



## Postgraduate Application Form



### INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM

Please read through the instructions carefully before filling in the application form:

1. You can use the electronic version of the application form in **one of two ways** :
  - Complete the application form as far as possible on the web. Wherever the spaces have been divided into vertical boxes, write only one letter or punctuation mark in one vertical box, and always start writing in the first of the vertical boxes. Print out the form and complete the rest where necessary. Please then make sure that every relevant section of this form is signed before you return it ; OR
  - Print the form from the web and complete the whole form by hand.  
*Please note: To make the process easier, it is recommended that you first select, on the electronic form, the applicable option in each option list, before printing out the form in order to fill it out by hand.*

Make sure that the information which you present in your application is accurate and complete. When completing your application form, please write in PRINTED CAPITALS only, making sure that they are clearly legible. Wherever the shaded space has been divided into vertical boxes write only one letter or punctuation mark in one vertical box, and always start writing in the first of the vertical boxes.
2. The University accepts no responsibility for the delay where the consideration of an application is delayed either because the information furnished in the application is faulty or because information asked for in the application form has been left out.
3. An **application fee of R 300** (Three hundred South African rand) must be enclosed with the completed application form. This fee is non-refundable.
4. **Closing dates:**
  - a. Applications for **ADMISSION AS A STUDENT** and for RESIDENCE ACCOMMODATION, if received on or before 30 June of the preceding year, are finalized relatively early. This gain in time is to the advantage particularly of students applying also for admission to one or more PROGRAMMES WHERE THEY ARE SUBJECT TO SELECTION. These selection programmes are the following: B of Occupational Therapy; B of Speech, Language and Hearing ; BA in Fine Arts; BA (Value and Policy Studies); BChD; BCur; BEng; BPsych; BEdPsych; BSc in Dietetics; BSc in Physiotherapy; University Diploma in Oral Health and MBChB. Selection for these programmes is finalized at a relatively late stage only.
  - b. An **application received after 30 June and on or before 31 October** of the preceding academic year will be considered even though it is late, providing the supporting documents required - confidential school report or final statement of symbols, academic record and certificate of conduct - are enclosed with the completed application form or by some other means reach the University on or before 31 October. After 31 October, application forms are issued in highly exceptional, genuinely deserving, cases only. Every such late application must moreover be accompanied by an amount of R400 (to cover the normal application fee of R300 and a late-application levy of R100).
  - c. For applications for admission to all **postgraduate programmes** the closing date is mid-January of the academic year concerned, unless the relevant part of the University Calender indicates otherwise.
  - d. For **prospective part-time students** who have previously studied at another university, a technikon or a college, the closing date for applications is 31 October of the preceding year. Other prospective part-time students may apply up to 15 December.
5. The date of receipt of your completed application form will be deemed to be your effective date of application.
6. **Supporting documents**
  - If you have finished school, but do not yet hold any tertiary qualification (whether or not you have studied or are now studying at a tertiary institution): photocopies of the official statements of the symbols you obtained in the final school examinations and in any supplementary examinations.

- a. If you already hold one or more tertiary qualifications, or are at present studying for one: photocopies of your academic record(s) - that is, of the official statement(s) of your subjects taken and your marks/credits obtained - and your certificate(s) of conduct.

***Please note: Without the appropriate supporting documents, your application cannot be accepted for consideration. Please therefore, with your completed application form, enclose the appropriate ones of the documents specified above:***

7. In all cases, a complete and formally correct application will be considered and the applicant will be notified of the outcome. In some cases the University may however find it necessary to obtain additional information, possibly by interviewing the applicant. The submission to this office of a completed application form does not imply, therefore, either that the applicant has been accepted as a student or that the applicant may register as a student. Applicants who are notified that they have been (provisionally) admitted for a specific year must register in February of that year. When registering, they will be required to show documentary proof (i) that they meet the University's admission requirements and (ii) that they qualify for their proposed programmes of study.
8. No applicant is allowed to submit more than one application form or to register for more than one programme.
9. Permission for any subsequent amendment to a proposed programme of study can be considered only if applied for to the Registrar in writing.
10. Only an Internet printout or original application form - no fax or copy - will be accepted for processing.
11. An applicant who is not a South African national, or who holds dual citizenship, must attach a copy of his/her ID document or residential or study permit.

