



AFM THEOLOGICAL COLLEGE



APPLICATION GUIDE

Welcome to the journey of applying to our Theological College! This **Application Guide** is designed to walk you through the process with clarity and ease. Inside, you will find all the information you need to understand our requirements, prepare your documents, and submit your application successfully. Our aim is to make the process as straightforward as possible so that you can focus on what truly matters - answering your call to grow in knowledge, faith, and service.



TABLE OF CONTENTS



03	STEP 1 : Check Programme Requirements	↗
05	STEP 2: Prepare Your Documents	↗
06	STEP 3: Create an Account	↗
07	STEP 4: Set Your Password	↗
08	STEP 5: Complete Your Application	↗
10	STEP 6: Application Fees	↗
11	STEP 7: Application Review	↗
13	Timelines	↗
14	Support	↗

STEP 1:



CHECK PROGRAMME REQUIREMENTS



Before you begin, take a moment to review the admission requirements for your chosen programme at www.afmtc.ac.za. This will help to avoid unnecessary delays in processing your application.

○ ADMISSION REQUIREMENTS



The Bachelor of Theology (Bth) Degree

- A National Senior Certificate granting university access, or equivalent. **OR**
- A tertiary qualification from an accredited institution recognized by the Department of Education. **OR**
- A tertiary qualification from a foreign institution accredited by a recognized accrediting body or the institution's national government.
- Sufficient proficiency in English.



Occupational Certificate: Christian Religious Professional NQF Level 5

- National Senior Certificate, as certified by Umalusi, **without** a bachelor's pass.
- Sufficient proficiency in English. AFMTC values diversity and ensures an inclusive environment for academic and spiritual development.



Occupational Certificate: Christian Religious Practitioner NQF Level 2

- For this qualification, there are **no educational requirements**. AFMTC welcomes individuals from all backgrounds to embark on a journey of academic and spiritual growth.
- Sufficient proficiency in English. AFMTC values diversity and ensures an inclusive environment for academic and spiritual development.



STEP 1:



CHECK PROGRAMME REQUIREMENTS



Before you begin, take a moment to review the admission requirements for your chosen programme at www.afmtc.ac.za. This will help to avoid unnecessary delays in processing your application.

○ ADMISSION REQUIREMENTS

- For Short Learning Programmes (SLPs), there are **no educational requirements**. AFMTC welcomes individuals from all backgrounds to embark on a journey of spiritual growth.
- Sufficient proficiency in English.

↗
Short Learning Programmes

Children's Ministry 101
Principles of Bible Study 101
The Pastor's Spouse 101
The Assembly Leader 101



Laptop/Desktop Computer + Stable Internet Connection


As an **Open Distance Learning (ODL)** institution, our programmes are presented entirely in a virtual format. To fully participate and succeed in this learning environment, applicants must have access to a laptop or desktop computer as well as a reliable internet connection. These tools are essential for engaging with online lectures, accessing course materials, submitting assignments, and participating in virtual discussions. By ensuring you have the necessary resources in place, you will be better equipped to embrace the flexibility and opportunities that ODL provides.




STEP 2:

PREPARE YOUR DOCUMENTS

Before starting your application, please make sure you have the following documents ready in a clear **PDF format** (certification must not be older than 3 months):

 My documents are **certified** within the last 3 months.

 My documents are saved in **clear PDF format**.

*Document 1

Identification Document or Passport



*Document 2

All Educational Qualifications, including **certificates** such as Grade 10, Grade 12, Diplomas, Degrees, etc. Please do not include academic records - only certificates.

Please scan and combine all qualification certificates into one document.





STEP 3:

CREATE AN ACCOUNT




- Go to www.afmtc.ac.za.
- Click on “Apply” in the top right-hand corner of the Home Page.
- Scroll down to the bottom of the page and click on “Proceed with Application”. You will be transferred to the AFMTC Nexsis Portal.

○ NOW YOU ARE READY TO CREATE YOUR ACCOUNT

Click on “Create New Account”

- Enter your **personal details** - Name, Surname, and E-mail Address. Then click on “Register”.
- After clicking “Register”, an email notification with instructions on how to complete your application is sent to the email address you entered.


Retrieve your E-mail Notification

-  Important: If you don't see the email in your inbox, check your **spam** or **junk** folders.
- The e-mail that you are looking for is sent from: noreply@afmtc.ac.za

- In the e-mail, click on “**Complete Registration**”. The link will automatically take you to the next step in your application.

You've successfully registered on the AFMTC portal!

To complete your registration and create a password, click the button below:

[Complete Registration](#) 

If you have not registered on the AFMTC portal simply ignore this email.

Sincerely,
The AFMTC Team



STEP 4:

SET YOUR PASSWORD



MAKE SURE YOUR PASSWORD MEETS ALL THE REQUIREMENTS

Choose a password with at least:

- One uppercase character.
- One lowercase character.
- One number.
- And one special character.



