



## Form for students who require additional support



Please complete this form **digitally**. It is easier for us to capture your data if you do not fill in the form by hand.

### 1. We welcome your application

We welcome applications from students with disabilities or special learning needs. By completing this form, you help us to form a clearer picture of your needs, which will enable us to see how we could support you, should your application be accepted.

As in the case of all other applicants, first of all we consider your academic merits and whether you comply with the selection criteria for the course that you want to apply for. Then we will consider what is reasonable and practical for the specific programme you have applied to.

### 2. We protect your information

We respect your privacy and will treat your information as confidential. However, we have to share relevant information with key academic, administrative and support-service staff members. They need information to determine how we could support you to the best of our abilities, should you be accepted for studies at SU.

If necessary, the Centre for Student Counselling and Development (CSCD) - Disability Unit will contact you so that between you and them you will have everything at the ready, and so that we can support you according to your needs.

### 3. Upload this form, along with the supporting documents, to your application profile

Please upload the completed form and all supporting documents (e.g. any copies of medical or psychological proof of your condition or disability) to your application profile at [www.maties.com](http://www.maties.com). You can monitor the progress of your application on your profile. It is very important that we receive all your documents by the closing date for applications. We cannot process your application until we have all the necessary information.

### 4. Should you need assistance or information

Call the Disability Unit at the CSDC to learn about the kind of support the University offers. You can call the Unit on +27 (0) 21 808 4707, or visit [www.sun.ac.za/cscd](http://www.sun.ac.za/cscd). You are also welcome to contact your faculty for more information.

### 5. When you arrive on campus

We present an orientation session for students with disabilities every year. It takes place at the end of January, as part of the orientation programme for newcomer students. Remember to apply for assistance with the Disability Unit as soon as possible after registration.

### 6. How can we reach you?

When we receive your form, we send it to the faculty or faculties to which you are applying so that they can determine whether they are able to support you. The personal information you provide here also allows us to find your application form quickly.

|                  |   |
|------------------|---|
| Name and surname | <input type="text"/>                          |
| Student number   | <input type="text"/>                          |
| Date of birth    | <input type="text"/>                          |
| Cell number      | ( <input type="text"/> ) <input type="text"/> |
| Email address    | <input type="text"/>                          |
| Home address     | <input type="text"/>                          |



## A. Your studies

For which programme do you want to enrol?

Programme of 1st choice

(Specify the study field if applicable, e.g. BA (Social Dynamics), BSc (Human Life Science))

Programme of 2nd choice

Programme of 3rd choice

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## B. Particulars of your disability or special learning need

We'd like to gain a better understanding of the kind of support that you need. Unfortunately, we might not be able to assist in all the ways that you indicate below; nonetheless, this information can help us in planning for the future.

1. On your application form, you indicated that you have a disability or special learning need. Please describe it briefly.

2. What kind of support did you receive at school (or at another institution of learning)? On the next page, you can supply more detail about specific aspects covered by the questions there.

3. If you have a mobility disability or use a wheelchair, what do we need to know in particular? Also, describe the type of wheelchair that you use, and what you would need in order to participate in fieldwork, community interaction, or lab work.

4. **Assistance to move about on campus**

I use a guide dog or service dog, or I intend to apply for a dog.

I require assistance to orient myself on campus (e.g. where pedestrian and wheelchair friendly routes are).

What other kinds of assistance may you require in moving about on campus (e.g. roadways, lifts and handrails)?



**5. Assistance in the classroom and other learning environments**

- I cannot do laboratory work without assistance (e.g. work involving a microscope, dissections or experiments).
- I would require a sign language interpreter, if one were available.

**6. My study material must be converted into:**

- Electronic format (PDF or MS Word)
- Increased font size
- Braille

What other kinds of assistance may you need during lectures or practicals (e.g. that the lecturer use a microphone in a large lecturing hall)?

**7. Assistance during tests and examinations**

- I need extended writing time.

**a) My study material must be converted into:**

- Electronic format (PDF or MS Word)
- Braille
- Increased font size (please specify)  pt
- Preferred paper size:  A4  A3

**b) I answer question papers as follows:**

- I write down the answers by hand
- With the assistance of a scribe
- With the assistance of a reader
- With the assistance of a sign language interpreter
- With the assistance of a computer (but without specialised support software)
- With the assistance of a computer as well as support software:  JAWS  NVDA  ZoomText
- WYNN  Dragon Dictate  Other

**8. Assistance at the residence**

If you were placed in a University residence, what kind of assistance may you need (e.g. adapted bathroom facilities or access routes)?

**9. Financial assistance**

Do you receive financial support for your studies and personal needs?  Yes  No

If you indicated NO, please consider applying to National Student Financial Aid Scheme (NSFAS). The Disability Unit works closely with the Centre for Bursaries and Loans and NSFAS to assist with funding. If you meet the criteria, you may qualify for a bursary. Visit [www.nsfas.org.za](http://www.nsfas.org.za) to apply for financial aid before **30 November**.

