

How to apply for POSTGRADUATE PROGRAMMES

on the Stellenbosch
and Tygerberg campuses

Join our postgraduate community and become a part of an inclusive, diverse, innovative environment that strives to provide a positive and successful postgraduate student experience and promotes excellence, whilst developing a thriving research culture.



1

Explore your options

See what postgraduate programmes we offer on the website for postgraduate students.



2

Make sure you meet the criteria

Each programme has specific admission criteria. It is therefore important that you meet the minimum criteria for the programme(s) before you apply.



3

Apply online

You must submit your application online with all the required supporting documents before the closing date.



4

We will review your application

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

5

Track your application status

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



6

Accept our offer

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



7

Make it official

Upload your signed student contract and join our postgraduate community!



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STELLENBOSCH
UNIVERSITY

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1918 - 2018

EXPLORE YOUR OPTIONS

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Visit the Prospective Postgraduate Student [website](#) and click on '[What can I study?](#)' for possible programme choices.



UNIVERSITY
CALENDAR



ADMISSIONS
POLICY

Get in touch

The Postgraduate Office offers application advice to students (prospective and currently enrolled at SU) to help them to identify opportunities across faculties for which they are eligible to apply. Contact the Enrolment Support section within the Postgraduate Office by [e-mail](#) or telephone 021 808 4208 for advice on the programme offering and research specialisation areas.

Prospective students applying for Research Master's and Doctoral programmes are encouraged to contact the relevant department before lodging a formal application to determine the following:

- Availability of topics or projects within specific areas of research interest;
- Suitability of academic background for the proposed programme(s) of interest;
- Possible funding opportunities;
- Supervision capacity.



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Postgraduate funding

- Stellenbosch University has **limited institutional financial assistance** available to full-time Honours, Master's and Doctoral applicants (all nationalities) via the **Stellenbosch University Postgraduate Scholarship Programme (PSP)**.
- Postgraduate funding applications typically close in the current academic year for the following year's intake cycle. Therefore, we cannot consider late or incomplete funding applications.
- Please refer to the Postgraduate Funding unit's [website](#) for more information.
- External and statutory scholarship (i.e., NRF, MRC, CSIR, etc.) have specific closing dates published [here](#).
- For queries, please contact the Postgraduate Funding unit: postgradfunding@sun.ac.za



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Each postgraduate programme has a specific set of admission criteria, so it is crucial that you meet at least the minimum criteria for the programme(s) before you apply. The criteria are published in each Faculty's University Calendar Part.

Meeting the minimum admission criteria does not guarantee admission to a programme. Some programmes have limited places available and may be subject to additional selection processes.

Resources



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ADMISSIONS
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WEBSITE FOR PROSPECTIVE
POSTGRADUATE STUDENTS



ENGLISH LANGUAGE
PROFICIENCY REQUIREMENTS



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1. Take note of the important closing dates for application

Applications for postgraduate programmes are subject to faculty-specific closing dates. View them [here](#).

2. Select your programme(s)

- You may select a maximum of three programmes from any faculty.
- You will be considered for all three programme choices, and if you are selected, you may receive multiple offers. You must accept one of the offers by the set cut-off date.



FREQUENTLY ASKED QUESTIONS

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

You need to send an e-mail to Client Services at info@sun.ac.za. Please keep the closing dates in mind. Once a postgraduate programme is closed, the department where you applied will consider whether they can accept any additional applications.

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3. Complete your application form

- You can apply online.
- You will require a **valid** e-mail address and mobile phone number so that we can contact you.
- As soon as you create an applicant 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. If the information is inaccurate, the University is entitled to reject your application or cancel your application immediately.



FREQUENTLY ASKED QUESTIONS

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

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

I do not have internet access; how can I apply?

Get in touch with Client Services by telephone at 021 808 9111 or e-mail info@sun.ac.za to request the provision of a hard copy application form. Your completed paper-based application form and supporting documents must reach the University before the programmes' closing date. If we do not receive your application on time, we cannot consider it.



Please do not complete a hard copy application if you have applied online. If we receive both a hard copy and a digital application from you, we will only consider the digital application.

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4. Upload your documents

The University requires all your qualification documents (final graduation certificates and academic transcripts) leading up to your highest qualification so that we may fully understand your learning pathway.

Copies of your original documents must be stamped and signed by the awarding institution, notary public, diplomatic official or a Commissioner of Oaths. If you use Postal or Police services to certify your documents, please ensure that the stamp includes the date, name, signature, and rank of the officer.

Please supply official results. We do not accept self-generated online results obtained from self-service portals.

