UFS International first-year Leadership for Change Programme

2014

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

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INTRODUCTION

- Welcome
- Practical arrangements
  - ➢ Attendance register
  - ➢ Bathrooms
  - ➢ Cellphones
  - ➢ Questions

PRACTICAL DEMONSTRATION

Finalised the following documents:

➢ Finalized CV

➢ Finalised Reference Letter

➢ Finalised Essay questions for leadership, diversity and citizenship.

Complete application form at http://www.ufs.ac.za/f1

OVERVIEW

➢ 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
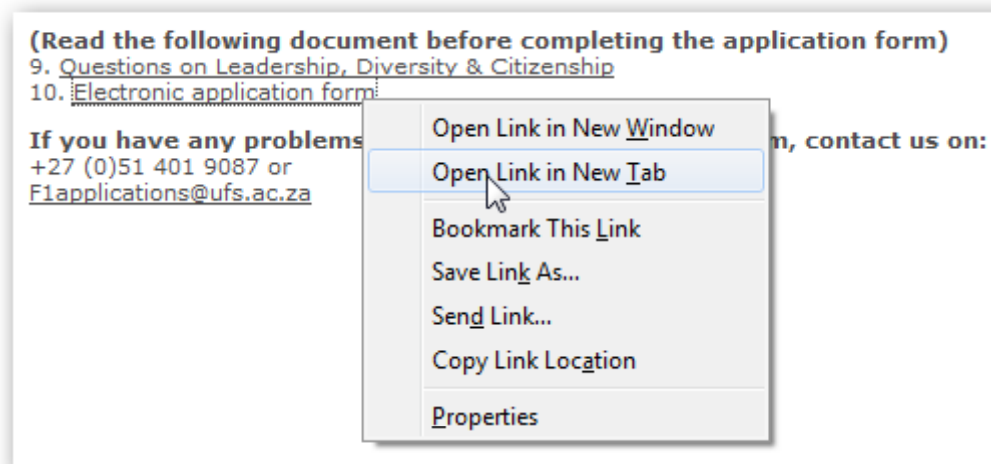10. Electronic application form

OVERVIEW

Step-by-Step

1. Login
   Click Next

2. Checklist
   Download templates of required documents

3. Biographical Information
   Click Next

4. Essay questions
   Click Next

5. Load documents
   - CV
   - Reference letter
   Click **Submit**

Confirmation (displayed and emailed)

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ELECTRONIC APPLICATION FORM

➢ On www.ufs.ac.za/F1

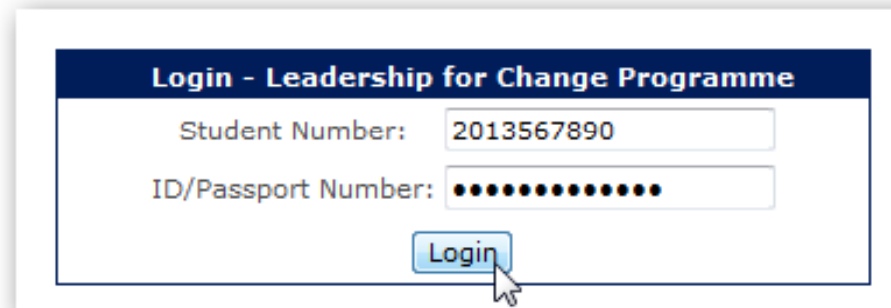➢ Click on "Electronic application form"

➢ The form is opened in a new window.

1. LOGIN

Complete the fields applicable to you:
➢ Student Number
➢ ID number (for South African Students)
➢ Passport number (for International Students)

Click **Login** to continue

1. APPLICATION INFORMATION

- ➢ 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

Login - Leadership for Change Programme	
Student Number:	2012 34567 ×
ID/Passport Number:	
	Login

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2. CHECKLIST

Leadership for Change Programme

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 compiled a PDF document, including all the required documents to keep as reference.	☑
I have read, understood and checked that I qualify to apply for the F1 programme.	☑
I have compiled my electronic CV according to the specifications and I have it available to upload. If not, Download template	☐
I have acquired a complete reference letter in the required format and have them available to upload. If not, Download template	☐
I am now ready to electronically submit the complete application on or before the closing date.	☐

Click Download template

➢ Fill in your information and save

➢ Send to your reference and upload later.

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3. BIOGRAPHICAL INFORMATION

Online Application - Biographical Information

Student Number: 2013567890
ufs4life Email Address: 2013567890@ufs4life.ac.za

Full names:

Surname:

Email address: Email Address is Required

Repeat email address:

Cell Number:

Other contact number:

Campus where studying: Select Campus ▾

Date of birth:

Age:

Hometown (in SA):

Citizenship: Select Citizenship ▾

Mother tongue:

Religion:

Race: Select Race ▾

Gender: ◯ Male ◯ Female

Current degree or programme of study:

Faculty: Select Faculty ▾

Participation in student association: [Add]

Participation	Action

Disability: ◯ Yes ⦿ No

Accomodation: ◯ Private ◯ On-campus Residence

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4. QUESTIONS ON LEADERSHIP, DIVERSITY AND CITIZENSHIP

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: 582

Lorem ipsum cu euismod repudiare est, at solet nostrum commune sit. Pri atomorum expetendis dissentiunt eu, id viderer necessitatibus eum. Nam te puto viderer iudicabit, no simul maiorum torquatos ius, ei ubique feugait mea.

