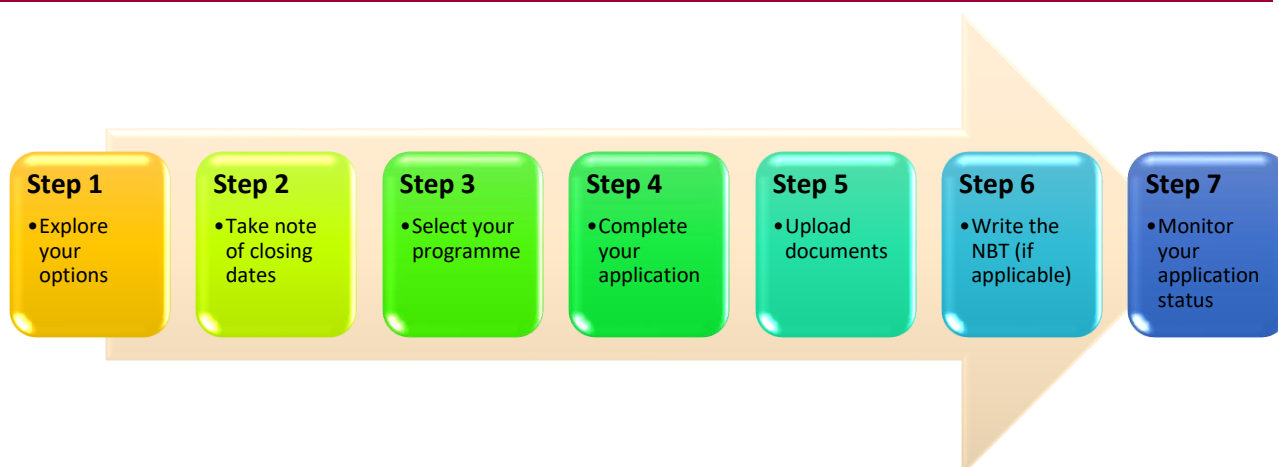


STEP BY STEP APPLICATION PROCESS FOR UNDERGRADUATE APPLICATIONS



► STEP 1: Explore your options

1. Read up on all the programmes we offer at Stellenbosch University by visiting [What can I study](http://www.maties.com) on www.maties.com.
2. Make sure that you understand the selection criteria of the different faculties. Large numbers of prospective students apply for our programmes. Unfortunately we can accept only a limited number of students. Even though you may meet the admission requirements of a programme, you are not guaranteed admission to the programme of your choice. The criteria are available at [Admission and selection requirements](#) on www.maties.com.
3. Also familiarise yourself with the University's [Admissions policy](#).

► STEP 2: Take note of the application dates

1 March: Applications open for all programmes.

1 April: Applications open for financial assistance at Stellenbosch University.

30 June: Applications close for all undergraduate programmes.

30 June: Residence applications close.

1 August: Applications open for NSFAS bursaries.

31 August: Applications close for Stellenbosch University financial assistance.

30 November: Applications close for NSFAS bursaries.

15 December: Applications close for Diploma in Public Accountability (Telematic Education).

Please note that no late applications will be considered.

► STEP 3: Select your programme

1. For Stellenbosch University you may select **three programme choices**. The reason you may indicate three programmes, is that there are programmes with extensive selection criteria and it is possible that you will not to be selected for your first choice, but you may still be selected for your second or third choice.
2. Note however, that you can only be admitted to **one programme at a time**. If you are admitted to your second choice at first, and then admitted to your first choice, your second choice will lapse as soon as you are admitted to your first choice.
3. If you would rather continue with your second (or third choice) offer, you must let us know before the end of September at info@sun.ac.za. The offer you decline will expire. After September, your request will only be considered if places are available.
4. All our programmes have selection criteria, but the following programmes all have **extensive selection processes**: All programmes in the Faculty of Medicine and Health Sciences; all programmes in the Faculty of Law; BA (Visual Arts); BA (Drama); all programmes in Music; BSc (Sport Science); BEd (GenEd); all programmes in Engineering; BCom Actuarial Science and BCom (International Business).
 - 4.1 If your first programme choice is from the **extensive selection programmes**, we recommend a second choice. If both your first and second choices are from the list of selection programmes above, we recommend that you indicate a third choice which is not from this list.
 - 4.2 If you want to **change your programme choice**, send an e-mail containing your request to info@sun.ac.za. Please remember that, after the closing date, you can only be considered if there are places available in the programme.
5. To help you place your programme choice in the correct order, bear the following in mind:

