

# Application to study at Unisa

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

**Applications Office:** PO Box 1, Unisarand, 0148 **Website:** [www.unisa.ac.za](http://www.unisa.ac.za)

**Fax:** 012 429 8116 (Fax only open during Unisa's application periods.)

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

This application form consists of sections A to H. 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, please complete the 2013 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 and the Unisa website for the admission requirements, career options, expectations of you as a Unisa student and the supporting documents to be submitted.
- 2 When completing questions 12b, 16, 17, 18, 19, 20, 21 and 23 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 applications)   | <input type="checkbox"/> |
| 2 Application form   | <input type="checkbox"/> |
| 3 Certified copy of ID document (RSA students) or passport (international 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"/> |
| 8 If applying for exemptions, include the DSAR04 form and supporting documents   | <input type="checkbox"/> |
| 9 If applying for a certificate of exemption, include the M30 (section H) form and supporting documents specified on the form  | <input type="checkbox"/> |

### PLEASE TAKE NOTE: application phase and registration phase

#### Undergraduate degrees, diplomas and higher certificates Honours degrees, postgraduate certificates and diplomas

- Unisa will only process complete applications.
- If your application is successful, visit the Unisa website towards the end of November 2012 for registration information and registration dates ([www.unisa.ac.za](http://www.unisa.ac.za)).

#### Master's and doctoral applications

- Master's and doctoral applications can only be submitted online ([www.unisa.ac.za](http://www.unisa.ac.za)).
- No hard copy 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

<b>1 Please check the admission requirements in the <i>my Choice @ Unisa</i> brochure to ensure that you qualify for the proposed qualification</b>	
a) Proposed qualification (first choice) eg Bachelor of Commerce	<input type="text"/> b) Code (eg 02011) <input type="text"/>
c) Stream (where applicable) <input type="text"/>	
a) Proposed qualification (second choice) eg Diploma in Policing	<input type="text"/> b) Code (eg 02011) <input type="text"/>
c) Stream (where applicable) <input type="text"/>	

## Section B: Personal details

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

## 14 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 PO 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"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Postal code	Postal code	Postal code

15 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"/>	

16 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"/>
17 Home language	<input type="text"/>	Please indicate code <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 @ Unisa* brochure.**

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

**Section D: Grade 12 learners**

26 a) I am currently a Grade 12 learner <input type="checkbox"/> Yes <input type="checkbox"/> 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**

27 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)*     			
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.			
28 Year completed (RSA applicants)	<input type="text"/>	29 Province (RSA applicants)	<input type="text"/>
30 Examination number (RSA applicants)	<input type="text"/>		

For office use only:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**Section F: Tertiary institutions previously attended prior to 2013  
(completed and incompleeted 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

30 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 and the DSAR04 form.

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 student number.  
Online payment can be made if you have a credit card ([www.unisa.ac.za](http://www.unisa.ac.za)).  
No payments will be accepted during the registration periods.

**INTERNATIONAL APPLICATIONS**

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

Unisa student number (if issued)

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**OFFICIAL USE ONLY**

AME Evaluation: .....

W.E.F: .....

Initials: .....

Application fee: .....

Initials: .....

## 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. Not yet known, but an increase to R400 is expected. For updated information, visit the Unisa website ([www.unisa.ac.za](http://www.unisa.ac.za)).
- 7 Applications for exemption from the matriculation endorsement must be submitted together with your application to study.

**FAXED OR E-MAILED 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:

Unisa student number (if issued)

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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:

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:

**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** \_\_\_\_\_

**CHECK LIST (to be completed by the applicant before submitting the application):**

1 Did you complete all questions on the form?	<input type="button" value="Yes"/>	<input type="button" value="No"/>
2 Did you sign the form?	<input type="button" value="Yes"/>	<input type="button" value="No"/>
3 Are your documents (ID/passport, educational qualifications and marriage certificate/divorce decree attached)?	<input type="button" value="Yes"/>	<input type="button" value="No"/>
4 Are the documents the originals or certified as explained on the previous page?	<input type="button" value="Yes"/>	<input type="button" value="No"/>

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

Applicant's signature

Date

**Application form for exemption of study units**

Unisa student number	<input type="text"/>					
Surname, initials, title	<input type="text"/>					
Proposed qualification (eg BCom, BTech)	<input type="text"/>			Qualification code	<input type="text"/>	
Specialisation field (if applicable)	<input type="text"/>					
Previous institution(s)	<input type="text"/>					

Study unit(s) from which exemption must be considered			
	Unisa study unit code	Other institution's name	Other institution's study unit code Year passed at other institution
1			
2			
3			
4			
5			
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12			
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**Important information**

- 1 Exemption is not granted for more than half of the maximum number of study units prescribed for a qualification.
- 2 Students must be aware that in addition to school qualifications and academic records already submitted, it may be required to submit additional supporting documents such as syllabi of courses passed.
- 3 All applications for exemptions can only be dealt with after the relevant registration period. Exemptions can only be finalised if the necessary admission documentation is issued.
- 4 Application for credits on Recognition of Prior Learning (experiential learning – RPL) must be logged on a separate form which is available from [RPL@unisa.ac.za](mailto:RPL@unisa.ac.za).

I hereby declare that I am fully aware that Unisa can amend my registration if necessary, should I not qualify for exemption from the modules requested.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

