific deadlines. Applicants needed to distinguish between undergraduate and postgraduate applications, as the requirements and procedures varied.

Key Dates for 2014 Applications

Knowing the important deadlines was essential for a successful application. Here are the key dates for 2014:

- Application Opening Date: Typically early in the year, around April or May 2013 for the 2014 academic year.

- Application Closing Date: Usually around August or September 2013.
- Late Application Period: Some faculties may accept late applications until October, but this was subject to approval.
- Notification of Admission: Usually communicated by December 2013 or January 2014.
- Registration Dates: Usually in January or February 2014.

Applicants were advised to check the official UFS website for the exact dates and any updates regarding the application timeline.

The University of the Free State Application Form 2014: An Overview

The application form for 2014 was available both online and in physical format. The online application was the preferred method, providing a faster and more efficient way to submit documents and track application status.

Where to Find the 2014 Application Form

- Online: The official UFS website (www.ufs.ac.za) hosted the downloadable application forms and online application portal.
- In-Person: Applicants could visit UFS campuses to collect physical application forms.
- Through Regional Offices: Some regional offices and outreach centers facilitated applications, especially for international students.

Contents of the Application Form

The application form required applicants to provide detailed information, including:

- Personal details (name, date of birth, gender, nationality)
- Contact information (physical address, email, phone number)
- Academic history (schools attended, qualifications obtained)
- Choice of program(s)
- Financial details (if applicable)
- Disability or special needs information (for accommodation purposes)
- Declaration and consent sections

Steps to Complete the UFS Application Form 2014

Completing the application form involved several key steps to ensure all necessary information was accurately provided.

Step 1: Gather Required Documents

Before filling out the form, applicants needed to prepare:

- Certified copies of academic transcripts
- Certified copy of identity document or passport
- Proof of application fee payment
- Additional documents for international students (visa, passport, etc.)

Step 2: Fill Out the Application Form Carefully

When completing the form:

- Use black or blue ink if applying physically
- Follow instructions carefully
- Double-check all details for accuracy
- Choose your preferred program and campus options
- Complete all mandatory fields marked with an asterisk (*)

Step 3: Pay the Application Fee

The application fee for 2014 was generally around R150-R250, payable via bank deposit or electronic transfer. Proof of payment was often required to be submitted with the application.

Step 4: Submit the Application

Applicants could:

- Submit online via the UFS portal
- Mail the physical form and documents to the designated admissions office
- Submit in person at campus admissions offices

Important Tips for a Successful Application in 2014

To maximize chances of acceptance, applicants should consider the following tips:

- **Apply Early:** Submit applications well before the deadline to avoid last-minute issues.

- **Complete All Sections:** Incomplete applications are often rejected or delayed.
- **Pay Attention to Program Requirements:** Ensure you meet the minimum admission criteria for your chosen program.
- **Attach All Required Documents:** Missing documentation can disqualify your application.
- **Follow Up:** Confirm receipt of your application and check for any additional requirements or notifications.

Post-Application Process

Once the application was submitted, the university undertook a review process, which involved:

- Verification of academic records
- Evaluation of application eligibility
- Shortlisting candidates for interviews or placement tests (if applicable)
- Notification of admission status via email, SMS, or postal mail

Applicants who were offered admission needed to confirm their acceptance by paying a registration deposit and completing registration procedures.

FAQs About the University of the Free State Application Form 2014

Q1: Can I apply online for the 2014 application?

Yes, the University of the Free State offered an online application portal, making it convenient for applicants to fill out and submit their forms electronically.

Q2: What if I missed the 2014 application deadline?

Late applications might have been accepted depending on the faculty and available spaces. It's best to contact the admissions office directly for guidance.

Q3: Are international students required to follow a different application process?

Yes, international applicants needed to submit additional documents such as visas, proof of English proficiency, and possibly pay higher application fees.

Q4: How do I check the status of my application?

Applicants could track their application status via the online portal or by contacting the admissions

office directly.

