

IMPORTANT NOTICE / REMINDER STUDENTS WITHOUT ENDORSEMENT OR EXEMPTION

The Higher Education Act, 101 of 1997, a mandate and statutory requirement for entry-level for all higher education Bachelor's degree programs, requires a **bachelor's endorsement or complete exemption certificate**.

All school leavers without a bachelor's pass or complete exemption, need to obtain an exemption certificate issued by Universities South Africa (USAF) for possible admission to the university.

International applicants with foreign qualifications must also submit the USAF matriculation board exemption outcome when applying to tertiary Institutions.

Admission to bachelor's degree studies at any South African University requires:

- i) An Endorsed Senior Certificate, complete exemption certificate or
- ii) A Conditional Exemption letter/ certificate issued by the Matriculation Board.

The following steps are required to apply for a conditional or complete exemption certificate.

HOW TO APPLY FOR AN EXEMPTION CERTIFICATE:	
Step 1	
Deposit the amount of R 750.00 into the account of the Matriculation Board at Bank: ABSA, Branch: Sunnyside (630345), Account number: 4059036917: Reference: University student number;	
Step 2	
Provide uncertified, hard copies to the relevant admission officer of the following supporting documents:	
<ul style="list-style-type: none">- proof of payment- Uncertified senior/school leaving certificate or statement of results- Uncertified academic transcripts of post-school studies and- Uncertified ID or passport as well as the- Completed M30 form	

IMPORTANT: It remains the responsibility of each student to apply for Exemption.

P.p. REGISTRAR
MatriculationBoardNotice

1. Applicant's full name (**BLOCK LETTERS PLEASE**)

SURNAME / MAIDEN SURNAME

.....

FIRST NAMES (AS ON PASSPORT/BIRTH/IDENTITY DOCUMENT)

.....

2. Date of birth:

3. Postal Address:

.....

.....

Postal Code:

4. Full particulars regarding applicant's educational qualifications:

(a) **School certificate:**

(b)

Post-school qualification

Name of school certificate:

.....

Year of completion:

.....

School where obtained:

.....

Name of certificate:

.....

Year of completion:

.....

Institution where obtained:

.....

Degree of studies

Year of completion:

Name of university:

.....

.....**UFS**.....