

SUNSTUDENT APPLICATION INSTRUCTIONS

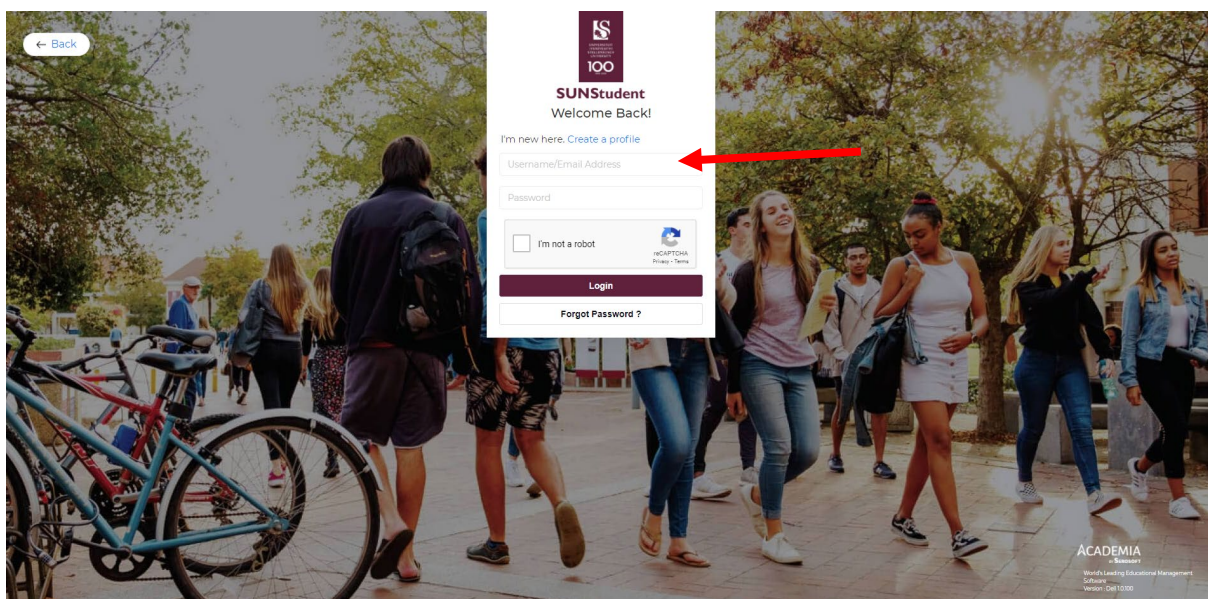
Dear students, to apply to Stellenbosch University for semester studies, please follow the instructions below:

Website for application: <https://student.sun.ac.za/>

1. Step one – Select “Applicant.”



2. Click “Create a profile.”



3. Create Your Profile by providing your biographical details.

Create Your Profile English Afrikaans

Application Deadlines +

How to apply +

Title *
Select

Name(s) *
Name(s)