Conclusion: Navigating the 2014 Application Process Successfully

The **University of the Free State application form 2014** was a vital step for students aiming to pursue higher education at one of South Africa's leading universities. By understanding the application process, adhering to deadlines, and ensuring all documentation was complete, applicants improved their chances of gaining admission. Whether applying online or in person, attention to detail and early preparation were key to navigating the 2014 application successfully. For future applicants, reviewing past procedures provides valuable insights into the importance of meticulous planning and timely submissions, ensuring a smooth entry into the university's vibrant academic community.

University of Free State Application Form 2014: A Comprehensive Guide for Prospective Students

The University of Free State application form 2014 remains an important document for prospective students eager to secure admission into one of South Africa's reputable higher education institutions. While the application process has evolved over the years, understanding the procedures, requirements, and deadlines associated with the 2014 application can be invaluable for students researching historical admission processes or seeking insights into university application procedures. This article provides an in-depth overview of the application process for the University of Free State in 2014, shedding light on key aspects, including eligibility, the application process, supporting documents, and tips for success.

Overview of the University of Free State in 2014

The University of Free State (UFS), located in Bloemfontein, South Africa, is renowned for its diverse academic offerings, research excellence, and vibrant campus life. In 2014, UFS maintained its reputation as a leading institution committed to academic excellence, community engagement, and innovative research. Its undergraduate and postgraduate programs attracted students from across South Africa and neighboring countries.

Understanding the application process for 2014 is crucial not only for historical context but also for prospective students seeking to understand the evolution of university admissions in South Africa. The 2014 application process was characterized by a straightforward online and manual application system, clear eligibility criteria, and specific submission deadlines.

Eligibility Criteria for 2014 Applications

Before completing the application form, prospective students needed to ensure they met the university's eligibility standards. These criteria typically included:

- Academic Qualifications: Applicants needed to have completed the National Senior Certificate (NSC) or an equivalent qualification recognized by the Department of Education.

- Minimum Admission Requirements:

- For undergraduate programs, a minimum overall achievement score as stipulated by the specific faculty or program. For example:

- A minimum of 30% in the designated NSC subjects.

- Certain programs, such as Medicine or Law, had higher requirements.

- For postgraduate studies, applicants had to hold an appropriate undergraduate degree or diploma.

- Language Proficiency: For most programs, proficiency in English was a prerequisite, demonstrated through relevant language tests or prior education.

- Special Considerations:

- Mature students (generally aged 23 or older) could apply under special admission schemes if they lacked traditional academic qualifications but demonstrated relevant life experience.

- International students needed to meet additional language and visa requirements.

The Application Process for 2014

The application process for the University of Free State in 2014 was designed to be accessible and straightforward. It comprised two main pathways: online applications and manual (paper-based) applications.

Online Application

The university's official website provided an online application portal, which was the preferred method for most students. The steps included:

- Creating an Account: Applicants had to register on the UFS online portal.

- Completing the Application Form: Filling out personal details, academic history, program choice, and contact information.

- Uploading Supporting Documents: Digital copies of academic transcripts, identification documents, and other relevant certificates.

- Paying the Application Fee: A non-refundable fee (which varied by year but was approximately R150-R250 in 2014) was payable via bank transfer or electronic payment.

Manual (Paper-Based) Application

Students unable to access the online portal could download the application form from the university's website or request a hard copy through the admissions office. The process involved:

- Filling out the printed application form legibly.
- Attaching certified copies of academic transcripts, ID documents, and other required certificates.
- Submitting the completed form via post or delivering it directly to the admissions office before the deadline.

Important Deadlines and Application Timelines

In 2014, the University of Free State adhered to strict application deadlines to ensure timely processing:

- Undergraduate Applications: Typically opened in March and closed by September 30, 2014.
- Postgraduate Applications: Usually had earlier deadlines, often around August 30, 2014.
- Late Applications: Sometimes accepted on a case-by-case basis if space was available, but late submissions were generally discouraged.

Applicants were strongly advised to start the application process early, gather all necessary documents, and confirm submission to avoid missing deadlines.

