

HOW TO APPLY



1 Explore your options

See what programmes we offer.



2 Make sure you meet the criteria

Some programmes have a very extensive selection process.



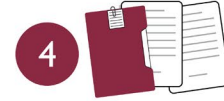
3 Apply before the closing date

Applications for undergraduate applications close 31 July, but there are other closing dates that are also important.



4 Make it official

Submit your signed student contract and register as a Matie!



5 We'll review your application

Our work begins when we receive your application and supporting documents.



6 Track your application status

Log in to the Applicant Portal to track your application status.



7 Accept our offer

If we make you an offer, you must accept it by the deadline.



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Explore your options



Resources

Want more information about the programmes we offer? Check out **What can I study?** on www.maties.com

[University calendar](#)



Get in touch

Book an advisory or career counselling session at our Centre for Student Recruitment at csr@sun.ac.za, or phone 021 808 4709.



We want to create an inclusive, diverse, innovative environment that promotes excellence and is focused on the future.

Make sure you meet the selection criteria

There are three different phases in our selection process:

- 1** You have to meet the most basic academic requirements for a bachelor's degree.
- 2** You must meet the minimum requirements for the programme(s) you apply for.
- 3** You must pass the selection phase.

Minimum requirements



Frequently asked questions

What are the minimum academic requirements for a bachelor's degree?

Before you consider applying for University, you need at least

- 30% for a South African Language of Learning and Teaching (English or Afrikaans), and
- an achievement rating of 4 (50% - 59%) in four 20-credit subjects.

How do you calculate your National Senior Certificate average?

Highest score in Language of Learning and Teaching (Eng or Afr) + (5 x best results in 20-credit subjects excluding Life Orientation and Mathematics 3). That total divided by 6.



We receive thousands of applications a year, but our space is limited. Even if you meet all the admission requirements you need to be aware that some programmes are competitive and we may not have space to accommodate your application

How do we assess international qualifications?

If you apply with international qualifications, we will use appropriate calculations and conversions relevant to the guidelines for the specific examination.



Resources

[Admissions Policy](#)
[Admission and selection requirements](#)
[International qualifications](#)

Make sure you meet the selection criteria

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You may need to take the National Benchmark Test (NBT)

The NBT is an assessment test used for first-year applicants to higher education institutions. The NBTs are designed to measure a writer's ability to transfer understanding of academic literacy (language skills), quantitative literacy (numerical skills) and Mathematics to the demands of tertiary (higher education) coursework.

- If you're applying to the **Faculty of Law** (BALaw, BComLaw, BAcLLB and the four year LLB programme), you must write the NBT before 16 July.
- **School of Tomorrow** applicants must write the NBT before the end of 2021 to ensure that your results are available in time for registration.

Visit www.nbt.ac.za for more about the NBT



Frequently asked questions

Who must write the NBTs?

- Only School of Tomorrow applicants and applicants to the Faculty of Law. If Mathematics is an admission requirement to your programme, you will need to write the Mathematics paper.

Closing dates



Frequently asked questions

What are the important closing dates for applications?

Important closing dates	Open	Close
Undergraduate applications & residences	6 April	31 July
Financial assistance applications at SU	3 May	31 August
NSFAS bursary applications (NSFAS determines these dates; not the University)	1 September	30 November
Diploma in Public Accountability applications (Telematic education)	6 April	15 December

Apply before the closing date



Pick
your programme

Pick your programme

- You may apply for up to three programmes from any faculty.
- You will be considered for all three of those programmes, and if you qualify, you may receive multiple offers. You must accept one of the offers no later than 30 September.
- If two of the programmes you have selected have extensive selection criteria, you should choose a third programme that is not on that list to improve your chances of receiving an offer.

Apply before the
closing date

Programmes with extensive selection processes:

- All programmes in the Faculty of Medicine and Health Sciences;
- all programmes in the Faculty of Law;
- BA (Visual Arts);
- BA (Drama);
- all programmes in Music;
- BA (Sport Science);
- BSc (Sport Science);
- BEd (GenEd);
- all programmes in Engineering;
- BCom Actuarial Science; and
- BCom (International Business).



Frequently asked questions

How do I change my programme selection after I have submitted my application?

You need to send an e-mail to our Client Services at info@sun.ac.za. But keep an eye on those closing dates. Once applications are closed, the Faculty will decide whether they could accommodate your request based on the number of places available.

Complete
the app form

Complete your application form

- You can [apply online](#).
- You will need an e-mail address and phone number so that we can contact you.
- As soon as you create your profile you can follow the system prompts to proceed with your online application immediately, or follow the instructions in the e-mail that we will send you if you wish to proceed later.
- Please complete the application carefully and make sure you give us accurate information.