Surname *
Surname

Date of Birth *
Year Month Day

Primary Citizenship *
South African

ID Type *
South African ID

ID Type Number *
ID Type Number

Email Address *
Email Address

Mobile Number *
South Africa +27 Mobile Number

Correspondence Language *
Select

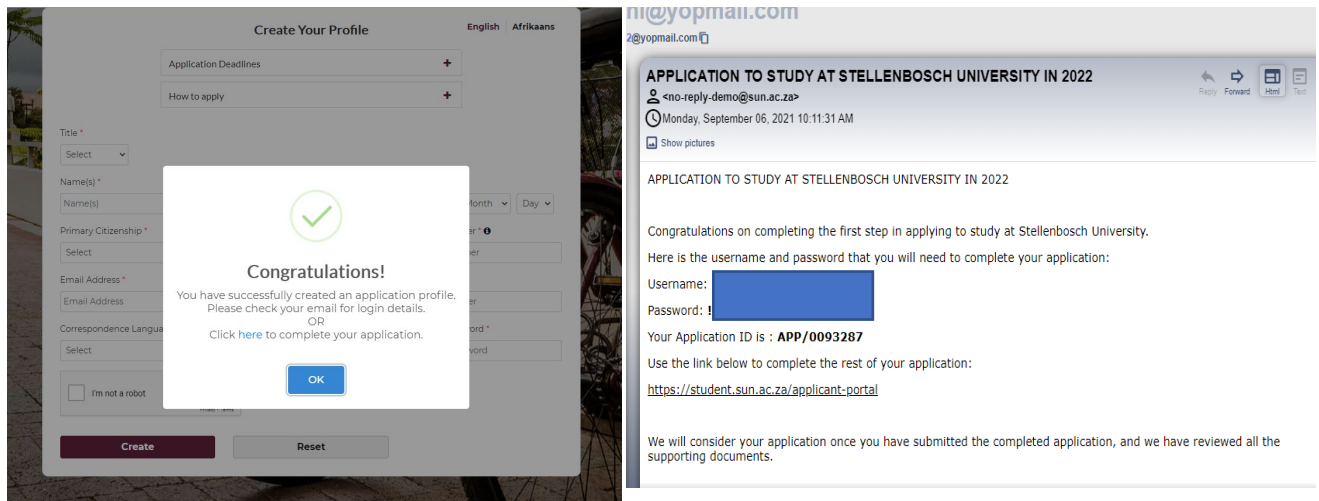
Password *
Password

Confirm Password *
Confirm Password

☐ I'm not a robot

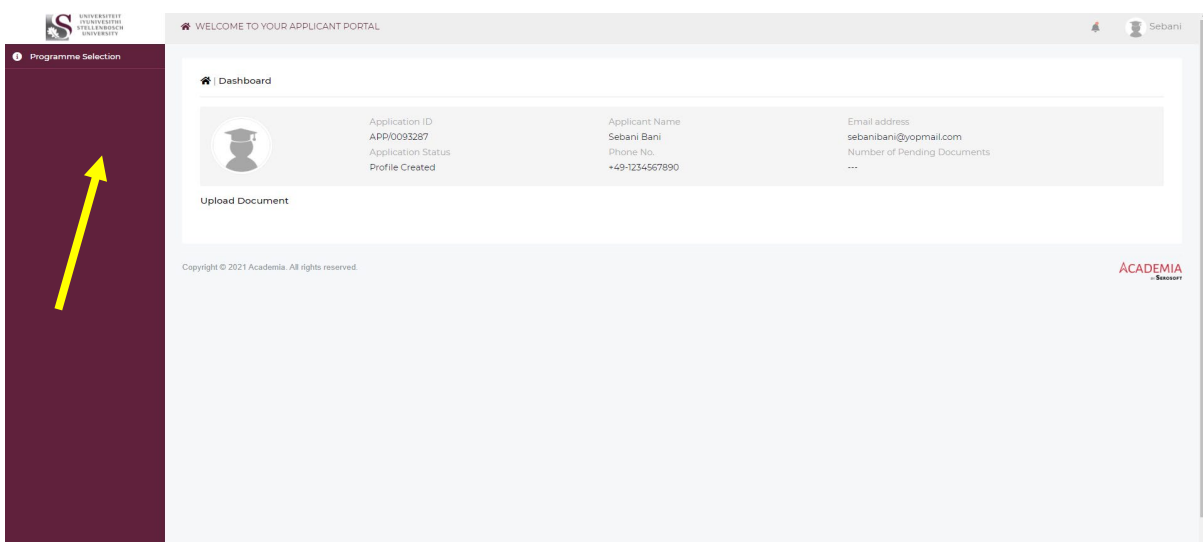
Create **Reset**

4. After creating your profile, please check your email to receive your login details



5. Login with your login details received in your inbox

6. Select Programme you wish to apply for



7. Programme Selection

- Select Faculty** (*Faculty is the “school” in which most of your courses can be found, e.g. Arts and Social Sciences, Engineering, Economic and Management Sciences, etc.)*
 - For an overview of faculties at Stellenbosch University, click here: <http://www.sun.ac.za/english/faculty>.
- Select Programme Type**
 - Make sure you select **Stellenbosch University International**
- Select Programme**
 - If you are an exchange student select **EXCHANGES: RESIDENTIAL**, and if you are a free mover student select **STUDY ABROAD: RESIDENTIAL**.
- Select intended year of studies 2025

8. Complete and confirm your Personal Information

9. Include the **details of your Next of Kin** (*parent, guardian, partner, exchange coordinator, etc.*)

Next of Kin Details

Relationship * Exchange Co-ordinator Title * Mr Name(s) * University

Surname * Professor Mobile Number * Germany +49 9876543210 Email address * uniprof@unigerman.edu

☐ is an emergency contact

Exchange Co-ordinator's Details

Document Name: Prof University Professor

Email address: uniprof@unigerman.edu

Mobile Number: +49-9876543210

10. Add your **Address Details**

Add Address

Country * Germany Region/Province * Other (Foreign Region/Province)

City * Other (Foreign City) Postal Code * 72074

Address * Schwanenbergrasse 11, Tübingen, Germany

Residential Address

Schwanenbergrasse 11 Tübingen Germany 72074

Other (Foreign City): Other (Foreign Region/Province): Germany Postal Code: 72074

11. Add your Tertiary Studies information

- Select **'Foreign University/Technikon'**
- Remember to **upload your Academic Transcript** for all completed degrees.
- If you have more than one qualification you need to list them all individually here.

