

HOW TO APPLY:

Undergraduate programmes



SELECT A PROGRAMME

Check out **What can I study?** on www.maties.com or browse the [University calendar](#).

Still not sure? Book an online or on-campus advisory or career counselling session at csr@sun.ac.za, or phone 021 808 4709.



MEET THE ADMISSION & SELECTION CRITERIA

Some programmes have extensive selection processes. Make sure you understand the requirements.

[Admissions Policy](#)

[Admission & selection requirements](#)

[International qualifications](#)



APPLY ONLINE

Make sure you submit your application by **31 July**. You can [apply here](#).

You can apply for up to 3 programmes.

[Application documents](#)



TRACK YOUR APPLICATION STATUS

Log in to the [Applicant Portal](#) to track your application status.



ACCEPT OUR OFFER AND UPLOAD YOUR SIGNED CONTRACT

If we make you an offer you must accept it by the deadline, and upload your signed [student contract](#) to register as a Matie!

RESOURCES

Here's a list of all the useful links that you'll find throughout this document.

GET IN TOUCH

For help or more information, contact Client Services at 021 808 9111, or e-mail info@sun.ac.za or visit www.maties.com. Remember to provide your Applicant ID when you contact us.

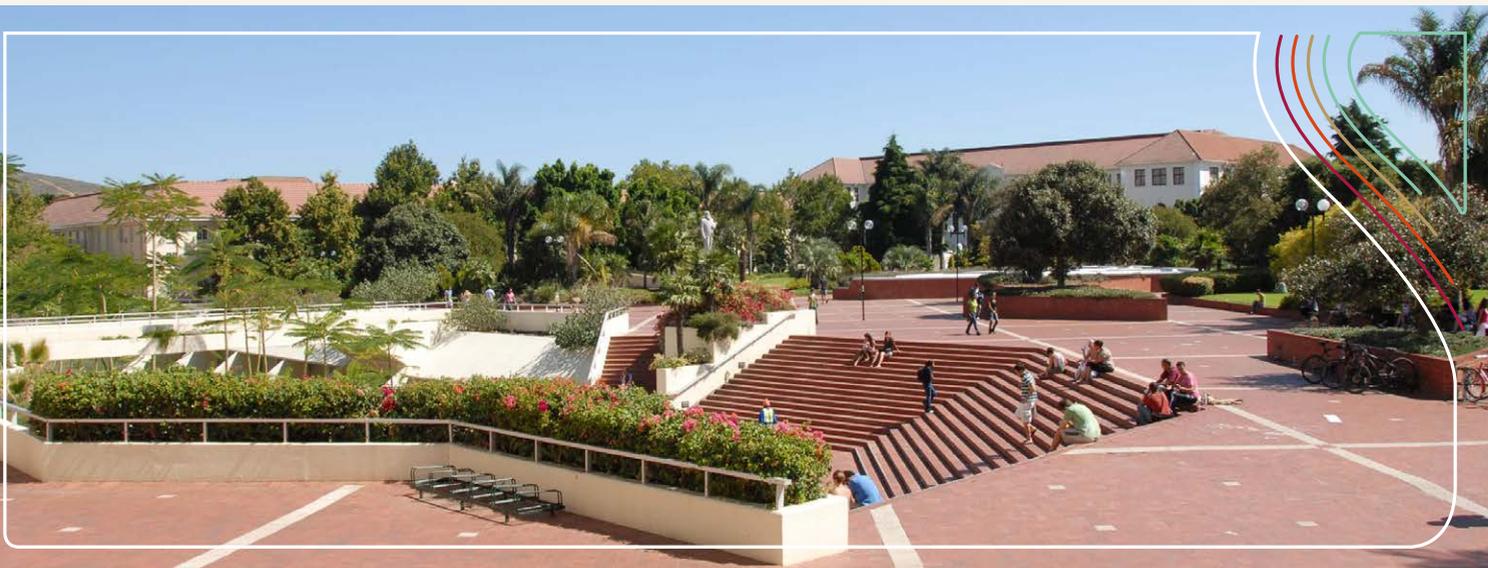
SELECT A PROGRAMME

WANT MORE INFORMATION ABOUT THE PROGRAMMES WE OFFER?

Check out **What can I study?** on www.maties.com or browse the [University calendar](#).

HEADING?

Book an online or on-campus advisory or career counselling session at our Centre for Student Recruitment at csr@sun.ac.za, or phone 021 808 4709.



