

Registration Form

All rates exclude VAT.

Recruitment Initiative	Date	Amount
Computing Sciences & IT Careers Fair	11 April	R6500 (excl. VAT)
Careers Fair	31 July & 1 August	R9500 (excl. VAT)
Accounting & Law Day	7 August	R6500 (excl. VAT)
Showcase	Upon request	R5000 (excl. VAT)
Graduate Recruitment Programme	Early Awareness: 8 April – 24 May Formal Programme: 29 July – 6 September	R3000 (excl. VAT)

SECTION A: Company Details

Company Name:					
Vat registration no:		Webpage:			
Postal address:				Code:	
Street address:				Code:	
Tel:		Fax:			

Details of company representative who will participate in the initiatives:

(The representative(s) will receive all further communication regarding the initiatives)

	Representative 1	Representative 2
Name		
E-mail:		
Tel:		

Details of company representative who will receive the invoice:

(Our finance department will send the invoice to this person)

Name	
E-mail:	
Tel:	

SECTION B: Graduate Recruitment Initiatives

Please tick the Recruitment Initiative(s) that you wish to participate in:

Computing Sciences and IT Careers Fair	
Careers Fair	
Accounting and Law Day	
Graduate Recruitment Programme	
Showcase	

Career Fair

Provisions: 3mx2m exhibition stall with fascia signage, table, tablecloth, 2 chairs, plug point and spotlight.

Please indicate whether you wish to:

Build your own stall at the exhibition	YES	NO
Make use of the stall provided	YES	NO

Graduate Recruitment Programme / Showcase

Recruitment periods: 17 April – 2 June & 24 July – 14 September
(NB: Please note that Fridays are excluded for recruitment initiatives.)

Presentation		
45min during lunch hour (13h05 – 13h50)	YES	NO
Date		

Please list the qualification you wish to recruit from:
(This information will be used to promote your visit on campus)

e.g., BCom C3: 1st to 4th year

See [Faculties at Nelson Mandela University](#)

Marketing Material:

- Please send all marketing material (such as brochures, posters, etc.) two weeks before your visit,
- Provide all relevant company information (dates and times of presentations and interviews) on the brochures or posters.
- Please provide your company name and contact details on the parcel.

Couriers can be sent to:

Career Services, Main Building, South Campus, Nelson Mandela University, Summerstrand, Port Elizabeth, 6000

SECTION C: Graduate Recruitment Programme Handbook

Advertising in GRP Handbook

Advertising space will be allocated on a “first come, first served” basis.
All adverts are A5 and full colour.

Adverts can be supplied in any one of the following formats:

- Corel Draw up to 10, Freehand Illustrator, Acrobat Reader, or any Apple Mac programme.
- Minimum bleed of 3.5mm is required.
- Trim size: 148mm x 210mm.
- Wording size: not wider than 138mm and 180mm top to bottom
- Programme booklet is A5 portrait, advertising material should be designed accordingly. If not, your advert will be printed landscape.

Advert Material deadline: 30 April 2024

Please indicate option preferred:		
Outside back cover	R10 000	
Inside front cover	R7 000	
Inside back cover	R7000	
Full Page	R5 000	

All companies who sign up for a recruitment initiative will be listed in the handbook at no extra charge, [please complete the table below.](#)

Organisation	Required Qualification(s)	Campus Visits and Application Process
<i>Provide a brief description of your company and a list of careers opportunities available to students.</i>	<i>List the fields of study and qualifications you will be recruiting.</i>	<i>Here you should state how the students can apply as well as closing dates for applications. E.g., they can either apply online, directly to the company or via the Graduate and student placement offices.</i> <i>Please also state in which recruitment initiative you will be participating</i>

Will you be providing the following:	Yes	No
• Bursaries or Scholarships		
• Vacation work		
• Graduate Opportunity		
• Employment opportunities for international students		
• Location of employment		

PLEASE TAKE NOTE:

- Companies participating in the Career Fairs need to comply with the exhibition dates & times as scheduled.
- Stalls must be manned at all times, as the university will not take responsibility for any losses suffered.
- All fees must be paid within 30 days of the invoice date. Payment details will be reflected on our invoice.
- The standard exhibition rates will still apply even if companies choose to bring their own furniture & branded signage.
- All registrations will be treated as pending – until the submission of a completed registration form and subsequent payment of the applicable fee.
- It is imperative to indicate all important dates that you require students to comply with well in advance and to also communicate such dates with our office.
- It is important to ensure that all your promotion material reaches our office well in advance, in order to assist in creating an awareness of your campaign to the students.
- We cannot guarantee attendance of presentation sessions by students (as it is voluntary), but do assist with ensuring that students are aware of your visit.
- A 50% administration fee will be charged on cancellations made before 30 May 2024 and no refunds will be made after the closing date; regardless of registering after the closing date.

Name:

Signature:

Date:

CONTACT US FOR MORE INFO

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We look forward to welcoming you on campus.

THE CAREERS SERVICES TEAM