Supporting Documents Required for 2014 Applications

To complete their application, students needed to submit various supporting documents. These documents served to verify academic achievements and identity and were critical for the evaluation process:

- Certified Academic Transcripts: From previous schools or tertiary institutions.
- National Senior Certificate (NSC) or Equivalent: Certified copy of the graduation certificate.
- Identification Document: A valid South African ID or passport for international students.
- Proof of Payment: Bank deposit slip or electronic transfer confirmation.
- Additional Documents for International Applicants:
 - Valid study visa.
 - Proof of English language proficiency, if applicable.

Admission Selection and Notification

Once the application deadline passed, the admissions office commenced the review process, which

involved:

- Verifying submitted documents.
- Comparing academic qualifications against program requirements.
- Considering the applicant's academic ranking and available spaces.

Successful applicants received admission offers via email or postal mail. The university typically communicated decisions within a few months after the closing date, with unconditional and conditional acceptance notices depending on whether the applicant met all entry criteria.

Tips for a Successful Application in 2014

Prospective students aiming for a smooth application process could benefit from the following tips:

- Start Early: Avoid last-minute stress by beginning the application well before the deadline.
- Check Requirements Carefully: Each program might have specific prerequisites; ensure your qualifications meet these.
- Gather Documents in Advance: Certified copies, identification, and proof of payment should be prepared beforehand.
- Use the Correct Application Form: Download or request the correct form for your program (undergraduate or postgraduate).
- Pay Attention to Deadlines: Late submissions are often not considered.
- Follow Up: Confirm receipt of your application and supporting documents with the admissions office.
- Seek Assistance if Needed: The university's admissions helpline or student support services could clarify uncertainties.

The Legacy and Evolution Since 2014

While this article focuses on the 2014 application process, it is worth noting that university admission procedures have continued to evolve with advancements in technology and changes in admission policies. Today, the University of Free State offers a more streamlined online application platform, automated application tracking, and expanded support for international applicants. Nonetheless, understanding the 2014 process provides valuable context for students navigating university applications in South Africa.

Final Thoughts

The university of freestate application form 2014 served as a vital gateway for countless students

seeking higher education opportunities. With clear eligibility criteria, accessible application pathways, and detailed procedural guidelines, the university aimed to facilitate a smooth admission process. For prospective students, whether in 2014 or today, diligent preparation, timely submission, and thorough understanding of application requirements remain key to unlocking their academic aspirations at the University of Free State.

Question Where can I find the University of the Free State application form for 2014? The application form for the University of the Free State 2014 can be downloaded from the official university website under the admissions section or obtained physically from the university's admissions office. What are the key deadlines for submitting the University of the Free State 2014 application form? The main application deadline for 2014 was typically in September or October 2013, but it is recommended to check the official university website or contact the admissions office for precise dates. What documents are required to complete the University of the Free State 2014 application? Applicants needed to submit certified copies of their ID, academic transcripts, proof of payment, and any relevant qualification certificates along with the application form. Is the University of the Free State application form for 2014 available online? Yes, the 2014 application form was available online on the university's official admissions portal for easy access and submission. Can international students apply using the University of the Free State 2014 application form? Yes, international students could apply using the 2014 application form, but they had to include additional documents such as study permits and proof of English proficiency. How much is the application fee for the University of the Free State 2014 application? The application fee for 2014 was typically a standard amount paid upon submission, though specific figures should be verified on the official website or application guidelines. What programs were available for application through the University of the Free State 2014 application form? The application covered a wide range of undergraduate and postgraduate programs offered by the university in 2014, including arts, sciences, health sciences, and business disciplines. How do I track my application status after submitting the University of the Free State 2014 application form? Applicants could track their application status online through the university's application portal or by contacting the admissions office directly. What should I do if I missed the 2014 application deadline for the University of the Free State? Late applications might be considered depending on the program and availability, but it is best to contact the admissions office immediately for guidance on late submissions or alternative options.

Related keywords: University of Free State application, UFS 2014 application form, Free State university admissions, UFS application requirements 2014, University of Free State application process, UFS online application 2014, Free State university application deadline, UFS undergraduate application form, University of Free State prospectus 2014, UFS postgraduate application

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