

# STELLENBOSCH UNIVERSITY

## POSTGRADUATE APPLICATION FOR ADMISSION IN 2019



UNIVERSITEIT  
STELLENBOSCH  
UNIVERSITY

Name

Student number

Surname



Receipt number for office use  
RECEIPT NUMBER

Date

# HOW TO APPLY



**Apply online.** We strongly recommend that you apply online. Only use the paper application form if you do not have access to the internet. Visit the Prospective Postgraduate Student website at [www.sun.ac.za/pgstudies](http://www.sun.ac.za/pgstudies) and click on Application to SU.

## 1. Before you apply

Make sure that you understand the University’s Admission Policy and the selection criteria of the different faculties before you apply. Please visit the Prospective Postgraduate Student website at [www.sun.ac.za/pgstudies](http://www.sun.ac.za/pgstudies) and click on “what can I study?”, or you can contact our Client Service on +27 (0) 21 808 9111 or [info@sun.ac.za](mailto:info@sun.ac.za)

## 2. Take note of the closing dates

Visit the Prospective Postgraduate Student website ([www.sun.ac.za/pgstudies](http://www.sun.ac.za/pgstudies)) for a list of the closing dates of all the postgraduate programmes offered for the 2019 intake year.

### Closing dates for financial assistance

**31 August:** Applications close for Stellenbosch University financial assistance.

**30 June:** Applications close for NRF (National Research Foundation) funding.

## 3. Complete the paper application form

We strongly recommend that you apply online, but if you do not have internet access, you may complete this form instead. Please do not apply by using both this form and the online application system. If we receive both types of application from you, we will only accept the online application. If you would like to apply online, visit [www.sun.ac.za/pgstudies](http://www.sun.ac.za/pgstudies), and click on Application to SU.

To avoid a delay in processing your application, **please complete all the fields** that apply to you.

## 4. Make sure that you send all the necessary documents along

It is very important that you include all the necessary documents along with this application form. Your application form **and supporting documents** must reach us before the closing date. We cannot consider your application if we do not have all the correct information. Read more on the requirements regarding documents in **Section G**.

## 5. Post the form, your documents and proof of payment of the R100 application fee to us

R100 fee only applies to South African citizens

We only accept **online** applications or applications we receive by **post**. When you have completed this form, you must post it along with your proof of payment of the R100 application fee to:

Our address	Admissions, Stellenbosch University Private Bag X1, Matieland 7602
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You can pay the administration fee in the following ways:

- 1. Electronic transfer or direct deposit:** Use the first 8 digits of your identity number as reference and attached the proof of payment or the deposit slip with your application.

Our bank details	STANDARD BANK, Stellenbosch, branch code 050610 OR 051001, account number 063163225
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- 2. Cheque or postal order,** made out to Stellenbosch University

## 6. If you need help or more information

If you require assistance with your application, or more information, please send an email to [info@sun.ac.za](mailto:info@sun.ac.za), contact the University at +27 (0) 21 808 9111, or visit [www.sun.ac.za](http://www.sun.ac.za).

## A. YOUR STUDIES

1. In what year would you like to start with your studies at Stellenbosch University? 2 0

2. Proposed programme of study you would like to enrol for?

Degree / diploma (e.g. BScHons; MEd)

Field of interest (e.g. Philosophy/ Chemistry)

If you would like to change your programme choice, send an email containing your request and student number as a reference to our Client Service via info@sun.ac.za. Please remember that you can only be considered if there are places available in the programme.

## B. YOUR PERSONAL INFORMATION

Title: Mr Ms Mx Other Gender: Man Woman Non-binary

Initial(s) Surname

Birth name(s)

Maiden name if married

ID no Birthdate (if no SA ID number) D D M M Y Y Y Y

Citizenship: South Africa Permanent residence in SA Other

**Only South African applicants** need to complete this question. The information is required by the government, but we use it in our efforts to address disadvantage and inequality. If you choose the 'I'd prefer not to say' option, we won't know whether to consider you in these efforts.

I'd prefer not to say Asian Black African Coloured Indian White

Which language do you speak most of the time when you are at home?

If you regularly speak a second language at home, please indicate it here:

## COMMUNICATING WITH YOU

Please take care when providing your contact details and remember to let us know if your details change. We will communicate with you by email and sms.

In what language do you want to receive important information? English Afrikaans

Cell number ( ) Email address

Residential address

Code

Postal address. If it differs from your residential address.

Code

## WHO WILL PAY YOUR STUDENT FEES?

Name and surname

Address the account should be sent to:

Code

### C. YOUR ACADEMIC HISTORY

What activity were you mainly occupied with in the year preceding your postgraduate studies at Stellenbosch University?

Work  Technikon  College  University  University of Technology   
 Other

Please indicate the details of your activities since completing high school, for each year before your planned enrolment at Stellenbosch University.

