

## SUNSTUDENT APPLICATION INSTRUCTIONS

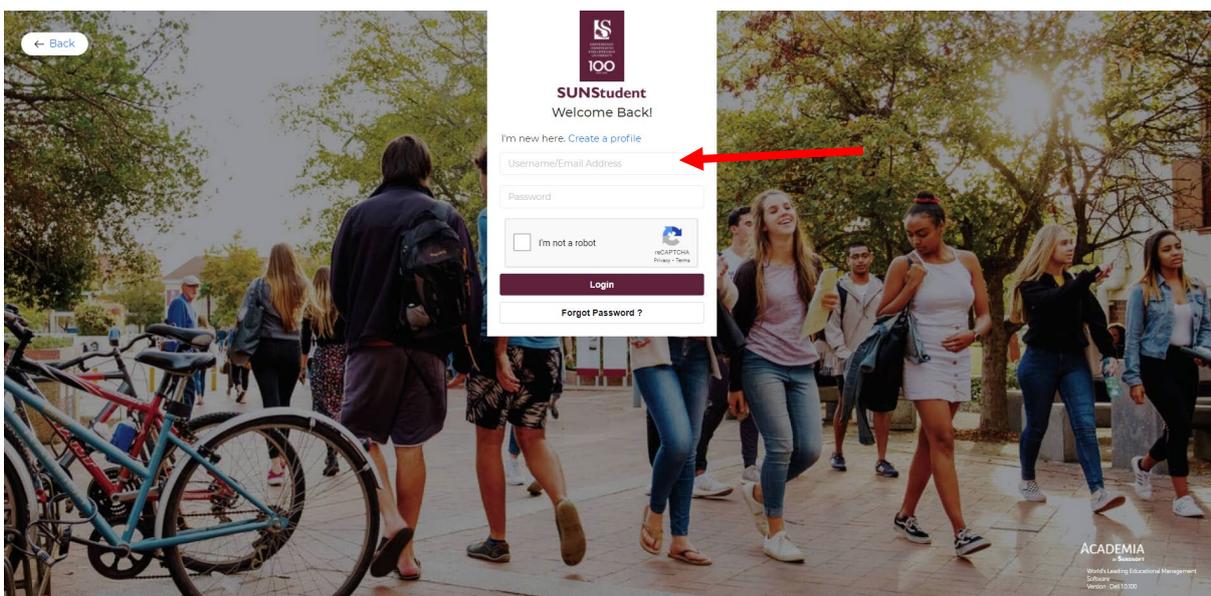
Dear students, to apply to Stellenbosch University for semester studies, please follow the instructions below:

Website for application: <https://student.sun.ac.za/>

### 1. Step one – Select “Applicant.”



### 2. Click “Create a profile.”



### 3. Create Your Profile by providing your biographical details.

**Create Your Profile** English Afrikaans

Application Deadlines +  
How to apply +

Title \*  
Select

Name(s) \*  
Name(s)

Surname \*  
Surname

Date of Birth \*  
Year Month Day

Primary Citizenship \*  
South African

ID Type \*  
South African ID

ID Type Number \*  
ID Type Number

Email Address \*  
Email Address

Mobile Number \*  
South Africa +27

Mobile Number

Correspondence Language \*  
Select

Password \*  
Password

Confirm Password \*  
Confirm Password

I'm not a robot

**Create** **Reset**

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Management Software  
Version: Dell 10.00

### 4. After creating your profile, please check your email to receive your login details

**APPLICATION TO STUDY AT STELLENBOSCH UNIVERSITY IN 2022**

<no-reply-demo@sun.ac.za>  
Monday, September 06, 2021 10:11:31 AM

Show pictures

**APPLICATION TO STUDY AT STELLENBOSCH UNIVERSITY IN 2022**

Congratulations on completing the first step in applying to study at Stellenbosch University. Here is the username and password that you will need to complete your application:

Username: [REDACTED]  
Password: [REDACTED]

Your Application ID is : **APP/0093287**

Use the link below to complete the rest of your application:  
<https://student.sun.ac.za/applicant-portal>

We will consider your application once you have submitted the completed application, and we have reviewed all the supporting documents.

### 5. Login with your login details received in your inbox

### 6. Select Programme you wish to apply for

**WELCOME TO YOUR APPLICANT PORTAL**

Dashboard

	Application ID APP/0093287 Application Status Profile Created	Applicant Name Sebani Bani Phone No. +49-1234567890	Email address sebanibani@yopmail.com Number of Pending Documents ...
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Upload Document

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- Success

Programme Selection

## 7. Programme Selection

- a. **Select Faculty** (*Faculty is the "school" in which most of your courses can be found, e.g. Arts and Social Sciences, Engineering, Economic and Management Sciences, etc.*)
  - For an overview of faculties at Stellenbosch University, click here: <http://www.sun.ac.za/english/faculty>.
- b. **Select Programme Type**
  - Make sure you select **Stellenbosch University International**
- c. **Select Programme**
  - If you are an exchange student select **EXCHANGES: RESIDENTIAL**, and if you are a free mover student select **STUDY ABROAD: RESIDENTIAL**.
- d. Select intended year of studies (2022)

The screenshot shows a 'Programme Selection' modal form. It contains the following fields:

- Select a faculty:** Faculty of Economic and Management Sciences-Stellenbosch
- Programme Type:** Stellenbosch University Intl
- Programme:** STUDY ABROAD: RESIDENT
- When do you intend to start your studies? \***: 2022

Buttons for 'Save' and 'Cancel' are at the bottom.