**The application documents must be addressed to:**

THE REGISTRAR  
UNIVERSITY OFFICES  
PRIVATE BAG X1  
MATIELAND  
7602

**Enquiries:**

Admissions and Accommodation  
Tel: +27 21 808-4515  
Fax: +27 21 808-4499  
E-mail: [seb@maties.sun.ac.za](mailto:seb@maties.sun.ac.za)



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(For office use)

**POSTGRADUATE APPLICATION FOR ADMISSION  
TO THE UNIVERSITY FOR THE YEAR**

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TITLE	SURNAME	INITIALS	DATE OF BIRTH
			(DD/MM/YYYY)
PROPOSED DEGREE/DIPLOMA OF STUDY			

**R300**

**ADMISSION FEE TO ACCOMPANY YOUR APPLICATION (SEE THE INSTRUCTIONS ENCLOSED)**

**UNIVERSITY OF STELLENBOSCH**

Postal address:  
The Registrar,  
University of Stellenbosch,  
Private Bag X1,  
Matieland,  
7602

Tel: +21 808-4515 Telefax: +21 808-4499

Home page: www.sun.ac.za

**FOR OFFICE USE ONLY**

RECEIPT NO.

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<b>RECEIVED</b>

<b>COURSE APPROVED</b>

**Continue**

## A. FIELD OF STUDY

1. The year in which you wish to commence your studies at this University

2. a) Proposed degree/diploma programme

(e.g. BAHons, BEd)

b) Subject

(e.g. Philosophy, Chemistry)

**NB.** If you apply for the **Postgraduate Diploma in HIV/AIDS Management** you must complete this application form as well as the form available at

[http://www.sun.ac.za/industrial\\_psychology/aids/default.htm](http://www.sun.ac.za/industrial_psychology/aids/default.htm).

## B. BIOGRAPHICAL PARTICULARS

Surname:

Initials:

First names:

Have you been registered at this University before?

If so, please state student number:

First year of registration: (e.g. 1990)

Identity number:

Date of Birth (DD/MM/YYYY):

Maiden name: (if married)

Title:

If *Other*, please specify.

Marital status:

If *Other*, please specify.

Population Group:

If *Other*, please specify.

Religion:

(specify)

Correspondence language:

Citizenship:

If *Foreign*, please specify.

Gender:

Home

Language:

If *Other*, please specify.

If foreign, please specify type of permit:

If *Other*, please specify.

Permit number:

Permit expiry date:(DD/MM/YYYY)

**Residential address:**

Between address lines, leave a comma only e.g.  
101 CAMPUS FLATS, MAY STREET, STELLENBOSCH.

**Postal address:** Fill in only if different from residential address.

**Forwarding address for account:**

If *Other*, fill in the relevant address below.

**Continue** 

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## C. ACTIVITIES SINCE MATRIC

For office use only		Letters	
		Accommodation	1

Number of times previously registered at a university:

Main involvement during the year preceding your proposed studies at US:

If *Other*, please specify

**Give details of your activities after school-leaving with regard to each year before registration at US:**

(State only work experience relevant to your proposed programme of study.)

### Full details of each year after matric (academic and non-academic)

Period				Name of University/Technicon/College, etc. or non-academic activity pursued, e.g. employment, travel abroad.	Name of degree/dipl/cert.	Study completed	Student number
From		To					
Year	Mth	Year	Mth				
						<input type="text"/>	
						<input type="text"/>	
						<input type="text"/>	
						<input type="text"/>	
						<input type="text"/>	
						<input type="text"/>	

**N.B.:** Applicants who have studied at other tertiary institutions, must attach full academic reports and certificates of conduct from those institutions; otherwise their applications cannot be considered.

Continue 

## D. ADDITIONAL INFORMATION

### 1. Disabilities

Do you have any of the disabilities referred to below?

If *Other*, please specify.

Do you make use of a wheelchair?

(The University needs this information to provide assistance, whenever possible, for students with disabilities.)

### 2. Particulars of employee:

Occupation:

Employer:

Telephone numbers:

Office hours:

Dailling code:

Number:

After hours:

Dialling code:

Number:

Fax:

Dialling code:

Number:

Cell number:

E-mail address:

## E. PARTICULARS OF APPLICATION FOR ACCOMMODATION

Do you require a place in University accommodation?

