

# STELLENBOSCH UNIVERSITY

## POSTGRADUATE APPLICATION FOR ADMISSION IN 2021



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STELLENBOSCH  
UNIVERSITY

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1918 · 2018

*forward together · saam vorentoe · masiye phambili*

Name

Student number

Surname

[www.sun.ac.za/pgstudies](http://www.sun.ac.za/pgstudies)



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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.

### APPLY USING THIS FORM

#### Before you apply

Make sure 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 Centre on +27 (0) 21 808 9111 or [info@sun.ac.za](mailto:info@sun.ac.za).

#### Take note of the closing dates

For all postgraduate programmes, visit the Prospective Postgraduate Student website ([www.sun.ac.za/pgstudies](http://www.sun.ac.za/pgstudies)) for a list of the closing dates.

For financial assistance and the closing dates for application, please visit the Postgraduate Funding Office's website at [www.sun.ac.za/pgo/funding](http://www.sun.ac.za/pgo/funding). We cannot consider late applications for financial assistance.

#### Complete the application form

We strongly recommend that you apply online. 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.

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

#### Send all the necessary documents

It is very important that you send all the necessary documents along with this application form. We cannot consider your application if we do not have all the correct information.

Your application form and supporting documents must reach us before the closing date. Go through Section G of this application form very carefully, as it contains a list of all the documents we need from you in addition to this form.

#### 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 or in person. When you have completed this form, you must post it along with proof of payment of the R100 application fee (you do not have to pay the fee if you are an international student) to:

Admissions, Stellenbosch University, Private Bag XI, Matieland 7602

You can pay the administration fee in the following ways:

Electronic transfer or direct deposit: Use the first eight digits of your identity number as reference and include 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

#### If you need help or more information

If you need help with your application, or more information, please send an e-mail to our Client Service Centre ([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. STARTING YOUR STUDIES

In what year would you like to start studying at Stellenbosch University? 2 0

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 e-mail containing your request and student number as a reference to our Contact and Client Services Centre via [info@sun.ac.za](mailto:info@sun.ac.za). Please remember that your application can only be considered if you applied before the closing date, and if there are places available in the programme.

## B. YOUR PERSONAL INFORMATION

Title: Mr  Ms  Mx  Other  Gender: Man  Women  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 residency, refugee or asylum seeker  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

I am an international student

## COMMUNICATING WITH YOU

Please take care when you provide your contact details and remember to let us know if your details change. We will communicate with you by e-mail and sms.

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

Cell number ( )          E-posadres

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:

E-mail address  Code

## C. YOUR ACADEMIC HISTORY

What activity were you mainly occupied with in the year preceding this application to study at Stellenbosch University?

Work     Technikon     College     University     University of Tegnology

Other

Please indicate your enrolment history for each year since completing high school, and before your planned enrolment at Stellenbosch University. If you were previously enrolled at SU, please specify where applicable.

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 another institution, you must attach a full academic history for all qualifications and for each enrolled year, Section G provides more information about the required application 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, admission or registration.

## 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 support to the extent that is possible for us. In this application form we 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 applications.

Do you have any of the following disabilities?

Blindness  Deafness  Cerebral paralysis  Speech defect  Other

Do you use a wheelchair?

Yes  No

## FINANCIAL SUPPORT

Stellenbosch University offers funding opportunities and support. You are reminded that postgraduate funding applications typically close in the current academic year for the following year's intake cycle. If you would like to know more about the qualifying criteria and closing dates of all postgraduate bursaries, please visit the Postgraduate Funding Office's website at [www.sun.ac.za/pgof/funding](http://www.sun.ac.za/pgof/funding). You can also contact the Office on +27 (0) 21 808 4208, or send an e-mail to [postgradfunding@sun.ac.za](mailto:postgradfunding@sun.ac.za).

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 following information will assist the Postgraduate Student Funding Office to identify potentially deserving candidates for various funding opportunities. If you choose the 'I'd prefer not to say' option, we will not know whether to consider you in these efforts.

All information is treated as confidential.

What is the combined annual income, before deductions, of your household?

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 on the web page for Prospective Postgraduate Students at [www.sun.ac.za/pgstudies](http://www.sun.ac.za/pgstudies) >> "Living in Stellenbosch" >> "Accommodation"
- International applicants may apply for self-catering accommodation. For more information, please visit Stellenbosch University's international website [www.sun.ac.za/international](http://www.sun.ac.za/international). E-mail enquiries may be directed to [interhouse@sun.ac.za](mailto:interhouse@sun.ac.za).