Medicine and Health Sciences
This faculty will only consider your programme choice if it is indicated as your first choice.
Education
This faculty will only consider your programme choice if it is indicated as your first choice.
Law programmes
<ul style="list-style-type: none">• Selection for the programmes BA (Law) and BCom (Law) will only be considered if it is your first programme choice.• The undergraduate, four-year LLB programme will be considered as a first or a second choice on your application.
Arts and Social Sciences
The Faculty of Arts and Social Sciences (FASS) will only consider <u>first and second</u> choices. <ul style="list-style-type: none">• Third choices will only be considered if the first and second choices are from the list of extensive selection programmes (see above).• BA (Sport Science) must be your first or second choice.
Economic and Management Sciences (EMS)
<ul style="list-style-type: none">• This faculty will consider first, second or third programme choices. If you have more than one EMS programme on your list. EMS will consider them in your order of preference.• BCom (Law), Com Actuarial Sciences and BCom (International Business) will, however, only be considered if it is your first choice.

AgriSciences

This faculty will consider your application for one of their programmes as a first, second or third choice, with the exception of the programme in BSc Food Science, BScAgric Animal Science or a programme where Food Science or Animal Science is offered as a subject. For these programmes, your application will only be considered as a first or second choice.

Science

This faculty will consider your application for one of their programmes as a first, second or third choice. The programmes BSc Human Sciences, BSc Molecular Biology and Biotechnology and BSc Sport Science, will, however, only be considered as a third choice if places are available.

Engineering

This faculty will consider your application for one of their programmes as a first, second or third choice. You may apply for more than one BEng programme, e.g. BEng Civil as first choice and BEng Industrial as second, since their selection thresholds may differ.

Theology

This faculty will consider your application for one of their programmes as a first or second choice. Third choice will be considered based on availability of places.

► STEP 4: Complete your application

1. Electronic/ Online applications

- 1.1 To **apply online** at www.maties.com, you will need a valid email address and cell phone number. Correspondence will be sent to the email address and sms's to the cell phone.
- 1.2 As soon as you've lodged a formal online application, you will receive a **username (student number) and 8-digit password** to continue your application.
- 1.3 All compulsory screens, with red 'Outstanding' buttons, must be completed. The 'submit' button will only be available once ALL the compulsory screens are completed (a green 'Completed' button will be displayed).
- 1.4 Please ensure that the information you provide is correct. If the information is incorrect the University is entitled to reject your application or cancel your registration immediately.
- 1.5 Should there be an electricity outage, data will not be lost and the application can be completed at a later stage before the closing date.
- 1.6 After you have completed all the compulsory screens, click on the 'Submit' button.
- 1.7 You will now receive your **official SUN-password** along with your given **username (student number)** to access your [application status](#) to upload all your supporting application documents and monitor your application.
- 1.8 **To complete your application** all the correct supporting documents must be uploaded before the closing date. Your application will only be processed AFTER your application has been completed. Your application cannot be considered if all application documents have not been uploaded before the closing date.
- 1.9 Submitting a completed application and meeting the minimum requirements does not guarantee admission.

2. Hard copy applications:

- 2.1 We recommend that you apply online, but if you do not have internet access, you may complete a hard copy form instead. You may obtain a hard copy application form from our Contact and Client Centre at 021 808 9111 or via email at info@sun.ac.za.
- 2.2 If you utilise a hard copy application, please complete all the applicable fields and send in all the necessary documents along with your 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.
- 2.3 Please do not apply by both using the hard copy form and applying online. If we receive both types of application from you, we can only accept the online application as the intended one.

