

Application to study at Unisa

(Only for first time applicants who have not previously studied for a formal programme.)

Applications Office: PO Box 1, Unisarand, 0148 **Website:** www.unisa.ac.za

Fax: 012 429 8116 (Fax number open from 1 August 2011- 2 September 2011)

See the application dates in the *my Choice @ Unisa* brochure.

This application form consists of sections A-J. All applicants must complete sections A, B, C, E and G (Grade 12 learners to complete section D, ignore E), see table below. Section H to be completed if applicable. For applicants requiring funding fill in the 2012 Student Funding Application Form.

Identify the category that is applicable to you and complete only those sections of the form as indicated in the table below.

ARE YOU ...?	Sections to be completed					
Currently in Grade 12	A	B	C	D		G
Transferring from another tertiary institution for diploma/bachelor's studies	A	B	C	E	F	G
Applying for diploma studies	A	B	C	E		G
Applying for bachelor's studies	A	B	C	E		G
Applying for any postgraduate qualifications except master's and doctoral qualifications	A	B	C	E	F	G

- 1 Refer to the *my Choice @ Unisa* brochure for the admission requirements, career options, expectations of you as a Unisa student and the supporting documents to be submitted.
- 2 When completing questions 2, 13b, 17, 18, 19, 21, 22, 24 on the application form refer to the *my Choice @ Unisa* brochure for the applicable codes.
- 3 Your application will only be finalised upon receipt of supporting documents and the non-refundable application fee. Incomplete applications will NOT be processed.
- 4 Applications received after the closing date will not be considered.
- 5 The university reserves the right to request original documents.

Items that must be submitted before your application will be processed:

1 Application fee of a R150,00 (post or fax applications) or R100,00 (online application)	<input type="checkbox"/>
2 Application form (which you must submit using the pre-addressed envelope)	<input type="checkbox"/>
3 Certified copy of ID document (RSA students) or passport/birth certificate (foreign students)	<input type="checkbox"/>
4 Certified copy of marriage certificate (where applicable) or divorce decree (where applicable)	<input type="checkbox"/>
5 Certified copy of school qualification(s) (eg Senior Certificate) (not applicable to current Grade 12 learners)	<input type="checkbox"/>
6 Certified copies of transcripts of complete academic records from all institutions attended (complete and incomplete studies) and conduct certificate (where applicable)	<input type="checkbox"/>
7 Original official translations of all document(s) if they are not in English or Afrikaans	<input type="checkbox"/>

PLEASE TAKE NOTE: Application phase and registration phase

All qualifications except master's and doctoral

- Unisa will only process complete applications.
- If you qualify for admission to the qualification, you will be informed and a registration pack will be posted to you.
- All information contained in the *my Registration @ Unisa* pack and registration dates can be found on the Unisa website (www.unisa.ac.za).

Master's and doctoral applications

- Master's and doctoral applications can only be submitted online (www.unisa.ac.za).
- No hardcopy or postal applications will be accepted.

For office use only:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Section A: Proposed qualification

Please check the admission requirements in the *my Choice @ Unisa* brochure to ensure that you qualify for the proposed qualification

1 a) Proposed qualification (eg BCom)	<input type="text"/>	2 Qualification code (eg 02011)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1 b) Specialisation (eg) Human Resource Management <input type="text"/>							

Section B: Personal details

3 Surname		<input type="text"/>															
4 Initials				<input type="text"/>				5 Title		<input type="text"/>							
6 Full name														<input type="text"/>			
7 Marital status				Single <input type="checkbox"/>				Married <input type="checkbox"/>				Divorced <input type="checkbox"/>					
8 Maiden name and/or previous surname (if applicable)														<input type="text"/>			
9 Gender (mark with an X)				Male <input type="checkbox"/>				Female <input type="checkbox"/>				10 Date of birth					
												Y Y Y Y M M D D					
11 Language of correspondence (mark with an X)								Afrikaans <input type="checkbox"/>				English <input type="checkbox"/>					
12 Identity number (RSA) or passport number (foreigners)														<input type="text"/>			
13 a) Do you have a disability?				Yes <input type="checkbox"/>				No <input type="checkbox"/>				13 b) Nature of your disability? Please indicate code					
												<input type="text"/>					
14 a) Are you a twin?				Yes <input type="checkbox"/>				No <input type="checkbox"/>				14 b) Is your twin a Unisa student?					
												Yes <input type="checkbox"/> No <input type="checkbox"/>					
14 c) Full name of sibling														<input type="text"/>			

15 The completion of the postal AND home addresses is compulsory and your application will not be processed without address details

Postal address and postal code	Home address and postal code	Address for personal delivery from Unisa and postal code (eg courier of study material during office hours) Please no P O Box addresses
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Postal code	Postal code	Postal code

16 Telephone numbers (dialling code & number)	Home (eg 012 000 0000)	Contact number for courier
<input type="text"/>	<input type="text"/>	<input type="text"/>
Work (eg 012 000 0000)	Cell (format +27 80 000 0000)*	
<input type="text"/>	<input type="text"/>	
Fax <input type="text"/>	E-mail <input type="text"/>	

17 At which centre do you want to write your examination(s) (please refer to the <i>my Choice @ Unisa</i> brochure)	<input type="text"/>	Please indicate code	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
18 Home language	<input type="text"/>	Please indicate code	<input type="text"/>	<input type="text"/>			

*The university uses cellphone numbers to communicate official information to you. It is your responsibility to inform the university whenever you change your cellphone number.