Full details of each year since matric (academic)								
Period				Name of higher education institution	Type of qualification, e.g. master's	Name of qualification, e.g. MSc in Biochemistry	Studies completed (yes or no)	
From		To						
Y	M	Y	M					

If you have studied at other universities, you must attach your complete academic records of those universities. **Section G** provides more information about the required documents. Sharing this information with us is an admission requirement. If you have studied at another institution and you withhold this information, Stellenbosch University has the right to cancel your application or admission.

### D. EMPLOYMENT HISTORY

Full details of each year since matric (non-academic)								
Period				Institution/Employer	Position held	Years in position		
From		To						
Y	M	Y	M					

### E. HOW CAN WE SUPPORT YOU?

#### Disability

If you have a disability or special needs, we will gladly offer you any support you need, to the extent that is possible for us. In this application form we just ask for basic information, but we will send you another form in which you can elaborate on the kind of assistance, if any, you require. That form must also reach us by the closing date for the programme you apply for.

Do you have any of the following disabilities?

Blindness  Deafness  Cerebral paralysis  Speech defect  Other

Do you use a wheelchair? Yes  No

## Financial support

We offer funding opportunities and support. If you would like to know more about the qualifying criteria and closing dates of all postgraduate bursaries, please contact the Postgraduate Funding division on +27 (0) 21 808 4208, or send an email to [postgradfunding@sun.ac.za](mailto:postgradfunding@sun.ac.za). You can also visit their website at [www.sun.ac.za/pgo](http://www.sun.ac.za/pgo).

### How are you primarily going to pay for your studies?

- Parents
- Self
- Bursary
- Bank loan
- Sponsor
- Unsure

**Only South African applicants need to complete the following question.** The information you provide here will help us address disadvantage and inequality. In other words, we use it for redress purposes. If you choose the 'I'd prefer not to say' option, we won't know whether to consider you in these efforts. We know the information is sensitive and we will keep it confidential.

If your parent or guardian is going to pay for your studies, what is the combined annual income of your parents/guardians, before deductions?

I'd prefer not to say  Less than R350 000  R350 001 to R600 000  More than R600 000

## F. ACCOMMODATION

Most of our students (local and international) make use of private accommodation during their postgraduate studies.

- Please consider our private accommodation options available at [www.stayatstellenboschuniversity.co.za](http://www.stayatstellenboschuniversity.co.za)
- International applicants may apply for self-catering accommodation. For more information, please visit [www.sun.ac.za/international](http://www.sun.ac.za/international). Email enquiries may be directed to [interhouse@sun.ac.za](mailto:interhouse@sun.ac.za).

## G. YOUR APPLICATION DOCUMENTS

### Please note:

- Documents you include must be clear and legible (not blurred, cropped or obscured).
- Please ensure that you include qualification documents for each tertiary qualification obtained and that the documents is official and certified. This implies that your original qualification documents (academic transcript and accompanying degree certificate) which you received upon graduation must be stamped and signed by the awarding institution.
- Alternatively, you could also provide copies of the original documentation, which must be stamped and signed by the awarding institution, notary public, or a Commissioner of Oaths (attorney or diplomatic official).
- Documentation certified at a **police station will not be accepted.**
- We can also **not accept** online results obtained from **self-service portals.**
- Qualifications shorter than 12 months in duration will not be considered.
- Qualification documents in foreign languages must be accompanied by sworn translations, word for word into English and certified by the official translator. In other words, both the documents in the original language and the English translation must be submitted.
- Stellenbosch University reserves the right to request original and additional supporting documentation if we think it is necessary at any point.

**NON-ACADEMIC DOCUMENTS WE REQUIRE**

- Proof of payment (R100 non-refundable application fee) (South African citizens only).
- Proof of permanent residence or refugee status (international applicants only).
- This application form, and the signed contract in Section H.
- Student support form for students with disabilities. You can find the form at [www.sun.ac.za/pgstudies](http://www.sun.ac.za/pgstudies), or from our Client Service at +27 (0) 21 808 9111.
- **SANC** proof of registration for diploma, honours, and master’s degree studies in Nursing.
- Proof of English language proficiency (where medium of instruction of most recent qualification was not English). The English Language requirements for consideration to postgraduate studies are available on the Prospective Postgraduate Student website at [www.sun.ac.za/pgstudies](http://www.sun.ac.za/pgstudies).
- The course you are applying for may require that you submit additional supporting documents. You can visit the website of that course to ensure that you are aware of all the documents you need to post along with this application form.