Assum aeque tollit per ut, in mei convenire facilisis adolescens. No mea velit graeci laboramus, te ferri summo

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)**

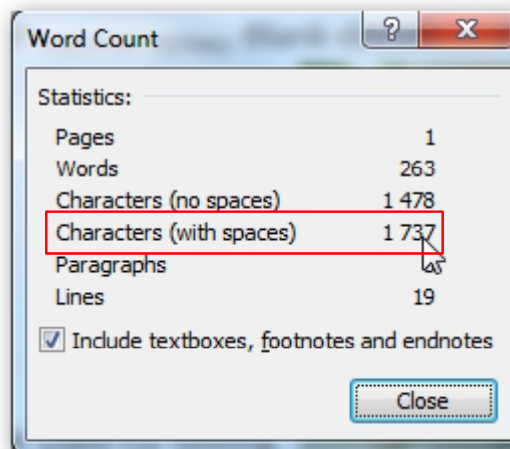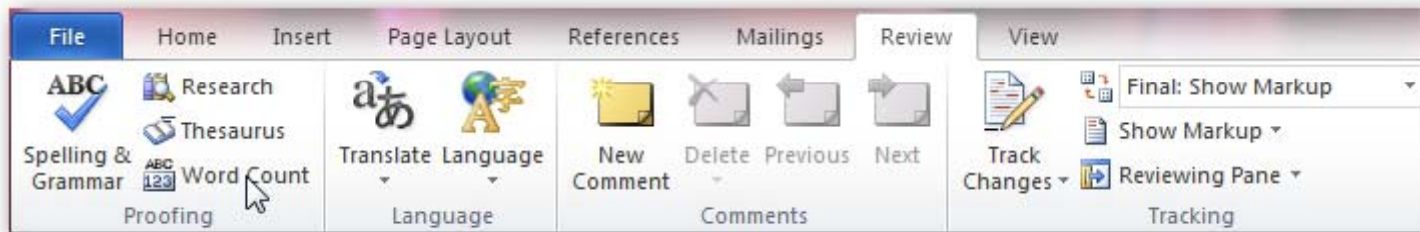Characters remaining: 2000

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)**
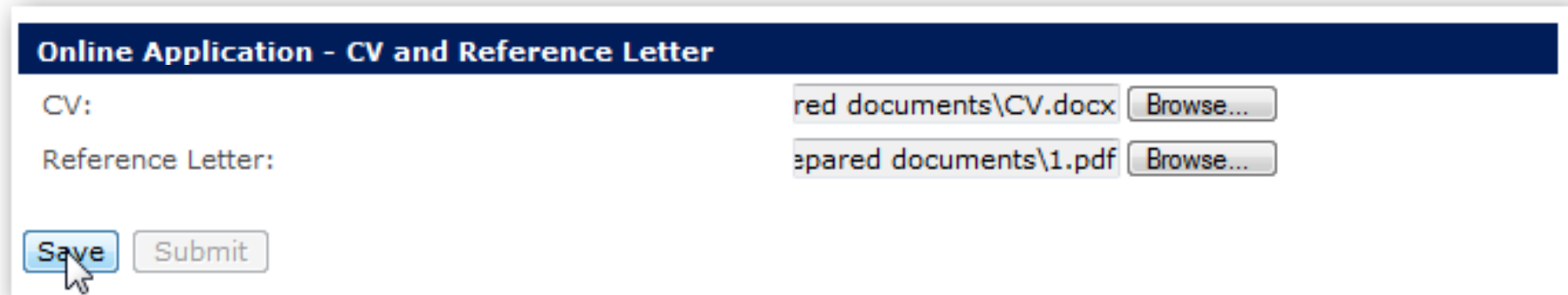
Characters remaining: 2000

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1. QUESTIONS ON LEADERSHIP, DIVERSITY AND CITIZENSHIP

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

5. UPLOAD DOCUMENTS

Online Application - CV and Reference Letter

CV: ...red documents\CV.docx [Browse...]

Reference Letter: ...epared documents\1.pdf [Browse...]

[Save] [Submit]

➢ Click **Browse**

➢ Select a file from your computer

  ▪ Format: .doc; .docx; .pdf

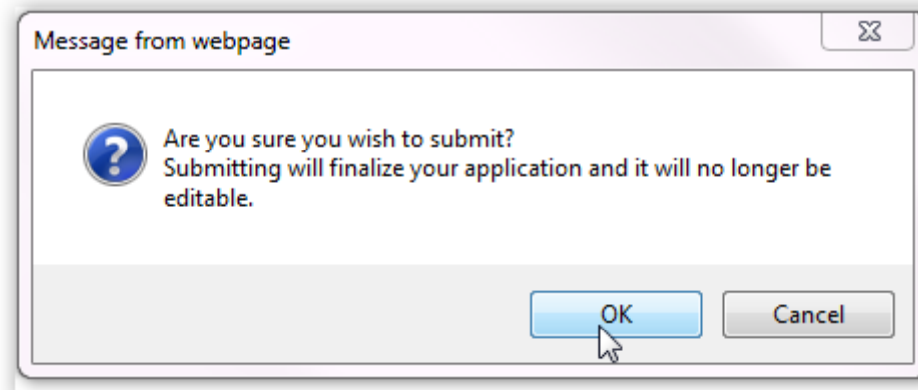➢ CV and reference letters must be in seperate documents

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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

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SUBMIT

- After inserted answers, 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.

Thank You
Dankie

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

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