

Documentation checklist for applying to the MMed or MPhil sub-speciality programme

Documentation required for application

1. Complete the postgraduate application form online via www.sun.ac.za/pgstudies > Application to SU
2. Upload a proof of payment of application fee (R100) on the online application portal (only applicable to South African candidates)
3. Upload an original or certified copy of certificate of registration with the HPCSA as independent medical practitioner
4. Upload an original or certified copy of degree certificate(s) and academic transcript **if the degree(s) were not obtained at SU**
5. Upload the letter of appointment as registrar or senior registrar
6. E-mail the completed departmental acceptance form for MMed and MPhil (sub-speciality) programmes to Ms V Joseph (vbj@sun.ac.za)

Steps in the registration process

1. The applicant should finalise their application by capturing the complete set of application documents along with supporting documentation online.
2. Successfully admitted candidates will be accepted into the relevant programme and will receive a letter of admission. The applicant will now be able to register with the Faculty Officer, Tygerberg Campus into the relevant programme.
3. On the applicant's first working day as registrar or senior registrar, the applicant provides the Faculty Officer with the form to be completed by the divisional head, along with the following two documents:
 - (i) original certificate of registration with the HPCSA as independent medical practitioner, and
 - (ii) original degree certificate(s) and academic transcript **if the degree(s) were not obtained at SU.**
4. The student pays the prescribed class fee deposit by means of an electronic payment or direct bank deposit.
5. The Faculty Officer, Tygerberg Campus registers the applicant as an SU student.
6. The student receives proof of registration from the Faculty Officer, Tygerberg Campus.
7. The student collects a student card at the correct service point (1st Floor, Clinical Building, Tygerberg Campus).

Please note: Students should familiarise themselves with all policies, rules and regulations of SU and the faculty that have bearing on their activities as a student. These documents can be found in the [University Calendar](#) and on the [University website](#) and [Faculty website](#).

FACULTY OF MEDICINE AND HEALTH SCIENCES

Departmental acceptance form for MMed and MPhil (sub-speciality) programmes

THIS FORM IS TO BE COMPLETED BY THE HEAD OF THE RELEVANT DIVISION/DEPARTMENT

It is hereby certified that Dr _____

assumed duties in the discipline of _____

on _____ (date) _____ (month) 20 ____.

He/she occupies the post of: registrar
 senior registrar
(Tick whichever applies)

PERSAL number: _____

*Training post number: s- _____
(*Post number issued by the Health Professions Council of South Africa.)

In the discipline of: _____

It is hereby further declared that the post referred to above is a training post in accordance with the requirements of the Health Professions Council of South Africa:

Yes No

Initials and Surname

Division/Department

Signature

Date

The completed departmental acceptance form must be e-mailed to Ms V Joseph vbj@sun.ac.za before the student may register.