Select a programme

page 1



Meet the criteria

page 2 - 3



Apply online

page 4 - 12



Track your application

page 13



Accept and sign

page 14 - 15



Resources

page 16



Get in touch

page 17



MEET THE ADMISSION AND SELECTION CRITERIA

Before you apply you must make sure that you

- meet the most basic academic requirements for a bachelor's degree; and
- meet the minimum requirements and [selection criteria](#) for the programme(s) you apply for.

We receive thousands of applications a year, but our space is limited. Even if you meet all the admission requirements we may not be able to accommodate you.



What are the minimum academic requirements for a bachelor's degree?

Before you consider applying for University, you need at least

- 30% for a South African Language of Learning and Teaching (English or Afrikaans), and
- an achievement rating of 4 (50% - 59%) in four 20-credit subjects.

How do you calculate your National Senior Certificate average?

Highest score in Language of Learning and Teaching (Eng or Afr) + (5 x best results in 20-credit subjects excluding Life Orientation, Advanced Mathematics, Mathematics 3, and any other non NSC subjects). That total divided by 6.

How do we assess international qualifications?

If you apply with [international qualifications](#) we will use appropriate calculations and conversions relevant to the guidelines for the specific examination.

Select a
programme
page 1



Meet the
criteria
page 2 - 3



Apply online
page 4 - 12



Track your
application
page 13



Accept
and sign
page 14 - 15



Resources
page 16



Get in touch
page 17



MEET THE ADMISSION AND SELECTION CRITERIA (Continued)

TAKE THE SITUATIONAL JUDGEMENT TEST (SJT)

If you are applying for admission to undergraduate programmes of the **Faculty of Medicine and Health Sciences**, you must register for and write the Situational Judgement Test.

TAKE THE NATIONAL BENCHMARK TEST (NBT)



What is the National Benchmark Test?

The NBT is designed to measure your ability to transfer understanding of language skills, numerical skills and mathematics to the demands of your coursework.

Who must write the NBTs?

If you're applying to the **Faculty of Law** (BALaw, BComLaw, BAacLLB and the four-year LLB programme), you must write the NBT no later than 30 July.

School of Tomorrow applicants must write the NBT before the end of 2022.

Do I need to write the Mathematics NBT paper?

Yes, if mathematics is an admission requirement to your programme.

Where can I make an appointment to write the NBT?

Visit www.nbt.ac.za for more about the NBT and to make an appointment.

Select a
programme
page 1



Meet the
criteria
page 2 - 3



Apply online
page 4 - 12



Track your
application
page 13



Accept
and sign
page 14 - 15



Resources
page 16



Get in touch
page 17



APPLY ONLINE

TAKE NOTE OF THE CLOSING DATES

- Make sure you submit your application before the closing date.
- You will need an e-mail address and phone number so that we can contact you.
- As soon as you create your profile you can follow the system prompts.

IMPORTANT CLOSING DATES	OPEN	CLOSE
Undergraduate applications & residences	4 April	31 July
Financial assistance applications at SU	15 June	30 November
NSFAS bursary applications (NSFAS determines these dates; not the University)	1 September	30 November
Diploma in Public Accountability applications (Telematic education)	4 April	15 December

Select a programme
page 1 

Meet the criteria
page 2 - 3 

Apply online
page 4 - 12 

Track your application
page 13 

Accept and sign
page 14 - 15 

Resources
page 16 

Get in touch
page 17 

APPLY ONLINE (Continued)

APPLY FOR UP TO THREE PROGRAMMES

- You may apply for up to three programmes from any faculty.
- You will be considered for all three of those programmes, and if you qualify, you may receive multiple offers. You must accept one of the offers by the date communicated to you in the offer letter.
- If two of the programmes you have selected have extensive selection criteria, you should choose a third programme that is not on that list to improve your chances of receiving an offer.

Programmes with extensive selection processes:

- | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • All programmes in the Faculty of Medicine and Health Sciences • All programmes in the Faculty of Law • BA (Visual Arts) • BA (Drama) • All programmes in Music | <ul style="list-style-type: none"> • BA (Sport Science) • BSc (Sport Science) • BEd (GenEd) • All programmes in Engineering • BCom Actuarial Science • BCom (International Business) |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

- Select a programme
page 1 
- Meet the criteria
page 2 - 3 
- Apply online**
page 4 - 12 
- Track your application
page 13 
- Accept and sign**
page 14 - 15 
- Resources
page 16 
- Get in touch
page 17 



I don't have internet access; how can I apply?

