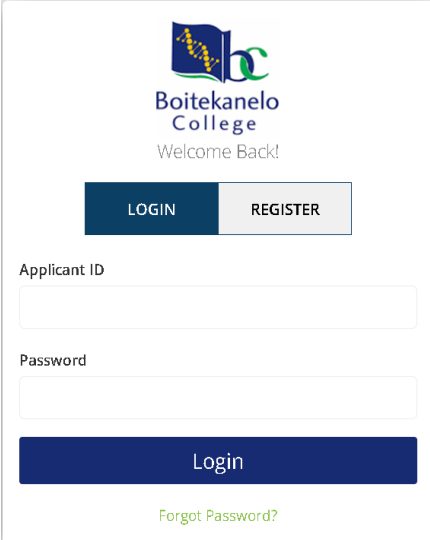


APPLICANT PORTAL GUIDELINE

Follow these steps carefully to complete your application on the Applicant Portal. Ensure all details are accurate and documents are clear for a smooth process.

Step 1 - Access the Portal

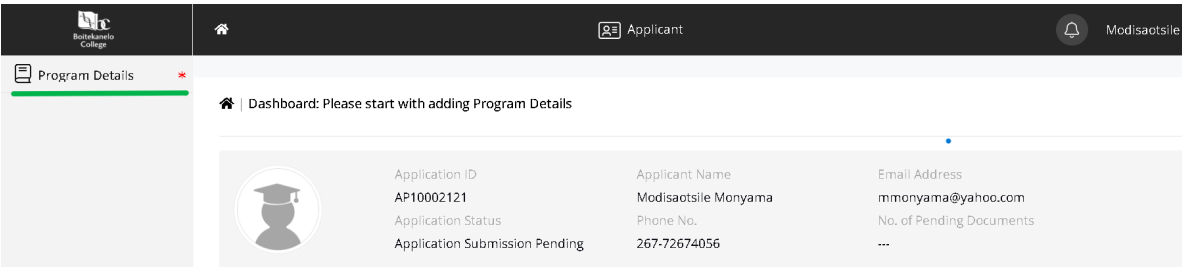
1. Open your web browser and go to the following link <https://stem.boitekanelo.ac.bw/applicant-portal/#/auth/login>
2. Log in using your **Applicant ID** and **Password**. These credentials are provided when you register on the system.
3. If you don't have an Applicant ID or Password, click on the registration link to create an account. Follow the instructions to complete your account setup before proceeding.



The screenshot shows the login interface for Boitekanelo College. At the top, there is the college's logo and the text "Boitekanelo College" and "Welcome Back!". Below this are two buttons: "LOGIN" (dark blue) and "REGISTER" (light grey). Underneath are two input fields: "Applicant ID" and "Password". A dark blue "Login" button is positioned below the password field. At the bottom, there is a green link that says "Forgot Password?".

Step 2 - Select a Program

1. Once logged in, click on the **Program Details** tab. This is where you will select the program(s) you want to apply for.



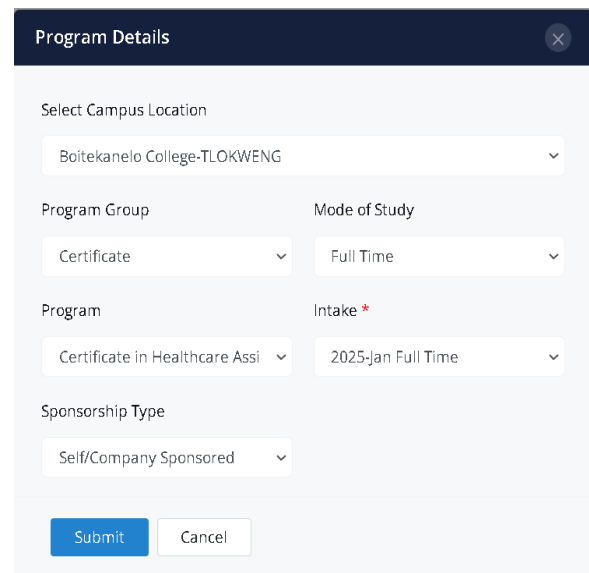
The screenshot shows the dashboard of an applicant. The top navigation bar includes the Boitekanelo College logo, a home icon, the text "Applicant", a notification bell icon, and the name "Modisaotsile". A sidebar on the left has a "Program Details" tab with a red close button. The main content area displays a message: "Dashboard: Please start with adding Program Details". Below this is a profile card for the applicant, Modisaotsile Monyama, with the following details:

Application ID	Applicant Name	Email Address
AP10002121	Modisaotsile Monyama	mmonyama@yahoo.com
Application Status	Phone No.	No. of Pending Documents
Application Submission Pending	267-72674056	...

