

## GUIDELINES FOR COMPLETING YOUR READMISSION APPLICATION

Please make sure to read and follow these guidelines carefully.

1. Please rest assured that the Readmission Appeals Committee will maintain the strictest confidentiality regarding your application.
2. Fill in all the necessary details in the relevant sections of the form. Focus on explaining any challenging situations that were beyond your control and caused you to underachieve if they apply to you.
3. The type of reasons you may refer to below that contributed to your underachievement includes:
  - a. Academic Reasons
  - b. Health or Psychological Reasons
  - c. Social or Welfare Challenges
  - d. Financial Reasons
  - e. Other Personal Reasons
4. Be sure to express your reasons clearly, using the specified maximum number of words for each section.
5. It's important to connect the circumstances you're describing with the supporting documents you'll be providing. This will help us understand your situation better.
6. In the appropriate sections of the form, clearly state which supporting documents you are including with your application.
7. Don't forget to submit and attach the necessary supporting documents to prove each exceptional circumstance you mention in your motivation. It's crucial to include these supporting documents because, without them, we won't be able to consider your motivation, and your application will be seen as incomplete. This is your one chance to appeal for readmission, and you won't be able to submit additional documents later.
8. To make things easier, number your supporting documents from Annexure A too however many you have, in the order that matches the categories you mentioned in your application.
9. On each page of your supporting documents, write your initials, surname, student number, and the programme you are applying for readmission to.
10. Finally, ensure that your fully completed readmission application form, along with all the supporting documents and proof of the readmission application fee, reaches the university before or on the closing date mentioned in your letter.
11. By following these guidelines, you will increase your chances of a successful readmission application.

If you have any questions, feel free to contact us at [info@sun.ac.za](mailto:info@sun.ac.za) or alternatively at 021 808 9111.

Sincerely

Stellenbosch University

**A. PERSONAL AND CONTACT DETAILS**

Student number:

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Name(s):

Surname:

Email address:

Telephone number:

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Application ID:

**B. PROGRAMME DETAILS**

Previous programme:

\* Proposed programme:

Focal Area (if applicable):

**\* IMPORTANT NOTICE: If you were not previously registered for any of the following programmes, you are not eligible to apply for readmission to these specific programmes.**

- B in Social Work
- BA (Sport Science)
- BA and BCom (Law)
- LLB and BAccLLB
- BSc (Food Science)
- MBChB
- BSc in Dietetics
- BSc in Physiotherapy
- B of Occupational Therapy
- B of Speech-Language and Hearing Therapy
- B of Nursing
- BEd

**C. WHAT WAS THE MAIN REASON THAT CONTRIBUTED TO YOUR UNDERACHIEVEMENT?**

**(Please see the guidelines and indicate the main reason as per the list under item 3 above)**

Motivation/Reason

Motivate in not more than **350 words** how this contributed towards your underachievement. An example of personal circumstances would be that you were the victim of a physical assault; as proof, you would submit/attach the police statement, for illness a letter from a medical doctor, etc. Please indicate your motivation/reason here:

Supporting Documents

Note: Which documents did you provide to support the reason mentioned above?

Please specify the documents you have submitted to back up the mentioned reason or motivation here:

**D. WHAT OTHER CONTRIBUTING REASONS MAY HAVE CAUSED YOUR UNDERACHIEVEMENT?**

**(Please see the guidelines and indicate the additional reason(s) as per the list under item 3 above, if applicable)**

Motivation/Reason(s)

Motivate how these additional reason(s) contributed to your underachievement in not more than **350 words**. Please indicate your motivation/reason(s) here:



Supporting Documents

Note: Which documents did you provide to support the reason(s) mentioned above?

Please specify the documents you have submitted to back up the mentioned reasons or motivation here:

**E. IF YOU ARE NOT A REGISTERED STUDENT OF STELLENBOSCH UNIVERSITY AT THE MOMENT, HAVE YOU UNDERTAKEN ANY OTHER STUDIES OR OBTAINED ANY OTHER ACHIEVEMENT SINCE YOU LEFT STELLENBOSCH UNIVERSITY?**

Examples: "Studied through UNISA and passed Mathematics 1 and Industrial Psychology 1."  
"Obtained diploma in journalism at Lyceum College." If applicable, please indicate your other studies/achievements/motivation in not more than **150 words** here:

Supporting Documents

Note: Which supporting academic record(s) did you mention above? If applicable, please specify the supporting academic record(s) you have submitted to back up the mentioned reasons or motivation here:

**F. WHAT MEASURE(S) DID YOU PUT IN PLACE IN THE COURSE OF THE YEAR TO IMPROVE YOUR STUDIES?**

Note: If you have received assistance of any kind over the year to improve your studies, you must state it here, for instance visit(s) to the CSCD; study course(s) done; assistance by a mentor, etcetera. If applicable, please indicate your motivation/reason(s) in not more than **150 words** here:

**Supporting Documents**

Note: Which documents did you provide to support the reason(s) mentioned above?

If applicable, please specify the document(s) you have submitted to back up the mentioned reason(s) or motivation here:

**G. WHY WOULD YOU BE ABLE TO SUCCEED AT YOUR STUDIES IN FUTURE?**

Explain how the circumstances, that were beyond your control, have been or will be corrected so that you may succeed at your studies. Please indicate your motivation/reason(s) in not more than

**250 words** here:

The Readmissions Appeals Committee will handle your application and information confidentially.

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**SIGNATURE**

**DATE ON WHICH THE FORM WAS SUBMITTED**