Apply before the closing date



Frequently asked questions

Will I lose my data if there is a power outage while I'm applying?

No, you can start again at the last section you completed but keep an eye on those closing dates.

I don't have internet access; how can I apply?

Get in touch with Client Services and ask them to send you a hard copy application form. You can call 021 808 9111 or e-mail info@sun.ac.za. Your completed paper application form and supporting documents must reach us before the closing date. If we don't receive your application on time, we cannot consider it.

Please don't complete a hard copy application if you have applied online. If we receive both a hard copy and a digital application from you, we'll only consider the digital application.



Apply before the
closing date



Upload your documents

Upload all the documents we need

- **Tip:** Make sure your electronic copies are clear and legible and that we can easily read everything on the page. If we can't, we will ask you to resubmit the document, which will slow down your application.
- To help us process your application, we may ask you for additional original or supporting documents.
- **If you apply online**, the system will prompt you whenever we need additional information, like academic records, proof of payment of the application fee (if applicable), and your signed contract if we've made you an offer.

Here is a list of the documents we need:

Non-academic documents

Academic documents we need from applicants who are [currently in their final school year](#)

Academic documents we need from applicants who have [completed their final school year](#)

Academic documents we need from applicants who are [currently enrolled at a tertiary institution](#) (including SU)

Academic documents we need from applicants who have [completed a tertiary qualification](#) (including at SU)



Frequently asked questions

What type of documents can I upload?

pdf, doc, docx, jpg, jpeg, png.



Non-academic documents we need

What we need	From whom	Additional information
Student support form	Students with disabilities who need additional support	
Faculty-specific documents	Portfolio requirements for BA (Visual Arts)	Please send completed portfolio to Ms Yumna Williams at yumna@sun.ac.za by no later than 1 September.
Proof of payment (R100 non-refundable application fee) if you pay offline	South African applicants from quintile 1 - 4 schools and international applicants do not have to pay the application fee.	Read more about payment options at www.maties.com .
Proof of permanent residency, refugee or asylum-seeking status	Non-South-African applicants	
Signed Student Contract	When you accept an offer, you must download, print, sign, scan, and upload a Student Contract.	You will not be able to register at the University without a signed contract.

Apply before the closing date



Resources

[Student support form](#)

[Portfolio requirements for BA \(Visual Arts\)](#)

[Student contract](#)

Academic documents we need if you are in your final school year

Apply before the
closing date

What we need	From whom	Additional information
Final grade 11 results as per the Department of Education guidelines.	Applicants in a South African School system.	<p>If the impact of COVID-19 compromised your grade 11 assessment, you could submit your grade 12 mid-year assessment results in the space provided for grade 11 results.</p> <p>Your school will have to confirm that learning and teaching could not take place and that a grade 11 assessment was not conducted. Please upload the confirmation from the school with your results when you submit your application.</p>
Grade 11 results (pre-final) and final-year school subjects with levels.	Applicants in an international school system in final school year.	<p>If you are enrolled in an international school system, for example, Cambridge, International Baccalaureate (IB) or a USA High School Diploma, you must apply using grade 11 (pre-final year) results.</p> <ul style="list-style-type: none"> You should supply a list of subjects taken in the final year of school (grade 12 /13) with levels for the official subjects (confirmed by the school). To ensure you meet the requirements for Matriculation Exemption, please visit the Universities South Africa website http://mb.usaf.ac.za for more information on Matriculation Exemption.

Academic documents we need if you have completed your final school year

What we need	From whom	Additional information
National Senior Certificate (NSC) or IEB/Statement of symbols of final school results	Applicants in a South African school system.	
Final school results from the International Curriculum (Cambridge International, International Baccalaureate, etc.), including School of Tomorrow.	Applicants in an international school system.	<ul style="list-style-type: none"> • Cambridge applicants must also include IGCSE or O level or GCSE certificates. • You must meet the requirements set by Universities South Africa (USAf) for Matriculation Exemption for that system by the time you register. Please see http://mb.usaf.ac.za and select the relevant country's information. • If you follow the American high school system, you must provide the necessary exemption documents as per the USAf website at https://mb.usaf.ac.za/united-states-of-america/. • It usually is only possible to apply for a formal certificate of University Exemption during your first year of registration, so you might not yet have it available when you register for the first time. You will, however, be able to register, provided that you qualify for Matriculation Exemption as assessed by the University.
Additional subject and rewrite results.	Applicants from all school systems.	Upload the additional results with your initial grade 12 results as one document.