**ACADEMIC DOCUMENTS WE REQUIRE**

Final school-leaving results	Compulsory for the following postgraduate programmes: BComHons Economics, MCom Economics and the Diploma, Honours, and Master’s degree in Nursing.
Currently enrolled at a tertiary institution	<ul style="list-style-type: none"> <li>• Proof of registration, including a list of your subjects.</li> <li>• Full academic record / transcript for each academic year completed, including grades.</li> </ul>
Tertiary qualifications completed (12 months or longer in duration and excluding Stellenbosch University qualifications)	<ul style="list-style-type: none"> <li>• Relevant postgraduate certificates PLUS full academic record/transcript for each year, including grades</li> <li>• Postgraduate diploma(s) PLUS full academic record/transcript for each year, including grades</li> <li>• B degree certificate(s) PLUS full academic record/transcript for each year, including grades</li> <li>• Honours degree certificate(s) PLUS full academic record/transcript for each year, including grades</li> <li>• Master’s degree certificate(s) PLUS full academic record/transcript for each year, including grades (where applicable)</li> <li>• Doctoral degree certificate(s) PLUS full academic record/transcript for each year, including grades (where applicable)</li> </ul> <p>If you have obtained a qualification outside of the South African higher education system and your final degree certificate is not available when you apply, please provide us with proof that you have completed the qualification.</p>

## H. OUR CONTRACT

You must sign this contract in order for the application form to be complete. It is Stellenbosch University's agreement with you. All communication will be sent to you (the student). The contract takes effect when the University provisionally accepts your application.

### 1. Your application

This is only an application. Even if you submit a correctly completed form and meet the admission requirements you will not necessarily qualify for admission.

### 2. Your information

You must provide correct information.

2.1 You must ensure that the information you have given is correct. If the information is incorrect the University is entitled to reject your application or cancel your registration immediately.

2.2 We have the right to verify the information that you give us.

Your information is confidential.

2.3 We agree to keep the information you have given in this form and any information about you that we receive from third parties confidential.

2.4 Your information will only be disclosed if the University is legally required to do so, if we must do so in order to fulfil our agreement with you or if you have given your consent.

2.5 Parents/guardians do not have a right to a student's information (including their academic results). The student must give permission.

### 3. Stellenbosch University's responsibility and where it ends

The following terms are very important, because they limit your ability to claim for any harm to you, your property or the loss of your property while you are on University property. If you do not understand these terms, please ask for an explanation.

These terms apply to claims from students, their parents/guardians, and any dependants.

There are limits to Stellenbosch University's responsibility for harm to you or your property.

3.1 You must follow the policies, rules and regulations of the University, the particular faculty to which you will be admitted and University housing. These rules are published, for example, in the University Calendar, on the website and in your residence.

3.2 In legal terms, the University is only liable if your claim falls within section 61 of the Consumer Protect Act 68 of 2008.

3.3 Aside from the claims referred to in paragraph 3.1, Stellenbosch University will not be responsible for any harm to you or your property (including any damages flowing from the harm and all claims by dependants).

3.4 This limitation applies even when you are:

3.4.1 on University property;

3.4.2 participating in an activity relating to your studies or training;

3.4.3 participating in sport or any other recreational activities;

3.4.4 using any of our premises, buildings, equipment or facilities; or

3.4.5 staying in or visiting any of our residences or any of our other accommodation.

### 4. The student's responsibilities

You must follow Stellenbosch University's rules.

4.1 You must follow the policies, rules and regulations of the University, the particular faculty to which you will be admitted and University housing. These rules are published, for example, in the University Calendar, on the website and in your residence.

4.2 Not following the policies, rules and regulations can lead to disciplinary action and even expulsion.

The University owns any IP you develop.

4.3 The University will own any intellectual property (IP) you develop as part of your studies or research at the University. Your rights and responsibilities with regard to IP are described in our Intellectual Property Policy. IP includes copyright, patent rights, design rights, plant breeder's rights and all related know-how.

Make sure that your fees are paid on time.

- 4.4 You must pay your registration, class, residence and any other fees on time. Read more in Part 3 (Student Fees) of the University Calendar and at [www.maties.com](http://www.maties.com). You are responsible for ensuring that all fees are paid in full and on time even if your fees are being paid by someone else (e.g. a parent/guardian or bursary).
- 4.5 If you do not pay your fees on time you will be charged interest at the prime rate from the date when the fees were due.
- 4.6 The University may refuse you entry to examinations, withhold your results, refuse to register you for any further modules or programmes, or withhold your qualification certificate if your account is not paid in full.

Get immediate treatment for infectious or contagious disease.

- 4.7 If the University has to take legal action against you, you must also pay all our legal costs.
- 4.8 If you suspect that you have an infectious or contagious disease you must get medical assistance immediately, you must withdraw yourself from all University activities and accommodation and you must take all other steps to make sure that you do not infect other students or staff. If you do not take these steps you will be held responsible for any claims that are made against the University. In legal terms, you indemnify the University against these claims. If legal action is taken against the University you must also pay all the actual legal costs.

You must pay for medical treatment.

- 4.9 If you require medical treatment and the University arranges for medical assistance you must pay all costs relating to the treatment.

**The student**

Name and surname

Date

Signature

Student number (only if you already have one)