



International Trade Institute
of Southern Africa

NPC - (Non Profit Company 1996/011678/08)

ITRISA is registered with the Department of Education as a private higher education institution under the Higher Education Act, 1997 (registration certificate no. 2002/HE08/001) and is fully accredited by the Council on Higher Education

ENROLMENT FORM - 2025

HIGHER CERTIFICATE IN INTERNATIONAL TRADE DIPLOMA IN INTERNATIONAL TRADE MANAGEMENT (Exports or Imports)

Please complete form in full (date & signature) and return to ITRISA

Trade Development House, Eden Gardens, 16 Wessel Road, Rivonia, Sandton, Gauteng
(Enquiries : tel. +27 (0)11 807 5317 ; e-mail admin@itrisa.co.za)

For which course are you registering (please tick)?

<input type="checkbox"/>	1-year Higher Certificate in International Trade
<input type="checkbox"/>	3-year Diploma in International Trade Management (Exports)
<input type="checkbox"/>	3-year Diploma in International Trade Management (Imports)

Year of registration		Are you registering for the 1 st or 2 nd study cycle (semester) of the year?	
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Are you a current student? (Please provide student number)	
Where did you hear about the course and/or ITRISA?	

PERSONAL DETAILS

Dr/Mr/Mrs/Ms		First name		Surname	
By which (first) name do you wish to be called?					
Date of birth		Sex		Marital status	
Home language		Nationality		ID/Passport no (copy required)	
Race group (Information required by the Department of Education)					
Any disability?	Yes		No		

If yes, please state nature of disability:

KEY CONTACT INFORMATION	
Telephone number during the day:	
Cell number:	Business e-mail:
Personal email:	

BUSINESS CONTACT DETAILS (if applicable)	
Name of company / place of employment	
Main focus of the business	
Size of the business, (large multinational, SME, etc.)	
Your position in the company	
What does your job entail?	
Business postal address (including postal code)	
Business street address (including postal code)	
Business telephone number	()
Business fax number	()
Your company's VAT registration number, if applicable (for invoicing purposes)	

PRIVATE CONTACT DETAILS	
Private postal address (including postal code)	
Private street address (including postal code)	
Home telephone number	()

CONTACT DURING THE STUDY YEAR	
To which postal address (i.e. business or private) do you wish us to address all normal correspondence (marked assignments, progress reports, final results sheets, etc.)?	
If we need to courier documentation to you, which street address should we use (i.e. business or private)?	

To whom should your progress reports be sent? (Specify name, company (if applicable), postal address and e-mail address)	
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ACADEMIC RECORD	
What is the highest formal qualification that you have obtained? (copy required)	
From which institution was the qualification obtained?	
In what year was the qualification obtained?	

SUBJECT CHOICE

For which of the following subjects are you registering? (please tick)

A. Higher Certificate in International Trade / Year 1 of Diploma course:	
<input type="checkbox"/>	International Trade Relations
<input type="checkbox"/>	International Cargo Movement
<input type="checkbox"/>	Introduction to International Marketing and Purchasing
<input type="checkbox"/>	International Trade Finance and Payment

B. Year 2 of Diploma courses*:	
(*You can register for one or more 2 nd year level subject/s if you have completed all 4 subjects at 1 st year level)	
<input type="checkbox"/>	International Monetary Relations
<input type="checkbox"/>	International Trade Law
<input type="checkbox"/>	Export Administration (export stream only)
<input type="checkbox"/>	Import Administration (import stream only)
<input type="checkbox"/>	Export Marketing (export stream only)
<input type="checkbox"/>	International Purchasing (import stream only)

C. Year 3 of Diploma courses*:	
(*You can register for one or more 3 rd year level subject/s if you have completed all 4 subjects at 2 nd year level)	
<input type="checkbox"/>	General Principles of International Trade Management
<input type="checkbox"/>	International Financial Management
<input type="checkbox"/>	Export Marketing Management (export stream only)
<input type="checkbox"/>	International Purchasing Management (import stream only)
<input type="checkbox"/>	Export Logistics Management (export stream only)
<input type="checkbox"/>	Import Logistics Management (import stream only)

PAYMENT ARRANGEMENTS	(Remember: the 2025 fee is R7500 per subject)
(Tutorials: R550 per tutorial x 2 per subject ; Past exam papers: R88 per paper x 2 per subject)	

Payment method

<input checked="" type="checkbox"/>	Electronic transfer/direct deposit (proof of payment must accompany this enrolment form)
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Is your company paying for the course or are you (in your personal capacity)?	
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Banking details of the International Trade Institute of Southern Africa:

Account holder: International Trade Institute of Southern Africa;

Bank: First National Bank; *Account Number:* 50371106467; *Branch:* Rosebank; *Branch Code:* 253305

PAYMENT BY ELECTRONIC TRANSFER OR DIRECT DEPOSIT

I attach a copy of the transfer / deposit slip* for: R..... which covers my tuition fees.

* **NOTE:** An application **will only be processed** if ITRISA receives a **hard or scanned copy** of the transfer / deposit slip as proof of payment. Student's name should be inserted in the REFERENCE section of the transfer / deposit slip when payment is being made. Vague or incomplete references could lead to unnecessary delays.

CERTIFICATION

If you are successful in the course and are awarded the qualification in question, how would you like your name to appear on your final certificate? *(please print)*

DECLARATION

I confirm that *(please tick ALL squares)*:

<input type="checkbox"/>	This enrolment form has been completed in full.		
<input type="checkbox"/>	The particulars contained in this form are correct.		
<input type="checkbox"/>	Payment or proof of payment accompanies this form.		
<input type="checkbox"/>	A copy of my South African ID or my passport accompanies this form		
<input type="checkbox"/>	A copy of my highest formal education certificate accompanies this form		
<input type="checkbox"/>	I understand that payment (or part thereof) is not refundable once I have been registered for my chosen course/subject(s).		
<input type="checkbox"/>	By signing this form, I acknowledge that I am entering into a contract with ITRISA and am therefore bound by its terms.		
Signature		Date	