

STELLENBOSCH UNIVERSITY



UNIVERSITEIT
STELLENBOSCH
UNIVERSITY

POSTGRADUATE APPLICATION FORM FOR ADMISSION IN 2018

Name

Surname

Student number



For office use only
RECEIPT NUMBER

Date

d	d	m	m	y	y	y	y
---	---	---	---	---	---	---	---

1. Before you apply

1. Make sure that you understand the admission and selection criteria of the different faculties before you apply. Please visit the University's website at www.sun.ac.za/pgstudies and click on the "what can I study?" tab.
2. Take note of the closing dates:

30 November

Applications close for all postgraduate programmes. **Please note** that some programmes have an earlier closing date. Visit the postgraduate studies website (www.sun.ac.za/pgstudies) for more information.

31 August

Applications close for all international applicants (non South African citizens). Please note that some programmes have an earlier closing date. Visit the website (www.sun.ac.za/pgstudies) for more information.

2. Complete the form

We prefer that applicants apply online, but if you do not have internet access, you may complete this form instead. Please do not apply by using both this form and applying online. If we receive both types of application from you, we will only accept the online application as the intended one. If you would like to apply online, visit www.sun.ac.za/pgstudies, click on Apply and then on Applications.

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

3. Make sure that you send all the necessary documents along

It is very important that you include all the necessary documents along with this application form. Your application form and supporting documents must reach us before the closing date. We cannot consider your application if we do not have all the correct information. Read more on the requirements regarding documents in Section G.

4. Post the form, your documents and proof of payment of the R100 administration fee to us

Unfortunately we do not accept a faxed copy of this form or the supporting documents, you must send it via postage. When you have completed this form, post it along with your proof of payment of the R100 administration fee (only South African citizens) to:

Admissions, Stellenbosch University, Private Bag X1, Matieland, 7602

You can pay the administration fee in the following ways:

1. **Electronic transfer or direct deposit:** Use the first 8 digits of your identity number as reference and attached the proof of payment or the deposit slip with your application. Our bank details are:

STANDARD BANK, Stellenbosch, branch code 050610 OR 051001, account number 063163225

2. **Cheque or postal order,** made out to Stellenbosch University

5. If you require assistance or information

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

A. YOUR STUDIES**1. In what year would you like to start with your studies at Stellenbosch University?**2 0 **2. 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 Client Service Centre via info@sun.ac.za. Please remember that you can only be considered if there are places available in the programme.

B. YOUR PERSONAL INFORMATIONTitle: Mr Ms Mx Other Gender: Man Woman Non-binary Initial(s) Surname Birth name(s) Maiden name if married ID no Birthdate (if no SA ID number) Citizenship: South Africa Permanent residence in SA Other

If you are a South African citizen, how would you define your population group? (required by the government):

I'd prefer not to say Asian Black African Coloured Indian White

(If you choose not to define your population group, you might not be considered for redress purposes)

Which language do you speak most of the time when you are at home? If you regularly speak a second language at home, please indicate it here: **COMMUNICATING WITH YOU**

Please take care when providing your contact details. We will communicate with you by e-mail and sms.

In what language do you want to receive important information? English Afrikaans Cell number Email address 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: Code

C. YOUR ACADEMIC HISTORY

What activity were you mainly occupied with in the year before you will be starting with your studies at Stellenbosch University?

Work ☐ Technikon ☐ College ☐ University ☐ University of Technology ☐

Other

Please indicate the details of your activities since completing high school, for each year before your enrolment at Stellenbosch University.

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	Studies completed (yes or no)	
From		To						
Y	M	Y	M					

If you have studied at other universities, please attach your complete academic records of the universities concerned to be considered for admission. Read more in Section G on what is expected of you. If you have studied at another institution and you keep this information back, Stellenbosch University has the right to cancel your application or admission.

D. EMPLOYMENT HISTORY

Full details of each year since matric (non-ademic)							
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 any support you need, to the extent that is possible for us.

Do you have any of the following disabilities?

Blindness ☐ Deafness ☐ Cerebral paralysis ☐ Speech defect ☐ Other

Do you use a wheelchair? Yes ☐ No ☐

F. ACCOMMODATION

Do you want to be considered for residence placement? Yes ☐ No ☐

- Places in residences are limited and your application does not guarantee that you will get a place.
- We recommend that you consider the private accommodation options available at www.stayatstellenboschuniversity.co.za
- Please see the official residence placement policy and criteria at www.maties.com.
- International applicants may apply for self-catering accommodation. For more information, please visit www.sun.ac.za/international. Email enquiries may be directed to interhouse@sun.ac.za.