## G. YOUR APPLICATION DOCUMENTS

1. Certified copies of the original qualification documents must be provided.
2. Please note that you will be required to provide the official academic transcripts and original degree certificates (for each qualification obtained) in order to formally register for the degree.
3. Stellenbosch University reserves the right to request original and additional supporting documentation should this be deemed necessary at any point.
4. Your signed contract, your application documents as well as proof of payment (if applicable) should be uploaded online via the upload application documents link on [www.sun.ac.za/pgstudies](http://www.sun.ac.za/pgstudies) before the closing date. If you are applying with a hard copy application, you should include all the required documents with your application.
5. If we do not receive all your documents by the closing date, your application will unfortunately not be considered.
6. It remains your responsibility to make sure that the University receives these documents in time. You can monitor your application status on [www.sun.ac.za/pgstudies](http://www.sun.ac.za/pgstudies) to ensure that your application is complete. Use your username (student number) and official SUN-password to sign in.

## NON ACADEMIC DOCUMENTS WE REQUIRE

All documents available on the Prospective Postgraduate Student website ([www.sun.ac.za/pgstudies](http://www.sun.ac.za/pgstudies))

1. Signed contract (please print out, sign and upload). No electronic signatures accepted.
2. Student support form (students with disabilities who need additional support).
3. Proof of payment (R100 non-refundable application fee)
  - South African citizens only;
  - Read more about payment options on [www.sun.ac.za/pgstudies](http://www.sun.ac.za/pgstudies).
4. SANC proof of registration for Diploma and Honours in Nursing. Applicants from non-South African nationality must submit proof of registration with the Nursing Board in their home country.
5. Qualification documents (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, both the documents in the original language and the English translation must be submitted.
6. Proof of English language proficiency (where medium of instruction of most recent qualification was not English). English Language requirement for consideration to postgraduate studies is available on the [www.sun.ac.za/pgstudies](http://www.sun.ac.za/pgstudies) and selecting 'English Language Proficiency Requirements' option under the "Application to SU" tab.
7. An interpretation of the awarding institutions' grading system for international qualifications.
8. The programme you are applying for may require that you submit additional supporting documents. You can visit the [www.sun.ac.za/pgstudies](http://www.sun.ac.za/pgstudies) and click on "Required Application Documents" to ensure that you are aware of all the documents required 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 (excluding Stellenbosch University qualifications)	Provisional academic transcript must display modules completed for each academic year enrolled for, including associated grades obtained. Furthermore, proof of registration for the current academic year must also be provided.
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 transcript for each year of enrolment, including grades</li> <li>• Postgraduate diploma(s) PLUS full academic transcript for each year of enrolment, including grades.</li> <li>• B degree certificate(s) PLUS full academic transcript for each year of enrolment, including grades</li> <li>• Honours degree certificate(s) PLUS full academic transcript for each year of enrolment, including grades</li> <li>• Master's degree certificate(s) PLUS full academic transcript for each year of enrolment, including grades (where applicable)</li> <li>• Doctoral degree certificate(s) PLUS full academic transcript for each year of enrolment, including grades (where applicable)</li> </ul>

### Please take note of the following important information regarding your documents:

1. Ensure that you include qualification documents for each tertiary qualification obtained and that the documents are official and certified
2. Copies of your original academic documents, which must be stamped and signed by the awarding institution, notary public, or a Commissioner of Oaths (e.g. attorney or diplomatic official) must be provided. If you make use of the Postal or Police Services, please ensure that the stamp includes the date, name, signature and rank of the officer.
3. No online results obtained from self-serving portals or password protected documents will be accepted.
4. Electronic copies provided should be clear and legible (not blurred, cropped or obscured). Only pdf and jpeg format will be accepted.
5. Qualifications shorter than 12 months in duration will not be considered and you do not need to list or provide these.

6. If you have previously studied at Stellenbosch University, you do not have to supply any transcripts or degree certificates
7. 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 official proof that you have completed the qualification. Please note that proof of completion should not be older than five years from the date the degree was conferred for qualifications outside of the South African Higher Education system.
8. For South African Higher Education Institutions, proof of completion should not be older than one year.

## H. OUR CONTRACT

You must sign this contract for the application form to be complete. This application form and contract is Stellenbosch University's agreement with you. While paragraphs 2 and 4.1 take effect immediately, the entire contract takes effect when you register as a student.

