

2015

**UFS International first-year
Leadership for Change
Programme**

T: 051 401 9111 info@ufs.ac.za www.ufs.ac.za

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Kopiereg voorbehou

UNIVERSITY OF THE
FREE STATE
UNIVERSITEIT VAN DIE
VRYSTAAT
YUNIVESITHI YA
FREISTATA



OVERVIEW

Step-by-Step

1. Website
2. Login
3. Checklists, Templates and Application information
4. Enter Biographical Information
5. Answer Essay questions
6. Load documents
 - CV
 - Reference letter
7. Click **Submit**
8. Confirmation (email)

1. WEBSITE

- Go to <http://www.ufs.ac.za/f1>



- Required information is available

APPLICATION PACK

Please find some background information, requirements, instructions and other relevant information to apply for the UFS International first-year leadership programme.

Read the following documents and complete the electronic application form:

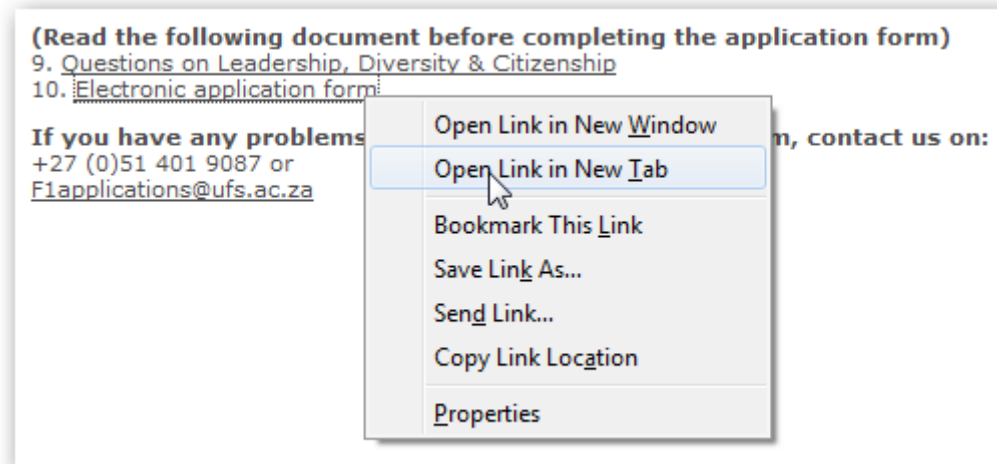
1. [Letter to applicants](#)
2. [Concept brief: Programme](#)
3. [Programme 2011](#)
4. [Application: Procedure and schedule](#)
5. [Application: Requirements](#)
6. [Application: Instructions and check list](#)
7. [Application: Letters of Reference \(Word format\)](#)
8. [Curriculum Vitae Template \(Word format\)](#)

(Read the following document before completing the application form)

9. [Questions on Leadership, Diversity & Citizenship](#)
10. [Electronic application form](#)

1. WEBSITE

- On www.ufs.ac.za/F1
- Click on “Electronic application form”

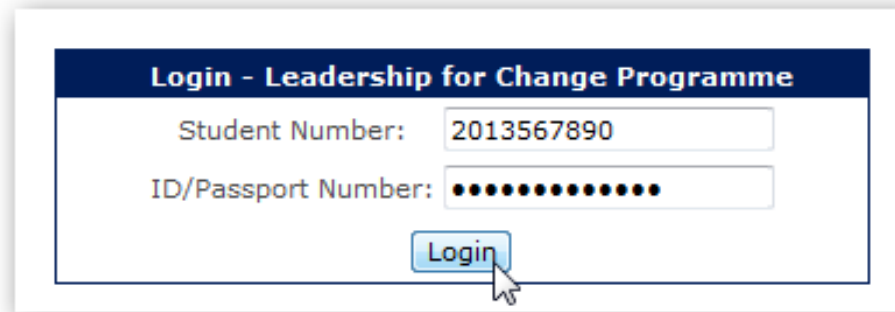


- The form is opened in a new window.