► STEP 5: Make sure that you upload all the required documents

YOUR APPLICATION DOCUMENTS

1. Final Gr11 or Final Gr12 results or Academic transcript (if applicable)	2. Signed contract (you and a parent/guardian need to sign)	3. Proof of payment of R100 application fee (if applicable)
4. Proof of permanent residence (Non South African citizens)	5. Student support form (students with disabilities who need support)	6. Additional faculty specific documents (if applicable)

1. Certified copies of the original qualification documents, as specified in the table below, must be provided. Please take note of the following regarding your documents:
 - 1.1 Copies of your original academic documents, which must be stamped and signed by the awarding school, institution, notary public, or a Commissioner of Oaths (e.g. attorney or diplomatic official) must be provided. If you go to the police station or the Post Office, a Commissioner of Oaths must certify your documents. No police or post office stamps will be accepted.
 - 1.2 No online results obtained from self-serving portals or password protected documents will be accepted.
 - 1.3 Electronic copies provided should be clear and legible (not blurred, cropped or obscured). Only pdf and jpeg format will be accepted.
2. Stellenbosch University reserves the right to request original and additional supporting documentation should this be deemed necessary at any point.
3. Your signed contract, your application documents (e.g. your grade 11 results) as well as proof of payment (if applicable) should be uploaded online at your [application status](#) link on www.maties.com before the closing date. If you apply with a hard copy application, you should include all the required documents with your application.
4. If we do not receive all your documents by the closing date, your application will unfortunately not be considered.

5. It remains your responsibility to make sure that the University receives these documents in time. You can monitor your **application status** on www.maties.com 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 are available on the Prospective Undergraduate Student website (www.maties.com)

1. Signed contract (please print out, sign and upload). **No electronic signatures accepted.**
2. Proof of permanent residence (Not applicable to South African citizens).
3. Student support form (students with disabilities who need additional support).
4. Additional faculty specific documents (If applicable):
 - BA (Sport Science) and BSc (Sport Science) non-academic form
 - Speech Language and Hearing Therapy, and Dietetics visitation form
 - Portfolio requirements for BA (Visual Arts)
 - Selection form for BA Drama and Theatre Studies
5. Proof of payment (R100 non-refundable application fee)
 - South African citizens only;
 - Not applicable to applicants from quantile 1 to 3 schools. Quantile 1 to 3 schools are schools who are identified by the Department of Basic Education as schools situated in disadvantage environments.
 - Cash payments may also be made in person at the cashiers at the Administration A building (Stellenbosch Campus) or on the first floor of the Clinical Building at Tygerberg Campus.
 - Read more about **payment options** on www.maties.com.

ACADEMIC DOCUMENTS WE REQUIRE

Currently in final school year:

South African school system: Final grade 11 results

International school system: Grade 11 results as well as final-year school subjects with levels
Also note: Applicants enrolled in a foreign (international) school system, for example International Baccalaureate (IB) or a USA High School Diploma, must apply using grade 11 (pre-final year) results, but also supply a list of subjects taken in the final year of school (grade 12 /13) with levels for the official subjects and predicted results (confirmed by the school). Please note, however, that applicants from the Cambridge school system do not need to provide the predicted results for the final year subjects. They still need to provide the list of subjects and indicate the level they are taking them in their final year, for Exemption purposes. To make sure you meet the requirements for Matriculation Exemption, please visit the Universities South Africa's website <http://mb.usaf.ac.za> for more information on Matriculation Exemption.

Completed final school year:

South African school system: National Senior Certificate (NSC) or IEB / Statement of symbols of final school results.

International school system: Final school results from International Curriculum (Cambridge International, International Baccalaureate, etc.), including School of Tomorrow.

If you follow the international school system, also note:

- Cambridge applicants must also include IGCSE or O level or GCSE certificates.

- If you completed your schooling in an international school system, you must meet the requirements set by Universities South Africa (USAF) for Matriculation Exemption for that system by the time you come to register.
- To determine whether you meet the requirements, please see: <http://mb.usaf.ac.za> and select the relevant country's information.
- Applicants following the American system must provide the necessary exemption documents as per the USAf website at <https://mb.usaf.ac.za/united-states-of-america/>.
- It is normally only possible to apply for a formal certificate of University Exemption during your first year of registration so you might not yet have it available when you come to register for the first time. You will, however, be able to register, provided that you do qualify for Matriculation Exemption.

Additional subjects or rewrites (all school systems): If you have completed additional subjects or rewrote subjects (or are busy rewriting the subjects this year), please include the subjects and grades.