Get in touch with Client Services and ask them to send you a hard copy application form. You can call 021 808 9111 or email info@sun.ac.za. Your completed application form and supporting documents must reach us before the closing date. If we don't receive your application on time, we cannot consider it.

Will I lose my data if there is a power outage while I'm applying?

No, you can start again at the last section you completed, but keep an eye on those [closing dates](#).

UPLOAD YOUR APPLICATION DOCUMENTS

Tip: Make sure your electronic copies are clear and legible and that we can easily read everything on the page. If we can't, we will ask you to resubmit the document, which will slow down your application. We prefer PDF documents, but you can also upload doc, docx, jpg, jpeg, and png files.



What if my application and supporting documents don't reach you before the closing date?

We cannot consider applications if we don't receive them by the [closing date](#).



USEFUL RESOURCES

A LIST OF THE DOCUMENTS WE NEED

STUDENT SUPPORT FORM

PORTFOLIO REQUIREMENTS FOR BA (VISUAL ARTS)

STUDENT CONTRACT

Select a programme

page 1



Meet the criteria

page 2 - 3



Apply online

page 4 - 12



Track your application

page 13



Accept and sign

page 14 - 15



Resources

page 16



Get in touch

page 17



APPLY ONLINE (Continued)

REQUIRED DOCUMENTS

Non-academic documents we need

If you	Then we need	Additional information
Are a South African student from a quintile 5 school	Proof of payment for the R100 application fee, only if you pay offline.	South African applicants from quintile 1 - 4 schools and international applicants do not have to pay the application fee.
Are a student with a disability who needs additional support	A completed student support form	
Are not South African	Proof of permanent residency, refugee or asylum-seeking status	
Are applying for the BA (Visual Arts) Programme	A completed portfolio	Please send completed portfolio to visualartapplication@sun.ac.za no later than 1 September.
Have accepted an offer from us (conditional or final)	A signed student contract	You will not be able to register at the University without a signed student contract.
Apply to the Faculty of Medicine and Health Sciences and are registered for or you have completed a tertiary qualification at an NQF level 7	A completed motivational letter	Please send your motivational letter to tygselections@sun.ac.za by 31 July.

- 
Select a programme
 page 1 
- 
Meet the criteria
 page 2 - 3 
- 
Apply online
 page 4 - 12 
- 
Track your application
 page 13 
- 
Accept and sign
 page 14 - 15 
- 
Resources
 page 16 
- 
Get in touch
 page 17 

APPLY ONLINE (Continued)

Academic documents we need if you are in your final school year

If you are	Then we need	Additional information
In the South African school system.	Final grade 11 assessment results as per the Department of Education guidelines.	
In an international school system	Grade 11 results (pre-final) and final-year school subjects with levels.	<p>If you are enrolled in an international school system, for example, Cambridge, International Baccalaureate (IB) or a USA High School Diploma, you must apply using grade 11 (pre-final year) results.</p> <ul style="list-style-type: none"> • Only if you do not have grade 11 (pre-final) results, should you submit predicted results provided by the school. • Please also supply an official list of subjects taken in the final year of school (grade 12/13) with levels for the official subjects, including rewrites (confirmed by the school), e.g. a report, a letter from the school or a statement of entry. • To ensure you meet the requirements for Matriculation Exemption, please visit the Universities South Africa website http://mb.usaf.ac.za for more information on Matriculation Exemption.

Select a programme
page 1



Meet the criteria
page 2 - 3



Apply online
page 4 - 12



Track your application
page 13



Accept and sign
page 14 - 15



Resources
page 16



Get in touch
page 17



APPLY ONLINE (Continued)