The screenshot shows the 'Dashboard' of the applicant portal. A sidebar on the left contains navigation links: Programme Selection, Personal Information, Next of Kin Details, Address Details, Tertiary Studies, Student Accommodation, Upload Documents, and Payment and Agreement. A green arrow points to the 'Payment and Agreement' link. The main content area shows:

- Application ID:** APP/0093287
- Applicant Name:** Sebani Bani
- Email address:** sebanibani@yopmail.com
- Application Status:** Profile Created
- Phone No.:** +49-1234567890
- Number of Pending Documents:** 1

A 'Selection Snapshot' table is also visible:

Faculty Campus	Programme	When do you intend to start your studies?	Seat Type
Faculty of Economic and Management Sciences Stellenbosch	STUDY ABROAD: RESIDENTIAL (Undergraduate)	2022	International

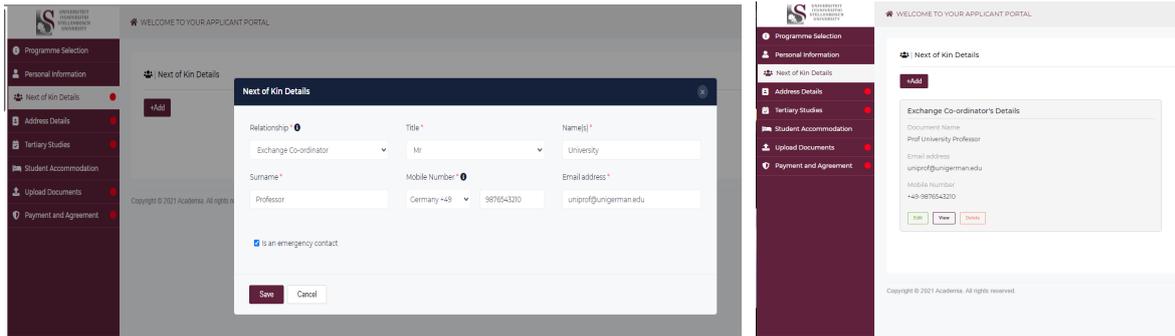
You will have to fill out all the fields with the red buttons in order to complete your application.

## 8. Complete and confirm your **Personal Information**

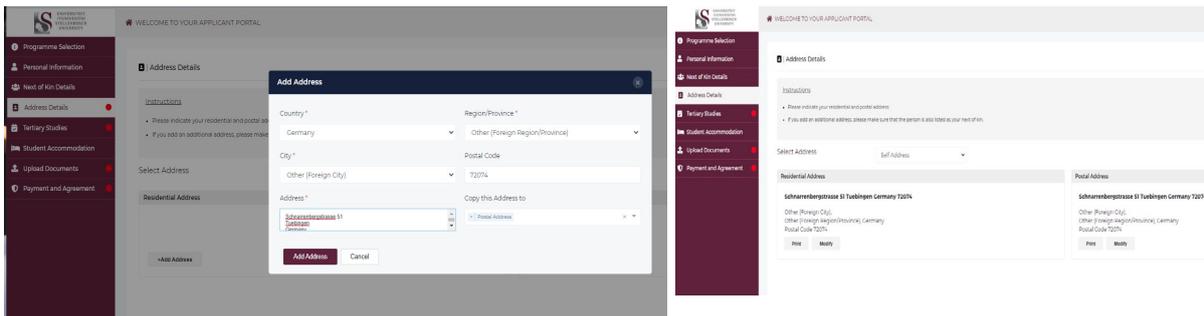
The screenshot shows the 'Personal Information' form. It contains the following fields:

- Applicant ID \***: APP/0093287
- Title \***: Mr
- Name(s) \***: Sebani
- Preferred name \***: Sebani
- Surname \***: Bani
- Date of Birth \***: 01/01/1980
- Gender \***: Male
- ID Type**: Passport
- ID Type Number \***: ABC123
- Primary Citizenship \***: Germany
- Permanent Resident of South Africa**:  Yes  No
- Asylum Seeker**:  Yes  No
- Refugee**:  Yes  No
- Identity Expiry Date \***: 06/09/2028
- Correspondence Language \***: English
- Home Language \***: German
- Current Activity \***: University | Universiteit
- Did you study or are you studying at a tertiary institution**:  Yes  No
- Do you use a wheelchair?**:  Yes  No
- Disabilities \***: None
- Email address \***: sebanibani@yopmail.com
- Alternative Email address**: Alternative Email address
- Mobile Number \***: Germany +49 1234567890