Currently enrolled for first year at a tertiary institution (excluding Stellenbosch University qualifications):

- Final school-leaving results (See “completed final school year”)
- Proof of registration in first year when no academic transcript is not yet available

Currently enrolled at a tertiary institution (excluding Stellenbosch University qualifications):

- Final school-leaving results (See “completed final school year”)
 - Proof of registration, including a list of subjects you are enrolled for with provisional grades if available at the time of application
 - Full academic transcript for each academic year completed, including grades
- Please note that online results obtained from self-service portals will not be accepted.*

Tertiary academic qualifications completed (excluding Stellenbosch University qualifications):

Include final school-leaving results where applicable

- Relevant **certificates** PLUS full academic transcript for each year of enrolment, including grades
- **Diploma(s)** PLUS full academic transcript for each year of enrolment, including grades
- **B degree certificate(s)** PLUS full academic transcript for each year of enrolment, including grades
- **Honours degree certificate(s)** PLUS full academic transcript for each year of enrolment, including grades
- **Master's degree certificate(s)** PLUS full academic transcript for each year of enrolment, including grades (where applicable)
- **Doctoral degree certificate(s)** PLUS full academic transcript for each year of enrolment, including grades (where applicable)

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 the proof of completion should not be older than five years from the date on which the degree was conferred.

► STEP 6: Write the national benchmark test (NBT'S)

The NBT is applicable to prospective first-year applicants to Stellenbosch University. SU uses the National Benchmark Tests for selection and/or placement purposes. For more information and/or make a booking to write the NBT's please visit www.nbt.ac.za or call 021 650 3523. The table below indicates who needs to write and how faculties will be using the NBTs:

Faculty or school system	Who needs to write?	How will NBT results be used selection and/or placement?
Medicine and Health Sciences	All first-year applicants	The NBT results will be used for selection purposes for all programmes in the Faculty of Medicine and Health Sciences. To be considered for these programmes, all applicants need to write the NBTs by end of June at the latest.
Law programmes	All first-year applicants	The NBT results will also be used for selection purposes for all programmes in Law. This includes the following programmes: BA (Law), BComm (Law) and LLB (four-year programme). All applicants must write the NBT's before the end of June in order for the Faculty of Law to take the results into consideration when compiling their selection lists.
Arts and Social Sciences	All first year-applicants with an average application mark of between 60% and 69% (excluding Life Orientation)	The NBT results will be used for additional information with regards to placement in extended degree programmes, as well as decisions regarding transfers from the extended degree programmes to main stream programmes.
Theology	All first year-applicants with an average application mark of between 55% and 59% (excluding Life Orientation)	Applicants could write the NBTs to support an application for placement in the extended degree program .
Science	All first year-applicants will write the NBTs at the beginning of the academic year after registration.	<ul style="list-style-type: none"> • The Faculty of Science will not use the NBT results for selection or placement in programmes. Applicants therefor do not need to take the NBTs in the application year. • However, provisionally accepted prospective students in the Faculty of Science, who qualify for registration, have to write (if not taken yet), the National Benchmark Tests on the SU campus at a session that will be scheduled at the beginning of the academic year. • The Faculty will use the results to allocate first years into academic support groups.

Economic and Management Sciences	All first year-applicants with an average application mark of between 60% and 69% (excluding Life Orientation) and/or applicants with a Mathematics mark of between 50% and 59%	The NBT results will be used for additional information to give provisional acceptance to programmes.
AgriSciences	All first-year applicants	The NBT results will be used for additional information with regards to placement in extended degree programmes , as well as decisions regarding transfers from the extended degree programmes to main stream programmes.
Engineering	All first-year applicants	The NBT results will be used for additional information for applicants to both mainstream and extended degree applications.
Education	Not applicable	Applicants are not required to write the NBTs for placement in the Faculty of Education
School of Tomorrow (all faculties)	All first year-applicants	All School of Tomorrow candidates need to write the NBTs. The NBT results will also be used for the selection and placement .

► **STEP 7: Monitor your application status**

When you have successfully completed the steps and received acknowledgement of your complete application from the Admission Office your application is ready to be considered. Use your username (student number) and official SUN-password to sign in and monitor your **application status** on www.maties.com. Please keep in mind that there might be a notification for additional information required.

IF you have not written the final NSC examination yet at application, your final Grade 11 marks will determine whether the University will admit you conditionally to a programme. Conditional admission means that you are admitted on condition that your final results for the NSC meet the basic admission requirements for university study and the minimum admission requirements of the programme you applied for. Only then can your admission to the University be finalised.

SHOULD YOU NEED HELP OR INFORMATION

Should you need help with your application, or you require more information, please contact the University at 021 808 9111, send an email to info@sun.ac.za or visit www.maties.com.

Admission Office, Division for Student Access (25 February 2019)