For office use only:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Section C: Please supply the following for statistical purposes. Refer to the my Choice brochure.

19 Nationality (code) <input type="text"/>	
20 Population group for statistical purposes (mark with an X) <input type="button" value="African"/> <input type="button" value="Coloured"/> <input type="button" value="Indian"/> <input type="button" value="White"/> <input type="button" value="Other"/>	
21 Occupation (code) <input type="text"/>	22 Economic sector (code) <input type="text"/>
23 May your name and contact details be given to fellow students for academic purposes? (mark with an X) <input type="button" value="Yes"/> <input type="button" value="No"/>	
24 Previous economic activity (please indicate code) <input type="text"/>	
25 After you have worked through the <i>my Choice @ Unisa</i> brochure, do you require further assistance with career planning and the appropriate selection of a study programme and subjects? (mark with an X) <input type="button" value="Yes"/> <input type="button" value="No"/>	
26 Do you need training in basic computer skills? (mark with an X) <input type="button" value="Yes"/> <input type="button" value="No"/>	
27 Do you have access to . . . (mark with X) <input type="checkbox"/> Internet <input type="checkbox"/> Cellphone <input type="checkbox"/> CD Rom (on a computer) <input type="checkbox"/> DVD Rom (on a computer) <input type="checkbox"/> MP3 player <input type="checkbox"/>	
28 a) Do you intend to apply for financial aid? (mark with an X) <input type="button" value="Yes"/> <input type="button" value="No"/>	
b) If yes, indicate NSFAS <input type="text"/> (RSA applicants only, complete section J) Eduloan <input type="text"/>	

Section D: Grade 12 learners

a) I am currently a Grade 12 learner	<input type="button" value="Yes"/> <input type="button" value="No"/>
b) In which province will you be writing your final matric exam?	<input type="text"/>
c) Exam number	<input type="text"/>

Section E: School leaving certificate obtained

a) Type of certificate (mark with an X)	Senior Certificate <input type="checkbox"/>	(NSC) from 2008 <input type="checkbox"/>
b) Other (please specify, such as O-levels or Standard 8, etc)* 		
c) Results achieved (mark with an X)		
1 NSC with entry level: bachelor's degree <input type="checkbox"/>	4 Senior Certificate with full exemption <input type="checkbox"/>	
2 NSC with entry level: diploma <input type="checkbox"/>	5 Senior Certificate without exemption <input type="checkbox"/>	
3 NSC with entry level: higher certificate <input type="checkbox"/>	6 Senior Certificate (subject successes only) <input type="checkbox"/>	
If you are applying for bachelor degree studies and you have marked either 5, 6 or b (in section E)* you have to apply for a Certificate of Conditional Exemption. Please go to Section H and complete form M30 and include additional documents as indicated in this section.		
29 Year completed (RSA applicants) <input type="text"/>	30 Province (RSA applicants) <input type="text"/>	
31 Examination number (RSA applicants) <input type="text"/>		

For office use only:

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Section F: Tertiary institutions previously attended prior to 2012 (completed and incompletd studies must be indicated)

Institution(s) eg Unisa	Degree(s)/diploma(s) eg BA	Year(s) eg 1994-1996	Student number(s) eg 12345678	If completed, state year(s) eg 1996

32 Do you intend applying for course exemptions or transferring of credits from previous studies? (mark with an X)
If yes, submit certified copies of your tertiary academic record

Yes

No

Section G: Declaration and undertaking

I declare that all the particulars furnished by me on this form are true and correct. I undertake to comply with all the rules, regulations and decisions of the university and any amendments thereto, and I have taken note of advice which may be applicable to students in general.

Surname: _____

Initials: _____

Applicant's signature: _____

Date: _____

APPLICATION PAYMENT

NATIONAL APPLICATIONS

Bank deposits may only be made after receipt of a Unisa reference number.
Online payment can be made if you have a credit card (www.unisa.ac.za).
No payments will be accepted during registration.

INTERNATIONAL APPLICATIONS

SWIFT payments, attach proof of payment.
Online payment can be made if you have a credit card (www.unisa.ac.za).