9. Include the **details of your Next of Kin** (*parent, guardian, partner, exchange coordinator, etc.*)

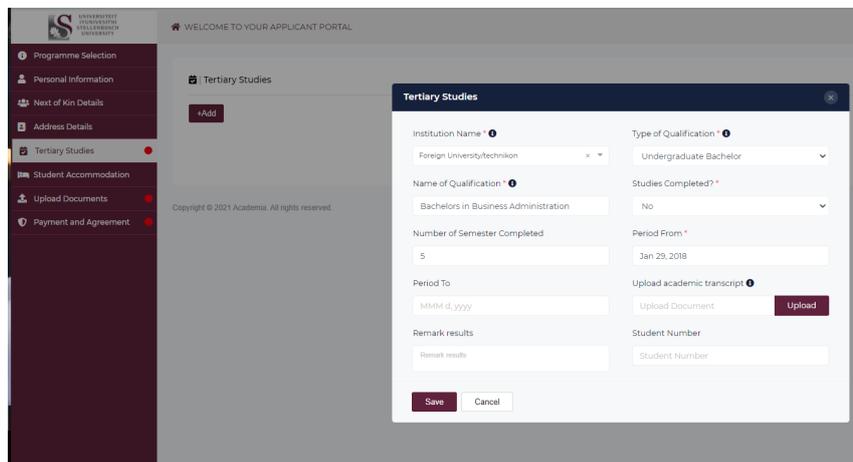


10. Add your **Address Details**



11. Add your Tertiary Studies information

- Select **'Foreign University/Technikon'**
- Remember to **upload your Academic Transcript.**
- If you have more than one qualification you need to list them all individually here.



12. Complete the **Student Accommodation** page.

- a. International students wishing to apply for university administered accommodation, must apply here: <http://www.sun.ac.za/english/SUInternational/Pages/University-Administered-Housing-.aspx>

The screenshot shows the 'Student Accommodation' page in the applicant portal. The left sidebar contains navigation options: Programme Selection, Personal Information, Next of Kin Details, Address Details, Tertiary Studies, Student Accommodation (selected), Upload Documents, and Payment and Agreement. The main content area is titled 'Student Accommodation' and includes an 'instructions' section with the following text:

- Most 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).

Below the instructions, there is a section 'I take note of the above information' with radio buttons for 'Yes' (selected) and 'No'. A 'Save' button is located at the bottom right of the form. The footer contains 'Copyright © 2021 Academia. All rights reserved.' and the 'ACADEMIA' logo.

13. Upload Documents (document templates to download under 'Guideline Documents')

- a. **Proposed Learning Agreement**. For information on how to select courses, please see this link: <http://www.sun.ac.za/english/SUInternational/international-students/finding-courses-as-a-semester-student>.
- b. **Declaration by Home University**. For exchange students (from partner universities), this serves as English Proficiency.
- c. Proof of **English Language Proficiency**. This is for students who are not from Partner Universities (*Free movers*).
- d. Copy of the Identification page in Passport

The screenshot shows the 'Upload Documents' page in the applicant portal. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Upload Documents' and includes an 'instructions' section with the following text:

- Upload all the documents we need.
- Templates for relevant forms can be found and downloaded under Guideline Document.
- Make sure your electronic copies are clear and legible.
- Please ensure you upload all the required documents as a single file.
- Formats that will be accepted are pdf, doc, docx, jpg, jpeg, or png.
- If we do not receive your application and all the required documents by the closing date, your application will unfortunately not be considered.
- To help us process your application, we may ask you for original or additional supporting documents.
- If you need any assistance with submitting your application, please email our Client Service at [info@sun.ac.za](mailto:info@sun.ac.za) or phone on (021) 808 9111.

There is a 'Guideline Document' link in the top right corner of the instructions section. Below the instructions, there is a 'Declaration by Home University' section with the following fields:

- Document Name: ---
- Document Type: Compulsory for All
- Submission Date: ---
- Status: Pending | Wag vir dokument

An 'Upload' button is located at the bottom of the Declaration by Home University section. The footer contains 'Copyright © 2021 Academia. All rights reserved.' and the 'ACADEMIA' logo.

## 14. Agreement

### a. Accept the Terms and Conditions.

UNIVERSITY OF SOUTH AFRICA  
SOUTH AFRICAN  
UNIVERSITY

WELCOME TO YOUR APPLICANT PORTAL

Sebani

Programme Selection

Personal Information

Next of Kin Details

Address Details

Tertiary Studies

Student Accommodation

Upload Documents

Payment and Agreement

#### Payment and Agreement

**Instructions**

[Guideline Document](#)

- Please read and accept the Application Terms and Conditions as published in the attached guidelines document and submit your application.
- If a R100 application fee payment is required, you can select your payment preference option.
- The easiest way for payment is the online payment option. If you select "online payment" you will be directed to the online payment portal to complete your application.
- If you have already paid, please complete the fields and upload your proof of payment.
- If you select "pay later" to pay at the bank you can send your proof of payment to studentaccounts@sun.ac.za before the closing date.

I accept the Application Terms and Conditions.

[Submit Application](#)

Application Fee - 0

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