When submitting your qualification documents online, please ensure that each document is scanned and uploaded as a separate, individual document.



UPLOAD ALL THE DOCUMENTS WE NEED

- **Tip:** Make sure your electronic copies are certified and fully readable. Failure to submit correctly certified and legible documents will require resubmission, which will delay the processing of your application.
- **If you apply online,** the system will prompt you whenever we need additional information, such as proof of English Language proficiency and qualification documents in the original language, sworn translations (where applicable), or both.
- **NB:** if you were previously enrolled at SU for a degree programme, remember to include these qualification documents and results too!

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Here is a list of the documents required when you apply:

SUPPORTING DOCUMENTS	DESCRIPTION
<u>Student support form</u>	Students with disabilities who require additional support.
Proof of payment (R100 non-refundable application fee).	International applicants do not need to pay an application fee. Read more about payment options at www.sun.ac.za/pgstudies .
Immigration documents	Proof of permanent residency, refugee or asylum-seeking status for 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.
<u>Non-academic faculty-specific documents</u> (where applicable)	Additional supplementary documents are required for specific programmes. Visit www.sun.ac.za/pgstudies to view the document listing as well as prospective supervisor requirements.

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ACADEMIC DOCUMENTS	DESCRIPTION
Final School-leaving results	School leaving results issued by the official examining/ certification body in the country of origin. Compulsory for the following postgraduate programmes: <ul style="list-style-type: none"> • BComHons/MCom in Economics • PGD, Honours and Master's programmes in Nursing
Proof of current registration <i>* If you are currently enrolled for a full degree in the year of application.</i>	Provisional academic transcript for each academic year completed, including a list of subjects you are enrolled for with provisional grades if available at time of application.
Full academic transcript (including SU)	Full academic transcript comprises the official records indicating the study history and results (results obtained from self-service portals will not be accepted). A syllabus or programme breakdown is not a substitute for the academic transcript.
Transcript legends	Clarification of codes and credits; usually printed at the back of the transcript) may also be included.
Degree certificates	Final certificates issued upon graduation.
Proof of qualification completed <i>* If your final degree certificate is not available when you apply, please provide us with official proof that you have completed the qualification</i>	For international qualifications , provisional certificates and official statements confirming the award should not be older than five years from the date the degree was conferred. For national qualifications awarded by South African Higher Education Institutions, provisional certificates and official statements confirming the award should not be older than one year.
Sworn translations	Qualification documents in foreign languages (other than English, Afrikaans or Dutch) must be accompanied by sworn translations, word for word into English and certified by an official translator. In other words, you must submit both the documents in the original language and the English translation.

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FREQUENTLY ASKED QUESTIONS

What type of documents can I upload?

pdf, doc, docx, jpg, jpeg, png

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!

What if my application and supporting documents do not reach you before the closing date?

We cannot consider your application if we do not receive it by the closing date.



Remember that just because you have submitted an application does not imply that you will automatically be accepted – even if you meet all the admission requirements for your programme choices.

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APPLICATION TERMS
AND CONDITIONS



POSTGRADUATE
FUNDING AND SUPPORT



PRIVATE ACCREDITED
ACCOMMODATION



STUDENT
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- Once you have submitted your completed application form and all your supporting documents, the Central Application Office will review your application and verify that your documentation is correct.
- 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 will contact you using the e-mail address and phone number you provided to let you know whether your application has been successful.



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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.

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APPLICANT
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Once your application is complete, the respective department will review your application for consideration to your proposed programme of interest.

Some programmes have limited places available and may be subject to additional selection processes. Supplementary documentation or information may be required from you, so be sure to monitor your application regularly.

Please note: The respective Faculty Board and Senate of the University must approve doctoral applications. This process is lengthy, given the extensive selection process.

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. You can receive a conditional offer, a final offer, or both:

Conditional offers

If you provide your provisional results and have not completed the qualification at the time of application, we may admit you on the condition that you pass and complete your qualification and that your academic results meet conditions for the programme(s) you applied for. Once you have your final results, we can make you a final offer.

Final offers

Final offers are based on the academic achievement of your qualification(s) obtained and meeting the requirements of the programme(s). The cut-off date for accepting our final offer will be communicated to you.



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 department that made the offer will determine whether they can consider your request.

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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 for your programme when the official registration period opens.

You cannot register as a student if we have not received your signed Student Contract.

Resources



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.sun.ac.za/pgstudies.

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.sun.ac.za/pgstudies 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 May 2021. Verifying the given information remains the responsibility of the prospective student.