Academic documents we need if you have completed your final school year

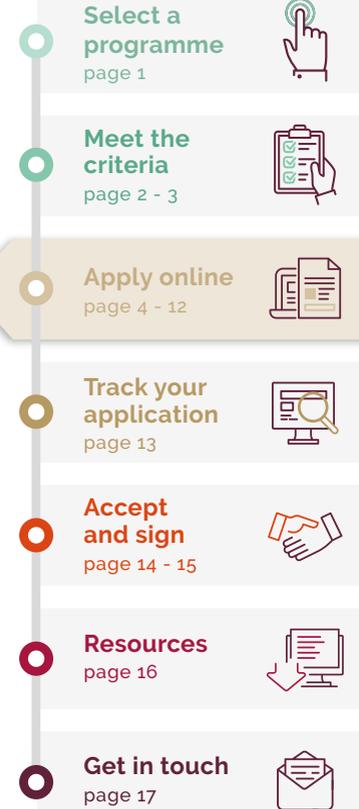
If you	Then we need	Additional information
In the South African school system.	National Senior Certificate (NSC) or IEB/Statement of symbols of final school results.	
In an international school system	Final school results from the International Curriculum (Cambridge International, International Baccalaureate, etc.), including School of Tomorrow.	<ul style="list-style-type: none"> • Cambridge applicants must also include O level or IGCSE/GCSE certificates. • You must meet the requirements set by Universities South Africa (USAf) for Matriculation Exemption for that system by the time you register. Please see http://mb.usaf.ac.za and select the relevant country's information. • If you follow the American high school system, you must provide the necessary exemption documents as per the USAf website at https://mb.usaf.ac.za/united-states-of-america/. • It usually is only possible to apply for a formal certificate of University Exemption during your first year of registration, so you might not yet have it available when you register for the first time. You will, however, be able to register, if you qualify for Matriculation Exemption as assessed by the University.
An applicant from any school system	Additional subject and rewrite results.	Upload the additional results with your initial grade 12 results as one document.

- 
Select a programme
 page 1 
- 
Meet the criteria
 page 2 - 3 
- 
Apply online
 page 4 - 12 
- 
Track your application
 page 13 
- 
Accept and sign
 page 14 - 15 
- 
Resources
 page 16 
- 
Get in touch
 page 17 

APPLY ONLINE (Continued)

Academic documents we need if you are currently enrolled at a tertiary institution (including Stellenbosch University)

What we need	Additional information
Final school-leaving results	Refer to the information that we require for various school systems in the information for applicants who have completed their school year.
Proof of registration	Including a list of subjects you are enrolled for with provisional grades if available when you apply.
Full academic transcript for each academic year completed, including grades.	We do not accept online results obtained from self-service portals.



APPLY ONLINE (Continued)

Academic documents we need if you have completed a tertiary qualification (including at Stellenbosch University)

What we need	Additional information
Relevant certificates and full academic transcript for each year of enrolment, including grades.	Guidelines for supporting documents: <ul style="list-style-type: none"> Copies of your original documents must be stamped and signed by the awarding school, institution, notary public, or a Commissioner of Oaths. If you use Postal or Police services, please ensure that the stamp includes the date, name, signature, and rank of the officer. We do not accept online results obtained from self-service portals.
Diploma(s) and full academic transcript for each year of enrolment, including grades.	
B degree certificate(s) and full academic transcript for each year of enrolment, including grades.	
Honours degree certificate(s) and full academic transcript for each year of enrolment, including grades.	
Master's degree certificate(s) and full academic transcript for each year of enrolment, including grades (where applicable).	
Doctoral degree certificate(s) PLUS full academic transcript for each year of enrolment, including grades (where applicable).	
If your final degree certificate is not available when you apply, please provide us with official proof that you have completed the qualification	For international qualifications, the proof of completion should not be older than five years from the date the degree was conferred. For South African Higher Education Institutions, proof of completion should not be older than one year.



APPLY ONLINE (Continued)

SUBMIT YOUR APPLICATION

When you have completed the application form and attached all your supporting documents, you are ready to submit your application!

You will receive an e-mail that confirms that we have received your application. All the e-mails we send you will also be available on the Applicant Portal.

We'll contact you using the e-mail address and phone number you provided to let you know whether your application has been successful.



How do I change my programme selection after I have submitted my application?

You need to send an e-mail to our Client Services at info@sun.ac.za. But keep an eye on those closing dates. Once applications are closed, the Faculty will decide whether they could accommodate your request based on the number of places available.

- Select a programme
page 1 
- Meet the criteria
page 2 - 3 
- Apply online**
page 4 - 12 
- Track your application
page 13 
- Accept and sign
page 14 - 15 
- Resources
page 16 
- Get in touch
page 17 

TRACK YOUR APPLICATION STATUS

Log in to the [Applicant Portal](#) to track your application status and make sure there is no outstanding information. Use your username (e-mail address) and password to log in.



