

APPLICATION FOR READMISSION AS A STUDENT: 2024 ACADEMIC YEAR

*Please read this in conjunction with the "[Readmission Appeals Application FAQs 2024](#)".

Dear student

The readmission process for undergraduate students is governed by the University's readmission rules and process, as stipulated in the [University General Calendar, Part 1](#), under the heading "Readmission after Unsuccessful Studies".

In accordance with these rules, undergraduate students must obtain (pass) a certain number of credits in a particular academic year to continue with their studies. Students who do not obtain sufficient credits, and who therefore do not comply with the readmission requirements, will not be allowed to continue with their studies.

Regrettably, we must notify you that you do not meet the academic requirements necessary to proceed with your studies at Stellenbosch University (SU) for the 2024 academic year. This is due to:

1. You do not have sufficient module credits to comply with the HEMIS requirements for readmission to SU. (See the rules for readmission in [Part 1 \[General\]](#) of the University Calendar under the heading "Readmission after unsuccessful studies".)

OR

2. You do not meet the programme-specific continuation criteria i.e., that you have not complied with your programme's relevant re-registration requirements and/or promotion and examination requirements and you are therefore academically excluded (see criteria for promotion and examination/reregistration in the applicable [part of the University's Calendar](#)).

OR

3. You have been suspended from SU due to disciplinary reasons and have been referred to the Readmission Appeals Committee.

You may however appeal your academic exclusion, by applying for readmission to ONE academic programme for 2024. Appeals for readmission will be considered by the Readmission Appeals Committee (RAC) of the respective faculty.

The university's closing date for the lodging of appeals is **Thursday, 11 January 2024**, excluding applications to the Faculty of Medicine and Health Sciences (FMHS).

Appeals for readmission will be considered by the FMHS RAC at **one of the dates below**. The closing date for the lodging of appeals is:

- **30 November 2023** for the RAC meeting in December 2023 and
- **19 January 2024** for the RAC meeting in January 2024.

Should you decide to appeal for readmission, submit a readmission appeals application by following the application steps below. You will be notified of the outcome of your readmission appeals application in writing after the Readmission Appeals Committee has convened in **December 2023 and January 2024** respectively.

STEPS TO SUBMIT YOUR READMISSION APPEALS APPLICATION

1. Fully complete the [Readmission Appeals Application Form](#). Please carefully read and follow the guidelines as stipulated in this document.
2. If applicable, fully complete the readmission [Medical/Healthcare Practitioner's Report](#). Kindly note that this form must also be completed by your medical or healthcare practitioner/s. You should thus start the process as soon as possible to ensure the form is completed before the due date.
3. If applicable, fully complete the [Programme Change Motivation](#) form. Kindly note that this form must also be completed by your medical or healthcare practitioner. You should thus start the process as soon as possible to ensure the form is completed before the due date.
4. Pay the **RAC Application Fee**. The readmission fee of **R484** can be deposited in the SU banking account or paid by internet transfer. **Proof of payment** must accompany your application. The two banking options are explained below:

Payment with credit card or electronic funds transfer (EFT) payments

- Go to www.maties.com
- Click on **Students**
- Click on **Fees**
- Click on **Student Fees online payments**

Internet banking payments made from Standard Bank banking services

- Select Payments, Pay Beneficiary, thereafter select: "Add new beneficiary"
- Under Business Directory select: "Company"
- Enter beneficiary name: **Universiteit Stellenbosch** and search
- Select: "**Universiteit Stellenbosch – Studentegeld**"
- Beneficiary details/references:
- Remember to enter under "Your details, My Reference": **Stellenbosch University**
- Beneficiary reference: **Student number**

5. Write your initials, surname, student number and the programme to which you are applying for readmission at the top of each page of the **supporting documents** that you include with your application to substantiate your request. Your supporting documents should then be scanned and emailed with your application documents.

6. E-mail the completed forms and supporting documents to the applicable faculty e-mail address supplied below:

Faculty	Email Address
Engineering	eng_readmit@sun.ac.za
Economic and Management Sciences	ems_readmit@sun.ac.za
Law	law_readmit@sun.ac.za
Theology	theol_readmit@sun.ac.za
Arts and Social Sciences AgriSciences Education Science:	readmit@sun.ac.za
Medicine and Health Sciences	fmhs_readmit@sun.ac.za

IMPROVEMENT OF ACADEMIC POSITION FOR POSSIBLE READMISSION IN FUTURE

If you do not want to apply for readmission now – or if you do apply for readmission but are not readmitted – and you want to apply for readmission to SU in the future, you will first have to prove that you are capable of successful studies at a tertiary institution.

For this purpose, you will have to pass applicable modules in your field of study, of the same standard and workload as those of the SU, to be considered for readmission to SU. You can do these modules at any university of your choice.

FURTHER IMPORTANT INFORMATION

Clearly indicate on the readmission application form to which programme you wish to be readmitted. You may apply for readmission to the same or a different programme in the faculty where you were previously registered, or to a programme in a different faculty, but you are only allowed to apply for readmission to one programme. If your application for readmission to that programme is not successful, you will not be allowed to apply for readmission to a different programme, or as a special student.

Please note that if you were not previously registered for any of the following programmes, you are not eligible to apply for readmission to these specific programmes:

- BA (Sport Science)
- BA (Law), BCom (Law), LLB, 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

The readmission application form(s), supporting documents and the readmission application fee must reach SU by no later than **Thursday, 11 January 2024**, excluding applications to the Faculty of Medicine and Health Sciences (FMHS). FMHS applications must be submitted by **Thursday, 30 November 2023** for the December meeting or by **Friday, 19 January 2024** for the faculty's January meeting.

The decision of the Readmission Appeals Committee is final, and no further application will be considered. Therefore, please supply full information as well as all supporting documents in your possession. No additional information will be considered at a later stage. All information and supporting documents that accompany your application will be viewed and assessed by the Readmission Appeals Committee and will be treated as confidential.

The University formally requests that you please show this letter to your parents or guardian.

Please contact the Client Services Centre at 021 808 9111 or email info@sun.ac.za for any assistance or further information.

Sincerely

Farah Fredericks

Deputy Registrar: Academic Administration (Tygerberg Campus)
Stellenbosch University