Tertiary Studies

Institution Name * Foreign University/Technikon Type of Qualification * Undergraduate Bachelor

Name of Qualification * Bachelors in Business Administration Studies Completed? * No

Number of Semester Completed * 5 Period From * Jan 29, 2018

Period To * MMM d, yyyy Upload academic transcript * Upload Document Upload

Remark results * Remark results Student Number * Student Number

12. Complete the **Student Accommodation** page.

- a. International students wishing to apply for university administered accommodation, must apply here: <http://www.sun.ac.za/english/SUInternational/Pages/University-Administered-Housing-.aspx>

The screenshot shows the 'Student Accommodation' page within the 'WELCOME TO YOUR APPLICANT PORTAL'. On the left is a dark sidebar with navigation links: Programme Selection, Personal Information, Next of Kin Details, Address Details, Tertiary Studies, Student Accommodation (highlighted), Upload Documents, and Payment and Agreement. The main content area has a header 'Student Accommodation' and a section titled 'Instructions' with three bullet points: 1. Most students (local and international) make use of private accommodation during their postgraduate studies. 2. Please consider our private accommodation options available on the web page for Prospective Postgraduate Students at www.sun.ac.za/pgstudies -> "Living in Stellenbosch" -> "Accommodation". 3. International applicants may apply for self-catering accommodation. For more information, please visit Stellenbosch University's international website www.sun.ac.za/international. E-mail enquiries may be directed to interhouse@sun.ac.za. Below the instructions, there is a statement 'I take note of the above information' with radio buttons for 'Yes' (selected) and 'No'. A 'Save' button is at the bottom right. The footer includes 'Copyright © 2021 Academia. All rights reserved.' and the 'ACADEMIA' logo.


13. Upload Documents (document templates to download under 'Guideline Documents')

- a. **Proposed Learning Agreement**. For information on how to select courses, please see this link: <http://www.sun.ac.za/english/SUInternational/international-students/finding-courses-as-a-semester-student>.
- b. **Declaration by Home University**. For exchange students (from partner universities), this serves as English Proficiency.
- c. Proof of **English Language Proficiency**. This is for students who are not from Partner Universities (*Free movers*).
- d. Copy of the Identification page in Passport

The screenshot shows the 'Upload Documents' page within the 'WELCOME TO YOUR APPLICANT PORTAL'. The sidebar is identical to the previous screenshot, with 'Upload Documents' highlighted. The main content area has a header 'Upload Documents' and a section titled 'Instructions' with six bullet points: 1. Upload all the documents we need. 2. Templates for relevant forms can be found and downloaded under Guideline Document. 3. Make sure your electronic copies are clear and legible. 4. Please ensure you upload all the required documents as a single file. 5. Formats that will be accepted are pdf, doc, docx, jpg, jpeg, or png. 6. If we do not receive your application and all the required documents by the closing date, your application will unfortunately not be considered. 7. To help us process your application, we may ask you for original or additional supporting documents. 8. If you need any assistance with submitting your application, please email our Client Service at info@sun.ac.za or phone on (021) 808 9111. A link 'Guideline Document' is at the top right. Below the instructions is a 'Declaration by Home University' form with fields for Document Name, Document Type (set to 'Compulsory for All'), Submission Date, and Status (set to 'Pending | Wag vir dokument'). An 'Upload' button is at the bottom.

14. Agreement

a. Accept the Terms and Conditions.



UNIVERSITY OF
SOUTH AFRICA
SOUTHERN
AFRICAN
UNIVERSITY

Programme Selection

Personal Information

Next of Kin Details

Address Details

Tertiary Studies

Student Accommodation

Upload Documents

Payment and Agreement

WELCOME TO YOUR APPLICANT PORTAL

Sebani

0 | Payment and Agreement

Instructions

Guideline Document

- Please read and accept the Application Terms and Conditions as published in the attached guidelines document and submit your application.
- If a R100 application fee payment is required, you can select your payment preference option.
- The easiest way for payment is the online payment option. If you select "online payment" you will be directed to the online payment portal to complete your application.
- If you have already paid, please complete the fields and upload your proof of payment.
- If you select "pay later" to pay at the bank you can send your proof of payment to studentaccounts@sun.ac.za before the closing date.

☒ I accept the Application Terms and Conditions.

Submit Application

Application Fee - 0

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Success