2. LOGIN

Complete the fields:

- Student Number
- ID number (for South African Students)
- Passport number (for International Students)

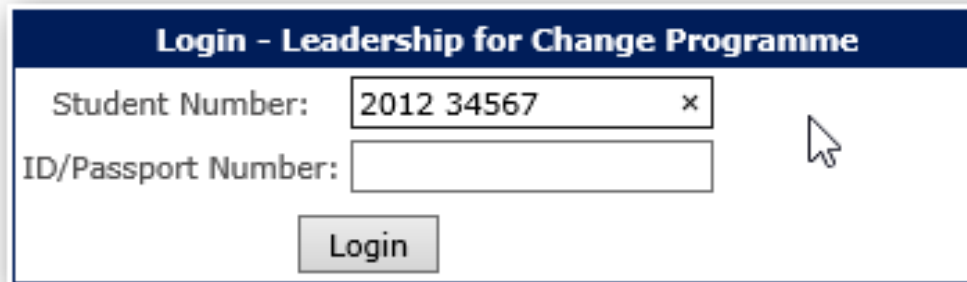


The screenshot shows a login form titled "Login - Leadership for Change Programme". It contains two input fields: "Student Number" with the value "2013567890" and "ID/Passport Number" with a masked value of "●●●●●●●●●●". A "Login" button is located below the fields, with a mouse cursor pointing to it.

Click **Login** to continue

2. LOGIN

- Details must be valid according to your student record
 - Contact
 - +27 (0)51 401 9087 or F1applications@ufs.ac.za
 - Provide student number and ID/Passport number
- Do not use spaces



The screenshot shows a login form titled "Login - Leadership for Change Programme". It contains two input fields: "Student Number:" with the value "2012 34567" and a clear button (x), and "ID/Passport Number:" which is empty. A mouse cursor is positioned over the second field. Below the fields is a "Login" button.

3. CHECKLISTS, TEMPLATES AND APPLICATION INFORMATION

Please ensure the checklist is fully completed.

Online Application Checklist

Tick each item to ensure your application is complete BEFORE you upload the final document.

- | | |
|---|-------------------------------------|
| I have read and understood the background information of the F1 programme. | <input checked="" type="checkbox"/> |
| I have read, understood and checked that I qualify to apply for the F1 programme. | <input type="checkbox"/> |
| I have compiled my electronic CV according to the specifications and I have it available to upload. If not, Download template | <input checked="" type="checkbox"/> |
| I have acquired a complete reference letter in the required format and have it available to upload. If not, Download template | <input checked="" type="checkbox"/> |
| I have received the required formal approval from my guardians to participate (if applicable) and undertake to email it to F1application@ufs.ac.za | <input checked="" type="checkbox"/> |
| I have prepared the answers to the three questions on leadership, citizenship and diversity and have it ready to copy onto the electronic application form. If not, Download template | <input type="checkbox"/> |
| I am now ready to electronically submit the complete application on or before 11 April 2015. | <input type="checkbox"/> |

- Download templates of required documents
- Mark checklists

3. CHECKLISTS, TEMPLATES AND APPLICATION INFORMATION

Complete the following fields

Student Number:

2006082404

ID Number:

871150030082

Email address:

yolandiclaption@yahoo.com

Repeat email address:

yolandiclaption@yahoo.com

Next

Back

- Enter ID Number/Passport
- Enter Email address
- Click Next

4. BIOGRAPHICAL INFORMATION

Online Application - Biographical Information	
Student Number:	2006082404
ufs4life Email Address:	2006082404@ufs4life.ac.za
Full names:	<input type="text"/> Full Names are Required
Preferred Name:	<input type="text"/> Preferred Name is Required
Surname:	<input type="text"/> Surname is Required
Email address:	<input type="text" value="yolandiclaption@yahoo.com"/>
Repeat email address:	<input type="text" value="yolandiclaption@yahoo.com"/>
Cell Number:	<input type="text"/>
Other contact number:	<input type="text"/>
Campus where studying:	<input type="text" value="Select Campus"/> Campus is Required
Date of birth:	<input type="text"/> Date of Birth is Required
Age:	<input type="text"/> Age is required
Hometown (in SA):	<input type="text"/> Hometown is Required
Citizenship:	<input type="text" value="Select Citizenship"/> Citizenship is Required
Mother tongue:	<input type="text"/> Mother tongue is Required
Religion:	<input type="text"/> Religion is Required
Race:	<input type="text" value="Select Race"/> Race is Required
Gender:	<input type="radio"/> Male <input type="radio"/> Female Gender is Required
Current degree or programme of study:	<input type="text"/> Degree is Required
Faculty:	<input type="text" value="Select Faculty"/> Faculty is Required
Participation in student association:	<input type="text"/> <input type="button" value="Add"/>
Participation	
Disability:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Accommodation:	<input type="radio"/> Private <input type="radio"/> On-campus Residence Accommodation is Required

5. ESSAY QUESTIONS

Online Application - Essay Questions

Leadership interest and engagement

Please respond in as much detail as possible to the following question: Provide an assessment of leadership in our society, also indicating areas you believe to be key for South African leaders to grow in. **Minimum - 1000 characters (approximately 150 words); Maximum - 2000 characters (approximately 300 words)**

Characters remaining: 964

Africa has traditionally been the cradle of great leadership. Many African leaders are well known around the world - including Nelson Mandela, Kwame Nkrumah, Steve Biko and Julius Nyerere, to name a few. Africa's contribution to leadership philosophy has also been remarkable. Two examples: Africa was the birthplace of Ubuntu - the belief in a universal bond of sharing that connects all humanity. It also gave rise to Satyagraha and the notion of passive resistance, which Gandhi developed while living in Africa. Both are

Diversity interest and engagement

Please respond in as much detail as possible to the following question: How would you distinguish between diversity and difference? In addition, provide a brief assessment of obstacles to increased diversity at the UFS. **Minimum - 1000 characters (approximately 150 words); Maximum - 2000 characters (approximately 300 words)**

Characters remaining: 2000

Diversity engagement answer is required.

Citizenship interest and engagement

Please respond in as much detail as possible to the following question: Define citizenship and describe what you believe the role of citizenry should be in building a democratic society. **Minimum - 1000 characters (approximately 150 words); Maximum - 2000 characters (approximately 300 words)**

Characters remaining: 1281

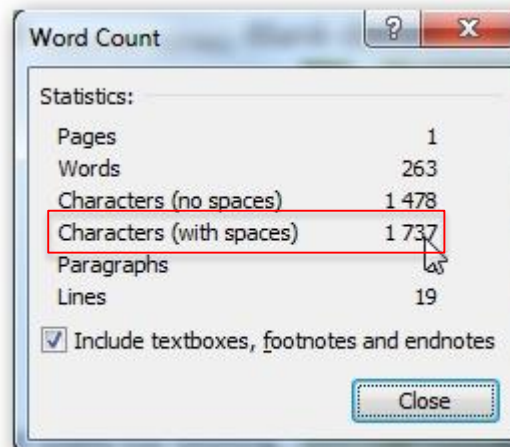
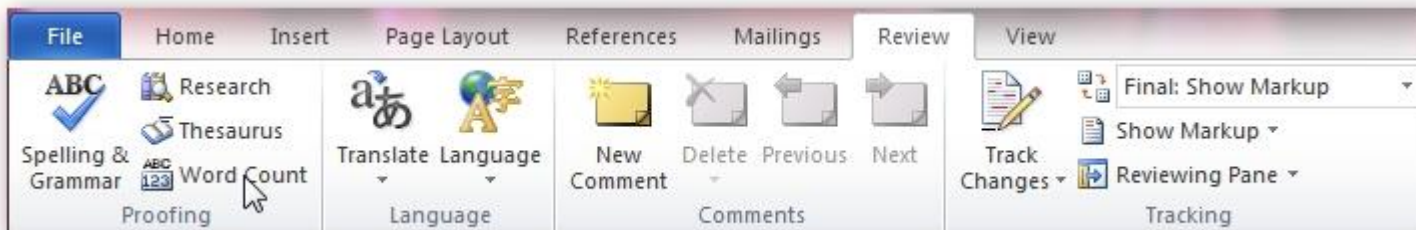
Democracy is a form of government where citizens participate in government by choosing the government through free and fair elections and the politicians represent their constituents. Democracies ensure active participation of the citizens in politics and civic life.[1] In a democratic society, eligible citizens are able to vote for the passing or rejecting of laws, run for office during elections, join political parties, sit on boards or committees, criticize or protest against the government, and receive a fair trial if accused of breaking the country's laws. Politicians represent their constituents in the proposal,