## I. ABOUT YOUR APPLICATION

Dit is slegs 'n aansoek. Selfs al dien jy 'n korrek voltooide vorm in en voldoen jy aan die administratiewe en toelatingsvereistes, sal jy nie noodwendig vir toelating kwalifiseer nie.

## 2. YOUR INFORMATION

### 2.1 You must provide correct information

You must make sure that the information you have provided is correct. If the information is incorrect, the University is entitled to reject your application or cancel your registration immediately. We have the right to verify the information that you give us.

### 2.2 Your information is confidential

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

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

## 3. STELLENBOSCH UNIVERSITY'S RESPONSIBILITY FOR HARM TO YOU OR YOUR PROPERTY

### 3.1 The limits of our responsibility

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;
- participating in an activity relating to your studies or training;
- participating in sport or any other recreational activities;
- using any of our premises, buildings, equipment, or facilities; or
- staying in or visiting any of our residences or any of our other accommodation.

If you do not understand these terms, please ask for an explanation.

The University is responsible to ensure that its property, facilities, and equipment are safe and that you are given proper instructions or warnings for their use. If the University does not meet these requirements, it is responsible for harm caused to you or your property, or the loss of your property. In legal terms, the University is liable if your claim falls within section 61 of the Consumer Protection Act 68 of 2008. Aside from the responsibility referred to in this paragraph, 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 dependents).

### 3.2 Insurance against injury

The University has insurance cover against injuries you might sustain while you engage in activities related to your studies. The cover includes activities on campus, in our laboratories, and on field trips. If you have a claim, you must let the university know immediately. You must also complete the insurance claim form as soon as possible. The University is not liable for any claims that are not covered by this insurance.

## 4. THE STUDENT'S RESPONSIBILITIES

### 4.1 You must follow Stellenbosch University's rules

You must follow the policies, rules and regulations (the rules) of the University, the particular faculty to which you will be admitted, and University housing. The rules are published, for example, in the University Calendar, on the website, and in your residence and may change from time to time. If this contract contradicts the rules, the rules will apply. Not following the policies, rules and regulations can lead to disciplinary action including expulsion, further legal action (e.g. a claim for damages and criminal proceedings), or both.

### 4.2 You must respect the University's intellectual property

Intellectual property refers to the ideas, inventions, creations and expressions of the human mind that are protected by law. Intellectual property includes copyright, patents, registered designs, plant breeder's rights and related know-how. Your rights and duties about intellectual property are described in the *Stellenbosch University Policy in Respect of the Commercial Exploitation of Intellectual Property* (the IP policy), which is available on the University website, and forms a part of this contract. The policy may change from time to time. If this contract contradicts the IP policy, the policy will apply.

You must respect the University's intellectual property and may not copy or share any work which belong to the University without permission. This includes all course material such as class or study notes, videos, sound recordings, presentations, module frameworks, reading lists, summaries or other reading, all assessments such as tests, tutorials, examinations, assignments or model answers and all software, data and databases.

### 4.3 You assign your intellectual property to the University

By signing this contract, you assign to the University all intellectual property rights in any work you create during your studies. This includes assignments, theses, dissertations, assessment scripts, personal class notes, summaries, posters, presentations, transcripts, recordings, software, hardware, data or databases or any other work created, adapted or amended by you. The intellectual property in these works belong to the University and you may not share or allow others to copy or distribute these works or infringe the intellectual property rights of the University in any manner.

### 4.4 You must respect the intellectual property of third parties

You must avoid infringing the intellectual property rights of others, including third parties, and are responsible for obtaining permission to use, share or copy the work where necessary. You must take care to avoid committing plagiarism and must acknowledge the work or ideas of others. This applies to all material made available to you for the purpose of studying such as textbooks, podcasts, illustrations, online course material, presentations and/or any other teaching and learning aids.

### 4.5 Make sure your fees are paid on time

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 NSFAS or bursary).

If you do not pay your fees on time you will be charged interest at the prime rate from the date on which the fees were due. 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. If the University has to take legal action against you, you must also pay all legal fees (at the rate charged by our legal representatives).

### 4.6 Get immediate treatment for infectious or contagious disease

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.

### 4.7 You must pay for medical treatment

If you require emergency medical treatment and the University arranges for medical assistance you must pay all costs relating to the treatment even if you could not give authorisation for the treatment.

#### The student

Name and surname  Datum

Student number (only if you already have one)           Signature