VERY IMPORTANT

- Save your password somewhere safe or write it down. The password you choose now will be the password you use throughout the duration of your studies at AFMTC.

Do not apply with multiple e-mail addresses.



Save your password in a secure place or write it down so you can easily access it later.





STEP 5:

COMPLETE YOUR APPLICATION

○ YOUR APPLICATION



Follow along as we guide you through each step.

1. Complete your **Personal Information**. | Ensure that you complete ALL fields. Do not skip a field as you move through the form.
2. Click on “Next” to proceed.
3. View your e-mail address (leave it as is) - and click on proceed.
4. Type in your South African ID Number & click on “Next”.
5. Update your Contact Details and click on “Next”.
6. Update your Home Address details & click on “Next”.
7. Do you want to use your physical address as your postal address? | Select an answer and click on “Next”.
8. Do you have any disabilities? | If Yes, proceed to provide information. If not, click on “Next” to proceed.
9. Add your Church information and click on “Next”.
10. Add your Church Address information and click on “Next”.
11. Add your Governing Body Details and click on “Next”.



STEP 5:

COMPLETE YOUR APPLICATION

○ YOUR APPLICATION



Follow along as we guide you through each step.

12. How did you hear about the AFMTC? | Provide your response and click on “Next”.
13. Your personal information is now updated!
14. Now you can click on “Done” - this will transfer you to the main dashboard of your AFMTC Portal.
15. Now you click on “Apply to Study at AFMTC”. | Take a moment to read the information carefully before proceeding. Click on “Next” to proceed.
16. Select the academic programme you want to apply for. | Take a moment to carefully review the programme-specific information.
17. If you are sure, click on “**Apply**” and proceed.
18. Depending on the programme that you selected, you will be asked to upload your certified PDF documents.
19. Read and agree to the Terms and Conditions.



STEP 6:

APPLICATION FEES

○ **THERE IS NO APPLICATION FEE**



- **A once-off enrolment fee of R2000 applies only for full qualifications. | No enrolment fee applies to Short Learning Programmes.**

This enrolment fee will be automatically included in your first invoice when enrolling for modules.



STEP 7:

APPLICATION REVIEW



ONCE YOUR APPLICATION IS SUBMITTED:

E-mail Updates

- You will receive email updates as your application is reviewed.
- **IMPORTANT:** To avoid missing critical AFMTC communication, please add noreply@afmtc.ac.za to your trusted senders list. Without this, emails may be redirected to your Junk or Spam folder.

Check Your Status

- You may return to the AFMTC Admin portal at any time to check your status at:
<https://afm.nexsisportal.com/login>





STEP 8:

ACCEPT OFFER & ENROL IN COURSES

○ AFMTC COMMUNICATION

Check your E-mails

- All application updates, including admission decisions, will be sent via email.
- To ensure you receive these notifications, please add noreply@afmtc.ac.za to your address book or trusted sender list. Failure to do so may result in emails being delivered to your Junk or Spam folder.
- Applicants are advised to check their inbox, as well as Junk/Spam folders, regularly to avoid missing important communication.



Accept your Offer & Enroll

Once your admission is approved:

1. Log in to the AFMTC Admin portal at <https://afm.nexsisportal.com/login>. Use your E-mail & Password that you have saved or written down.
2. Do not create a NEW Account.
3. Under the 'Student' menu, go to 'Purchase and Enrol in Courses'
4. Select and pay for the courses applicable to your study period.

TIMELINES



○ APPLICATION DEADLINES

For Applications [↗](#)

- Application Deadline: Two weeks before the start of the next academic period.

○ ENROLMENT DEADLINES

For Enrollments [↗](#)

- Course Enrolment Deadline: Two days before the beginning of the study period.

○ SEMESTER DATES

For the BTh Theology Degree [↗](#)

- Semester 1: 23 February – 30 June
- Semester 2: 1 July – 30 November

○ TERM DATES

Short Learning Programmes [↗](#)

- Term 1: 1 February – 30 April
- Term 2: 1 May – 31 July
- Term 3: 1 August – 31 October
- Term 4: 1 November – 30 January



SUPPORT



○ NEED ASSISTANCE?

For help with **applications**:

Email: info@afmtc.ac.za

Phone: +27 12 881 1730

For help with **enrolments**:

Email: studentsupport@afmtc.ac.za

Phone: +27 21 569 5340

We're here to support you every step of the way.



**A Pentecostal
Online Accredited
Theological College**



Registered with the Department of Higher Education and Training until 31 December 2028 as a Private Higher Education Institution under the Act. Registered in accordance with section 54(6)(b) of the Act and Regulation 16. Official Registration Certificate Number: 2025/HE08/002