Continue 

## F. AGREEMENT

### F.1 Declaration by applicant

I hereby declare

- (a) that I have acquainted myself with the contents of the document "YOUR APPLICATION FOR ADMISSION", enclosed with this application form;
- (b) that the particulars furnished by me above in this application form are true and correct;
- (c) that I fully understand that the University is entitled to cancel my registration immediately, should it become apparent that any of the particulars furnished above in this application form is/are untrue or incorrect;
- (d) that I have acquainted myself, and in the future will keep myself acquainted with the contents of the University's Statute, regulations, language policy and rules (including the Rules for Students ("Studentereglement") as set forth in the University Calendar ("Jaarboek") as framed from time to time by the Council of the University or by any other competent body or person attached to the University;
- (e) that I undertake throughout all the years for which I register as student of the University, for whatever programme of study, to abide by the Statute and all the rules and regulations referred to in (d) above, including any amendments thereto and any substitutions therefore;
- (f) that I undertake not to bring any claim, of whatever kind against the University or any employee of the University nor in any way whatever to hold the University liable for any damage or loss whatever which I may incur or suffer personally or in property of mine and which directly or indirectly arises from my participation during my period of study at the University in any activity, of whatever kind, having to do with my studies or training or with sport or recreation of whatever kind, however such damage or loss may come about, and that I will participate in any such activity on my own responsibility and will accept of my own free will the risk attaching thereto;
- (g) that I authorise the University in the event of my requiring urgent medical treatment to get appropriate medical assistance and that I accept responsibility for the payment of the costs thus incurred;
- (h) that I will immediately get the necessary medical advice or treatment if I have reason to suspect that I have any contagious or infectious disease capable of creating a risk for other persons through my participation in any aspect of University activities, including, without restriction, residence in University accommodation, attendance of any instructional occasion, taking of examinations or tests or participation in University-related projects, sport or recreation; and that, if in terms of such medical advice it is desirable, I will withdraw from any such University activity; and that I indemnify the University against any liability of whatever nature that may directly or indirectly arise from the University in consequence of my failure to comply with this undertaking.
- (i) that I undertake to pay punctually all such registration tuition, class, residence and other fees as the University may from time to time charge during the years for which I register as a student of the University;
- (j) that I furthermore undertake to defray all legal costs arising for the University in the event of my failure to discharge any duty relating to the payments mentioned in (i) above.
- (k) that I accept the current policy concerning the ownership of intellectual property created by me during the course of my studies at the US.
- (l) In terms of sec 37 of the Promotion of Access to Information Act, Act 2 of 2000, you are hereby requested to treat the information furnished to you in this application form, as well as information furnished to you by third parties as a result of my application for admission to the Stellenbosch University, as confidential.

### Signature of applicant:

Date (DD/MM/YYYY)

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### F.2 Declaration by parent or guardian

(If the applicant is a minor, this portion of the application form must be completed by his/her parent or guardian.)

I hereby declare

- (a) that I have acquainted myself with the contents of, and consent to, the declaration by my minor child or



ward in F.1 above and that the particulars furnished by him/her in this application form are true and correct;

- (b) that I consent in particular to my minor child's or ward's undertaking throughout all his/her years of study to abide by the University's Statute, regulations and rules as framed from time to time by the Council of the University or by any other competent body or person attached to the University;
- (c) that I accept joint and several responsibility with my minor child or ward for the payment of all fees referred to in F.1 (i) above which may become due and payable to the University during all the years for which he/she registers as a student of the University (including studies subsequent to his/her attainment of majority) and that I undertake to pay the said fees punctually;
- (d) that I undertake not to bring any claim of whatever kind against the University or any employee of the University nor in any way to hold the University liable for any damage or loss whatever which he/she may incur or suffer personally or in property of mine and which directly or indirectly arises from my child's or ward's participation during his/her period of study at the University in any activity, of whatever kind, having to do with his/her studies or training or with sport or recreation of whatever kind, however such damage or loss may come about, and that he/she will participate in any such activity on his/her own responsibility and will accept of his/her own free will the risk attaching thereto; and I furthermore undertake to indemnify the University or any employee of the University if my minor child or ward with my assistance is on legally valid grounds unable to safeguard the University against liability as set forth hereinbefore.

**Signature of parent or guardian:**

Capacity (father, mother or guardian):

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**Date** (DD/MM/YYYY)

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**END OF APPLICATION FORM**

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