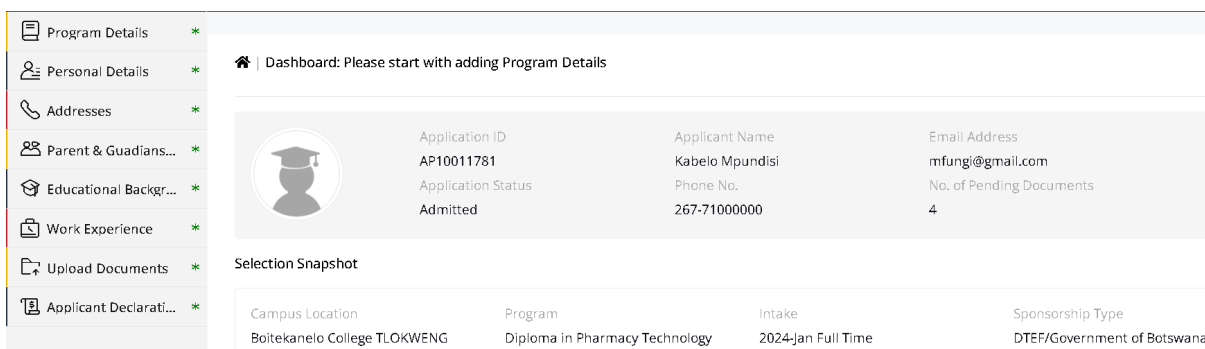
2. Click the **Add** button and fill in all the required information about the program, such as:

- Program name.
- Desired intake or start date.
- Study mode (e.g., full-time or part-time).

3. After entering the details, click **Submit**.



4. Completing this previous step, additional tabs on the left side of the portal sidebar will activate, where you will fill in other required sections of your application.

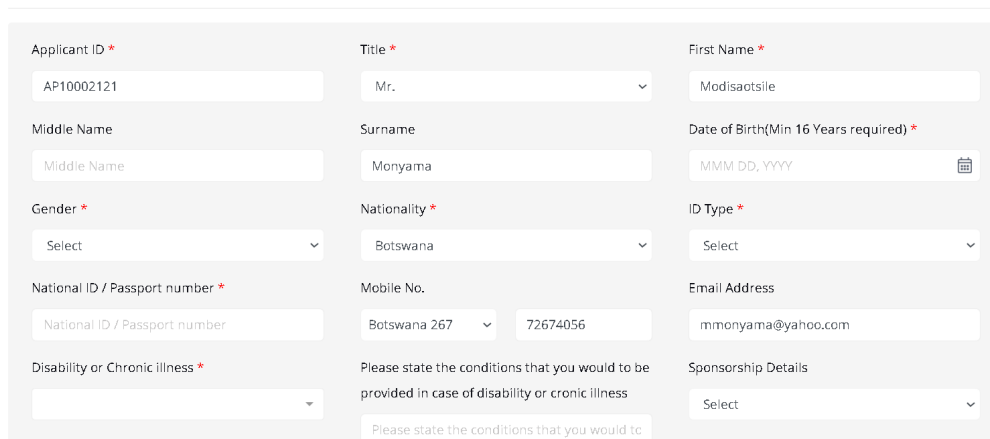


Campus Location	Program	Intake	Sponsorship Type
Boitekanelo College TLOKWENG	Diploma in Pharmacy Technology	2024-Jan Full Time	DTEF/Government of Botswana

Step 3 - Complete Personal Details

1. Navigate to the **Personal Details** tab. Fill in all the requested information, which may include:
 - Full Name, Date of Birth, Nationality, Gender, Marital Status.
2. Ensure that the details match the information on your official documents.
3. After completing this section, click **Save and Continue** to move to the next step.

Personal Details



Step 4 - Add Address Information

1. On the **Addresses** tab, provide the following:
 - **Physical Address:** Your current residential address, including location and ward (e.g., Maun, Boseja Ward).
 - **Postal Address:** Your mailing address (e.g., P.O. Box 350 Maun).
2. Double-check for accuracy to avoid issues with future correspondence.
3. Click **Save and Continue** to proceed.

Physical Address Maun, Boseja Ward <input type="button" value="Print"/> <input type="button" value="Modify"/>	Postal Address P O BOX 350 Maun <input type="button" value="Print"/> <input type="button" value="Modify"/>
----------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------

Step 5 - Provide Parent/Guardian Details

1. In this section, enter the details of your parent(s) or guardian(s), such as:
 - Full Name.
 - Relationship to you (e.g., mother, father, guardian).
 - Contact information (phone number and email address, if available).
2. This information is essential for communication in case of emergencies or for application verification.
3. Once completed, click **Save and Continue**.

Parent & Guardians Details ✕

First Name *	Middle Name	Surname
<input type="text" value="Kevin"/>	<input type="text" value="Middle Name"/>	<input type="text" value="Debruyne"/>
Relationship *	Mobile No.	
<input type="text" value="Father"/>	<input type="text" value="Botswana 267"/> <input type="text" value="72111111"/>	

Step 6 - Fill in Educational Background

1. This step requires you to provide details about your academic history:

For Senior Secondary School:

- Name of the school you attended.
- Exam Board (e.g., BGCSE, IGCSE).
- Certificate attained (e.g., Botswana General Certificate of Secondary Education).
- Year of completion.
- Your **best six subjects**, including mandatory ones like Mathematics, Sciences, and English.