OFFICIAL USE ONLY

AME Evaluation:

W.E.F:

Initials:

Application fee:

Initials:

Unisa student number (if issued)

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SECTION H**MATRICULATION BOARD M30 (Unisa)****Application for a Certificate of Conditional Exemption****FOR ADMISSION TO BACHELOR'S DEGREE STUDIES (not for BTech degree studies)****IN ADDITION TO THE DOCUMENTS REQUIRED BY UNISA FOR THE APPLICATION PHASE
THIS FORM MUST BE ACCOMPANIED BY THE FOLLOWING:**

- 1 **Original** educational qualifications (high school and post-school qualifications) or only copies certified correct by the Registrar of a South African university or by a South African Embassy, Consulate, High Commission, Trade Mission or by a Public Notary in a foreign country. Original sworn translations in either English or Afrikaans must accompany documents issued in another language.
- 2 Holders of American High School Diplomas must submit a letter issued by the Registrar of an accredited university in the United States of America to the effect that the holder is eligible for unconditional admission to degree studies at such a university, or submit SAT results.
- 3 An **original** official academic record reflecting the courses passed in different years, if the application is based on the grounds of post-school qualifications, with a prescribed minimum duration of at least three years uninterrupted study. (RSA/SADC students only).
- 4 A **certified copy** of the particulars in the applicant's identity document or passport reflecting his or her date of birth and full names or the applicant's birth certificate.
- 5 A married woman must also submit a **certified copy** of her marriage certificate or divorce decree.
- 6 **Fees payable:** You will only be required to pay this fee after the application for exemption has been processed. The approved fee will be published on the Unisa website (www.unisa.ac.za) at the beginning of August 2011. Unisa anticipates the fee to be about R380.
- 7 Applications for exemption from the matriculation endorsement must be submitted together with your application to study.

FAXED DOCUMENTS ARE NOT ACCEPTABLE FOR THIS CONDITIONAL EXEMPTION APPLICATION.**APPLICANT'S FULL NAME (BLOCK LETTERS PLEASE):**

1 Present surname: _____

2 Maiden or previous surname(s): _____

3 First names: _____

4 Date of birth: _____

5 Postal address: _____

_____**APPLICATIONS OFFICE**

Operator's code:

Date:/...../20.....

Route to section: AME

☐

File:

☐

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6 Full particulars regarding applicant's educational qualifications:

a) School certificate:

Name of certificate:

Name of examining body, eg Cambridge International Examinations, IEB, Umalusi

Year of completion: YYYY

In which province did you write your senior certificate examinations? (RSA applicants)

b) Post-school qualification (where applicable):

Name of diploma/degree eg Nat. Dip. Accounting:

Institution where obtained:

Year of completion: YYYY

7 Full particulars regarding applicant's educational qualifications:

School subjects passed	Month/year	Grade/level	Symbol

8 Degree for which applicant proposes to study, eg BTh**CHECKLIST (to be completed by the applicant before submitting the application):**

1. Did you complete all questions on the form?	Yes	No
2. Did you sign the form?	Yes	No
3. Are your documents (ID/passport, educational qualifications and marriage certificate/divorce decree attached?	Yes	No
4. Are the documents the originals or certified as explained on the previous page?	Yes	No

If you answered NO to any of these questions, your application will not be processed.

Applicant's signature

Date

Y	Y	Y	Y	M	M	D	D
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ONLY South African citizens are eligible for NSFAS offerings

***Only one application per academic year**

1 Personal particulars

2 Employment details

If yes, please complete section 2.1, If no, please complete sections 3 or 3.1

2.1 Applicant's employment details (attach certified proof of income not older than three months)

i

*If married please complete section 3.1 with spouse's employment details

3 Details of parent/s for a dependent application

• Please attach certified copies of ID, death or divorce decree

NB: If one or both parents are unknown, a single parent or guardian must declare in an affidavit NOT a student.

• Please attach latest payslips if employed, last 3 months bank statements and affidavit if self-employed and affidavit if unemployed

		Father	Mother
Name & surname			
ID number			
Residential address			
Employer's name			
Employer's address			
Employer's tel number			
Type of income	Salary	Monthly	Monthly
		Weekly	Weekly
	Wages	Monthly	Monthly
		Weekly	Weekly
	Other	Monthly	Monthly
		Weekly	Weekly

3.1 Legal guardian/spouse (please attach certified ID copies, payslip, 3 months bank statements and affidavit if self-employed or an affidavit if unemployed)

Name & surname		Type of income	
ID number		Type of income	
Residential address			
Employer's name			
Employer's address			
Employer's tel number			
	Salary	Monthly	
		Weekly	
	Wages	Monthly	
		Weekly	
	Other	Monthly	
		Weekly	

4 Particulars of next-of-kin: mother, father, sister, brother, cousin, partner, aunt or uncle

Surname		Initials		Title	
Relationship to applicant					
Postal address					
Telephone number			Cell number		

5 Particulars of lawful household (eg parent/s, guardian, other dependents starting with applicant):

NB: Please use a separate page if space provided below is insufficient

Attach certified copies of RSA identity documents or birth certificates of all members of lawful household

Name	Surname	ID number	Relationship to applicant (1)	Age	Currently busy with (2)

(1) Spouse/partner/brother/sister/daughter/son/uncle/aunt/grandparent/other

(2) Primary school/secondary school/out of school/unemployed/employed/university (of technology)/FET college/other

*Please attach certified copies of proof of income for employed members of household stated in section 5, excluding members already mentioned in sections 3 and 3.1.

6 Declaration

I declare that I have read and understood the contents of this loan application form, and information supplied by me is true and correct. I also understand that should any of the information/document herein be proved to be incorrect or falsified, disciplinary action will be taken against me.

Student's signature

Date

Parent/guardian's signature (if student is under 18)

Date