

## Application: Instructions and Check list

### Instructions

1. Download the F1 Application Pack from <http://kovsielife.ufs.ac.za/F1>
2. Prepare your Curriculum Vitae electronically on the CV template provided, including your activities at the UFS during 2014 and at school during your Grade 12 year (or during the year preceding your studies at the UFS). Save the completed CV in a separate PDF/Word document named e.g.: "CV Peter Brown"
3. Electronically request one (1) reference letter from a principal, educator, lecturer, residence head, manager or minister of your choice, as per the reference letter template provided. Save the completed letter in a separate PDF/Word document, named e.g. "Ref Letter Tumi Moekoa". Forms can be manually completed, but then need to be scanned to upload in the online form. **Please do not use family members or friends as references.**
4. Download the question template re: leadership, diversity and citizenship, prepare your answers as per the instructions and save the document as a PDF/Word document named e.g.: "Essays Thabo Majoni".
5. Once you have your CV, reference letter and questions ready, complete the F1 L4C online Application Form electronically and upload the mentioned documents where indicated.
6. Submit your application form and supporting documents electronically on the website: <http://kovsielife.ufs.ac.za/F1> not LATER than **06 May 2014 at 12:00 PM (afternoon)**
7. Request a letter of approval from your guardians to participate if need be (compulsory **only** for under 18's). This does not have to be uploaded on the system, but can be e-mailed to: [F1application@ufs.ac.za](mailto:F1application@ufs.ac.za), accompanied by your name and student number.
8. Receipt of your application will be confirmed electronically.
9. **Please ensure that you have your reference letter, CV and answers to the questions ready in electronic format to attach before you start the online application process.** No late submission of applications or supporting documentation will be accepted and no changes to the online form can be affected after submission.
10. Allow **at least an hour** to complete the application and to attach the necessary documentation. If not completed in one session, you will though be able to continue the process at another time, provided that you save the information on the online document.

11. It is highly recommended that candidates who are not already in possession of a passport, should apply for one as soon as possible. Selected candidates should be able to supply a passport copy/ proof of application if/when they are invited for the panel interviews.

### Checklist

Tick each item to ensure that your application is complete **BEFORE** finalising the online application.

- I have read and understood the background information of the F1 L4C programme.
- I have read, understood and checked that I qualify to apply for the F1 L4C programme.
- I have received the required formal approval from my guardians to participate in the programme and undertake to e-mail it to [F1application@ufs.ac.za](mailto:F1application@ufs.ac.za)
- I have electronically compiled the provided CV and have it available to upload.
- I have acquired one (1) complete reference letter in the required format and have it available to upload.
- I have prepared the answers to the three questions on leadership, citizenship and diversity as per the instructions and have it ready to copy onto the electronic application form.