Apply before the closing date

Academic documents we need if you are currently enrolled at a tertiary institution (including Stellenbosch University)

Apply before the
closing date

What we need	Additional information
Final school-leaving results	Refer to the information that we require for various school systems in the information for applicants who have completed their school year.
Proof of registration	Including a list of subjects you are enrolled for with provisional grades if available when you apply.
Full academic transcript for each academic year completed, including grades.	We do not accept online results obtained from self-service portals.

Academic documents we need if you have completed a tertiary qualification (including at Stellenbosch University)

Apply before the closing date

What we need	Additional information
Relevant certificates and full academic transcript for each year of enrolment, including grades.	<p>Guidelines for supporting documents:</p> <ul style="list-style-type: none"> Copies of your original documents must be stamped and signed by the awarding school, institution, notary public, or a Commissioner of Oaths. If you use Postal or Police services, please ensure that the stamp includes the date, name, signature, and rank of the officer. We do not accept online results obtained from self-service portals.
Diploma(s) and full academic transcript for each year of enrolment, including grades.	
B degree certificate(s) and full academic transcript for each year of enrolment, including grades.	
Honours degree certificate(s) and full academic transcript for each year of enrolment, including grades.	
Master's degree certificate(s) and full academic transcript for each year of enrolment, including grades (where applicable).	
Doctoral degree certificate(s) PLUS full academic transcript for each year of enrolment, including grades (where applicable).	
If your final degree certificate is not available when you apply, please provide us with official proof that you have completed the qualification	For international qualifications, the proof of completion should not be older than five years from the date the degree was conferred. For South African Higher Education Institutions, proof of completion should not be older than one year.

Apply before the
closing date



Submit
your application

Submit

When you have completed the application form, accepted the [Terms and Conditions](#), and attached all your supporting documents, you are ready to submit your application and track your application status!



Frequently asked questions

What if my application and supporting documents don't reach you before the closing date?

We cannot consider applications if we don't receive them by the closing date.



Resources

[Undergraduate Bursaries and Loans](#)

NSFAS: <http://www.nsfas.org.za/content/StudentAccommodation>
[Student Fees](#)



Remember that just because you have submitted an application doesn't mean that you will automatically be accepted – even if you meet all the admission requirements.

We'll review your application



We'll review your application

- Once you have submitted your completed application form and all your supporting documents, we will review your application.
- You will receive an e-mail that confirms that we have received your application. All the e-mails we send you will also be available on the Applicant Portal.
- We'll contact you using the e-mail address and phone number you provided to let you know whether your application has been successful.



Track your application status



Track your application status online

Log in to the Applicant Portal to track your application status and make sure there is no outstanding information. Use your username (e-mail address) and password to log in.



Frequently asked questions

What does it mean to be conditionally admitted?

If you haven't written your final exam yet when you apply, we may admit you on the condition that you pass your final NSC or equivalent exam and that your results meet conditions for the programme you applied for. Once you have your final results, we can make you a final offer.



Resources

[Applicant Portal](#)



Accept our offer

Receiving multiple offers

If you have applied for more than one programme, you may receive more than one offer from us, but you may only accept one offer.

Conditional offers

If you apply with your grade 11 results, we may admit you on the condition that you pass your final NSC or equivalent exam and that your results meet the conditions set for the programme you applied for.

If you receive multiple conditional offers, you must accept one offer by 30 September; otherwise, the offer expires.

Accept our offer

Final offers

We will make a final offer based on your final grade 12 results released at the beginning of the following academic year. You will have three days to accept our offer before the offer expires.

If you have completed your final school year and apply with your grade 12 marks, you will be considered for a final offer (or offers), and you must accept one of those offers within the cut-off time specified in your offer.



Frequently asked questions

What if I decline an offer but change my mind later?

If you declined an offer but change your mind and want to accept the offer later, you must contact Client Services at info@sun.ac.za. The Faculty can then decide if they wish to consider your request.



Make it official

When you first accept an offer (whether that is a conditional or final offer), we will ask you to submit a signed Student Contract. Once you have accepted a final offer and uploaded your Student Contract, you will be able to register when the official registration opens.

You will not be able to register if we have not received your signed Student Contract.



Resources

[Student contract](#)



Get in touch

If you need any help with your application or need more information, please contact our Client Services at 021 808 9111, or e-mail info@sun.ac.za or visit www.maties.com. Remember to provide your Applicant ID when you contact us.

The legal stuff

The University reserves the right to adjust the information in this brochure at any time and as the need arises. This information may therefore be incomplete or out of date. The latest information is available on www.maties.com and at the telephone numbers given in this brochure. The information is given here to the best of our knowledge and as accurately and fully as was possible at the time of going to press in February 2021. Verifying the given information remains the responsibility of the prospective student.