School Name	Exam Board *	Certificate Attained *
Gaborone Senior Secondary School	GCSE	GCSE-BGCSE
Year of completion		
2021		
Subject	Qualification *	Grade/Marks
English	BGCSE	A*,A
Equivalent Grade/Marks		
8		
Subject	Qualification *	Grade/Marks
Mathematics	BGCSE	B
Equivalent Grade/Marks		
7		

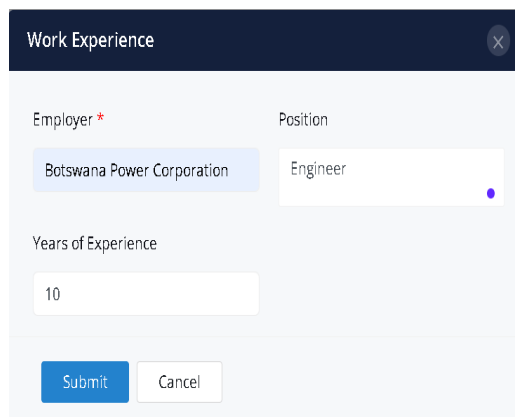
2. Add tertiary education details, **if ANY**.

School Name	College/Institution Name *	Year of completion
Other	Boitekanelo College	2022
Certificate level	Results	Education Type
Diploma	Distinction	Tertiary
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>		

3. Ensure all information is accurate and supported by your official documents. Click **Save and Continue** after entering your details.

Step 7 - Add Work Experience

1. If you have any work experience, use this section to provide details such as:
 - Name of the organization or employer.
 - Your job title or position.
 - Duration of employment (start and end dates).
 - Key responsibilities or achievements in the role.



Work Experience

Employer * Position

Botswana Power Corporation Engineer

Years of Experience

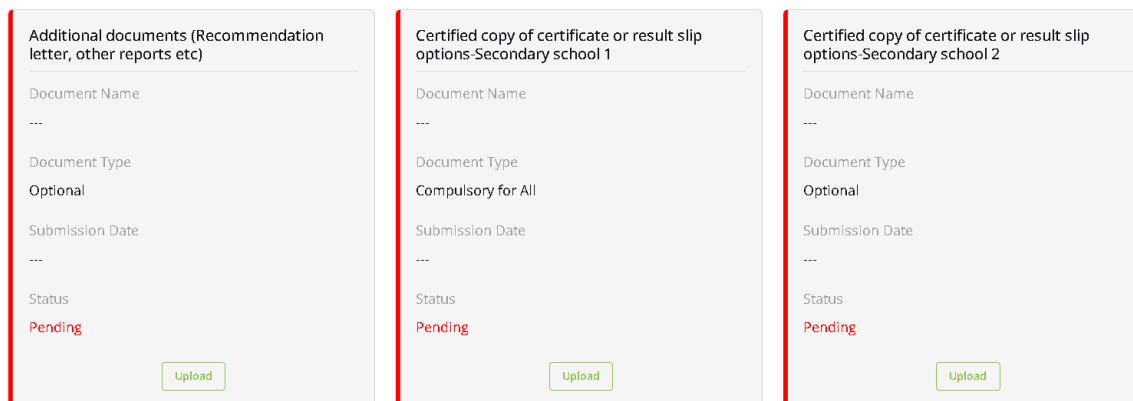
10

Submit Cancel

Note: If you have no work experience, you can skip this step and proceed to the next section.

Step 8 - Upload Required Documents

1. Use the **Upload** button to submit the following essential documents:
 - A certified copy of your ID (Oman)/Passport **-Mandatory.**
 - A certified copy of your senior secondary school certificate **-Mandatory.**
 - Any other supporting documents, such as a transcript or proof of additional qualifications.



Additional documents (Recommendation letter, other reports etc)

Document Name

...

Document Type

Optional

Submission Date

...

Status

Pending

Upload

Certified copy of certificate or result slip options-Secondary school 1

Document Name

...

Document Type

Compulsory for All

Submission Date

...

Status

Pending

Upload

Certified copy of certificate or result slip options-Secondary school 2

Document Name

...

Document Type

Optional

Submission Date

...

Status

Pending

Upload

Important Notes:

1. Ensure that all documents are clear and legible. Scanned copies must be high quality to avoid delays in processing.
2. Failure to upload mandatory documents or submitting unclear files may result in your application being rejected.
3. After uploading, confirm that all files have been correctly attached before proceeding.

Step 9 - Complete the Declaration

1. The final step in the application process is the **Declaration Tab**. Here, you will:
 - Review all the information you have entered in your application to ensure it is accurate and complete.
 - Tick the declaration checkbox to confirm that the details provided are true and that you agree to the terms of application.
2. Once this is done, click **Submit Application**.
3. A notification confirming receipt of your application will be sent to the email address you provided. Check your email inbox (and spam folder) for this acknowledgment.

| Applicant Declaration



I do hereby declare that the information provided in this application form is true and accurate in every sense. I understand that giving false information is against the law and if it is discovered at any stage that the information I provided is inaccurate or false, this could render my application or enrolment invalid.

Submit

Application Fee - 0

Thank you for choosing to apply! We wish you success in your application journey.