

## TERTIARY LIAISON CHECKLIST FOR SCHOOLS

Please ensure that all boxes are ticked so that your TSL form can be processed in the shortest time possible.

- The TSL form is an up-to-date 2007 form.
- The student details are **completely** filled in (surname, name, gender, personal contact details and school details).
- Tertiary Information is **completely** filled in (name of institution, course of study, faculty, telephone, fax, admissions officer, dean and cut-off date).
- All Grade 11 scores have been filled in (if the student has graduated, please forward a copy of the graduation certificate).
- You have indicated if you are in possession of an approved Academic Projection.
- The projected date of graduation, as stipulated on the Academic Projection form, has been filled in.
- There is an indication of which certificate the student is applying for.
- The date on which the SAT will be taken has been provided.
- You have indicated whether you are doing SAT I or SAT II.
- The form has been signed by the **parent** and the **principal** (no form will be processed without parent and principal signatures).
- A copy of SAT results has been attached to the form (if available).

If all areas are ticked and thoroughly completed, your TSL form can be posted or e-mailed to the address below. If there are any questions, please contact the Tertiary Liaison Officer at [academics@aceministries.co.za](mailto:academics@aceministries.co.za).

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