-  **Select a programme**
page 1 
-  **Meet the criteria**
page 2 - 3 
-  **Apply online**
page 4 - 12 
-  **Track your application**
page 13 
-  **Accept and sign**
page 14 - 15 
-  **Resources**
page 16 
-  **Get in touch**
page 17 

ACCEPT OUR OFFER AND UPLOAD YOUR SIGNED CONTRACT

RECEIVING MULTIPLE OFFERS

If you have applied for more than one programme, you may receive more than one offer from us. You may only accept one offer.

CONDITIONAL OFFERS

If you apply with your grade 11 results, we may admit you on the condition that you pass your final National Senior Certificate (NSC) or equivalent exam and that your results meet the programme conditions.



What if I receive more than one offer?

If you receive multiple conditional offers, you must accept one offer by the date in your offer letter. Otherwise, the offer expires.

FINAL OFFERS

We will make a final offer based on your final grade 12 results released at the beginning of the following academic year. You will have three days to accept our offer before the offer expires.

If you have completed your final school year and apply with your grade 12 marks, you will be considered for a final offer (or offers), and you must accept one of those offers within the cut-off time specified in your offer.

What if I change my mind later?

If you accept an offer you can decline it at any time to accept another offer. If you have declined an offer or your offer has expired you must contact Client Services at info@sun.ac.za if you want to be considered for that programme again. The Faculty can then consider your request based on available space.

Select a programme
page 1



Meet the criteria
page 2 - 3



Apply online
page 4 - 12



Track your application
page 13



Accept and sign
page 14 - 15



Resources
page 16



Get in touch
page 17



ACCEPT OUR OFFER AND UPLOAD YOUR SIGNED CONTRACT (Continued)

UPLOAD YOUR SIGNED CONTRACT

When you first accept an offer (whether that is a conditional or final offer), we will ask you to submit a signed Student Contract. Once you have accepted a final offer and uploaded your Student Contract, you will be able to register when the official registration opens.

You will not be able to register if we have not received your signed Student Contract.

If you are an international student, you will receive a letter of undertaking from the University to apply for your study visa. You will undergo a pre-registration process, where we will verify that you have a valid passport, study visa, South African medical cover and have paid the required fees. Please read more on the requirements [here](#).



USEFUL RESOURCES

STUDENT CONTRACT

- **Select a programme**
page 1 
- **Meet the criteria**
page 2 - 3 
- **Apply online**
page 4 - 12 
- **Track your application**
page 13 
- **Accept and sign**
page 14 - 15 
- **Resources**
page 16 
- **Get in touch**
page 17 

RESOURCES

WANT MORE INFORMATION ABOUT THE PROGRAMMES WE OFFER?

Check out **What can I study?** on www.maties.com or browse the [University calendar](#).



USEFUL RESOURCES

ADMISSIONS POLICY

STUDENT SUPPORT FORM

NFSAS

ADMISSION & SELECTION
REQUIREMENTS

PORTFOLIO REQUIREMENTS
FOR BA (VISUAL ARTS)

STUDENT
ACCOMMODATION

INTERNATIONAL
QUALIFICATIONS

STUDENT CONTRACT

STUDENT FEES

A LIST OF THE
DOCUMENTS WE NEED

UNDERGRADUATE
BURSARIES AND LOANS

APPLICANT PORTAL



Select a
programme

page 1



Meet the
criteria

page 2 - 3



Apply online

page 4 - 12



Track your
application

page 13



Accept
and sign

page 14 - 15



Resources

page 16



Get in touch

page 17



GET IN TOUCH

CAREER COUNSELLING

Book an online or on-campus advisory or career counselling session at our Centre for Student Recruitment at csr@sun.ac.za, or phone 021 808 4709.

HELP WITH YOUR APPLICATION

If you need any help with your application or need more information, please contact our Client Services at 021 808 9111, or e-mail info@sun.ac.za or visit www.maties.com. Remember to provide your Applicant ID when you contact us.

THE LEGAL STUFF

The University reserves the right to adjust the information in this brochure at any time and as the need arises. This information may therefore be incomplete or out of date. The latest information is available on www.maties.com and at the telephone numbers given in this brochure. The information is given here to the best of our knowledge and as accurately and fully as was possible at the time of going to press in March 2022.

Verifying the given information remains the responsibility of the prospective student.

Select a programme

page 1



Meet the criteria

page 2 - 3



Apply online

page 4 - 12



Track your application

page 13



Accept and sign

page 14 - 15



Resources

page 16



Get in touch

page 17