A minimum of 1000 characters, and a maximum of 2000 characters are required.

Save and continue

5. ESSAY QUESTIONS

- Highlight section of text / answer.
- Words count (150 – 300)



6. UPLOAD DOCUMENTS

Online Application - CV and Reference Letter

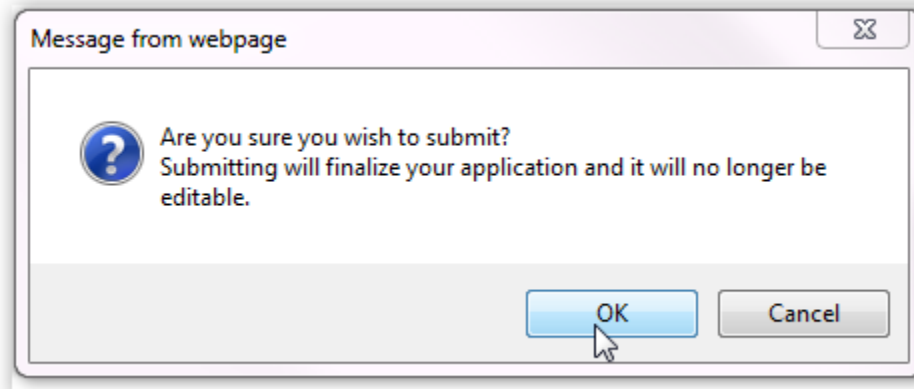
CV:

Reference Letter:

- Click **Browse**
- Select a file from your computer
 - Format: Word or Pdf
- CV and reference letters must be in separate documents

7. SUBMIT

- Click **Submit**



- Confirmation message

Thank you for your application

Your application to the Leadership for Change Programme has been submitted successfully. An email message will shortly be sent to your Student ufs4life e-mail address and the preferred email address that you have provided:

Email addresses: Preferred email address supplied and studentnumber@ufs4life.ac.za

Name and Surname: Your name and surname displays here

[Login](#) to view your application form.

Applications close on yyyy/mm/dd. You will be notified as soon as possible on the status of your application.

8. CONFIRMATION (EMAIL)

- Leadership for Change Application Submitted

- **no-reply@ufs.ac.za**

To me

Best Yolandi Clapton

Thank you for your application to the Leadership for Change Programme, which has been submitted successfully.

Login to <http://kovsielife.ufs.ac.za/f1> to view your application up until the shortlisting sessions

Username: Your student number

ID number: ■■■■■■15009082■■■

Passport number (International students): N/A

You will be notified as soon as possible on the status of your application.

Please contact Rene Pelsler at +27(0)51 401 9087 or send email to F1applications@ufs.ac.za for enquiries regarding your a

Kind regards,

Dean of Student Affairs: B.Rudi Buys

Reply, Reply All or Forward | More

LOAD DOCUMENTS TROUBLESHOOTING

- Attach the document/s in the email so that the problem can be determined.
- Supply your student number in the email.

Send email to F1applications@ufs.ac.za

Thank You
Dankie

T: 051 401 9111 info@ufs.ac.za www.ufs.ac.za

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