G. YOUR APPLICATION DOCUMENTS

Please note:

- Certified copies of the original documents, as specified below, must be submitted with your application.
- Electronic copies you include should be clear and legible (not blurred, cropped or obscured).
- Stellenbosch University reserves the right to request original and additional supporting documentation should this be deemed necessary at any point.

NON-ACADEMIC DOCUMENTS WE REQUIRE

- ☐ Proof of payment (R100 non-refundable application fee) (South African citizens only)
- ☐ Signed contract
- ☐ Student support form (students with disabilities) available at www.mymaties.com
- ☐ Proof of English language proficiency (where medium of instruction of most recent qualification was not English). English Language requirements for consideration to postgraduate studies is available on the Postgraduate and International Office website at www.sun.ac.za/international.
- ☐ The course you are applying for may require that you submit additional supporting documents. You can visit the website of that course to ensure that you are aware of all the documents you need to post with this application form.

ACADEMIC DOCUMENTS WE REQUIRE

- ☐ **Final school-leaving results:** Compulsory for the following postgraduate programmes: BComHons Economics, MCom Economics and Diploma in Nursing
- ☐ **SANC** proof of registration for Diploma and Honnours in Nursing

Currently enrolled at a tertiary institution:

- ☐ Proof of registration, including a list of your subjects
- ☐ Full academic record / transcript for each academic year completed, including grades

☐ Tertiary qualifications completed (not shorter than 12 months in duration and excluding Stellenbosch University qualifications):

- Relevant postgraduate certificates PLUS full academic record / transcript for each year, including grades
- Postgraduate diploma(s) PLUS full academic record / transcript for each year, including grades
- B degree certificate(s) PLUS full academic record / transcript for each year, including grades
- Honours degree certificate(s) PLUS full academic record / transcript for each year, including grades
- Master's degree certificate(s) PLUS full academic record / transcript for each year, including grades (where applicable)
- Doctoral degree certificate(s) PLUS full academic record / transcript for each year, 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 proof that you have completed the qualification.

H. OUR CONTRACT

You must sign this contract in order for the application form to be complete. It is Stellenbosch University's agreement with you. All communication will be sent to you (the student). The contract takes effect when the University provisionally accepts your application.

1. Your application	This is only an application. Even if you submit a correctly completed form and meet the admission requirements you will not necessarily qualify for admission.
2. Your information	2.1 You must ensure that the information you have given is correct. If the information is incorrect the University is entitled to reject your application or cancel your registration immediately.
The information you have provided must be correct.	2.2 We have the right to verify the information that you have given us.
Your information is confidential.	2.3 The University agrees to keep the information you have given in this form and any information about you that we receive from third parties confidential.
	2.4 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.
	2.5 Parents/guardians do not have a right to a student's information (including their academic results). The student's consent must be obtained.

3. Stellenbosch University's responsibility and where it ends

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

These terms apply to claims from students, their parents/guardians, and any dependants.

There are limits to Stellenbosch University's responsibility for harm to you or your property.	3.1 The University is responsible to ensure that our property, facilities and equipment are safe and that you are given proper instructions or warnings. We are only responsible for harm to you or your property or the loss of your property, if we fail to do so.
	3.2 In legal terms, the University is only liable if your claim falls within section 61 of the Consumer Protection Act 68 of 2008.
	3.3 Aside from the claims referred to in paragraph 3.1, 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 dependants).
	3.4 This limitation applies even when you are: 3.4.1 on University property; 3.4.2 participating in an activity relating to your studies or training; 3.4.3 participating in sport or any other recreational activities; 3.4.4 using any of our premises, buildings, equipment or facilities; or 3.4.5 staying in or visiting any of our residence or any of our other accommodation.

4. The student's responsibilities

You must follow Stellenbosch University's rules.	4.1 You must follow the policies, rules and regulations of the University, the particular faculty to which you will be admitted and University housing. Read more in Part 1 (General) of the University Calendar and the relevant Faculty Calendar part.
	4.2 Not following the policies, rules and regulations can lead to disciplinary action and even expulsion.

Make sure that your fees are paid on time.

4.3 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. 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 or bursary).

4.4 If you do not pay your fees on time you will be charged interest at the prime rate from the date when the fees were due.

4.5 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.

4.6 If the University has to take legal action against you, you must also pay all our legal costs.

Get immediate treatment for infectious or contagious disease.

4.7 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. If you do not take these steps you will be held responsible for any claims that are made against the University. In legal terms, you indemnify the University against these claims. If legal action is taken against the University you must also pay all the actual legal costs.

You must pay for emergency medical treatment.

4.8 If you require emergency medical treatment, the University will get medical assistance for you, but you must pay all costs relating to the treatment.

Student's signature

Student's name in block letters

Student number

--	--	--	--	--	--	--	--

Date

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---