



# Guidelines and Application Form

## Freelance Photography

### How to register as a Freelance Photographer - UFS Graduation Ceremonies

1. Carefully read through the guidelines, procedures, and conditions before starting with the application.
2. Complete the online application on the University of the Free State's website.
3. Deposit the registration fee of R 2,000 (Banking details below).
4. Send the proof of payment to [DigitalContent@ufs.ac.za](mailto:DigitalContent@ufs.ac.za) with your full name(s), and ID number.
5. Collect your media accreditation tag from the UFS Visitors Centre on the communicated date.

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## GUIDELINES AND PROCEDURES

1. Only one (1) individual/photographer may be allowed to enter the UFS Bloemfontein Campus per application submitted.
2. Media accreditation tags will be provided to freelance photographers who have successfully submitted their application forms along with the proof of payment. No media tags will be created during or on the day of the graduation ceremony.
3. Failure to present accreditation tag or abide by the guidelines and procedures may result in the removal of the individual by UFS Protection Services officers.
4. No more than a total of ten (10) freelance photographers will be allowed onto the Bloemfontein Campus for the duration of the graduation ceremonies, and no more than a total of five (5) freelance photographers will be allowed onto the Qwaqwa Campus.
5. After completing the application form, applicants should deposit the application fee of R2,000.00 (Two-Thousand Rand) into the relevant account - as indicated in the Payment Details section of this document.
6. The proof of payment for the amount of R2,000.00 (Two-Thousand Rand) should be sent to [DigitalContent@ufs.ac.za](mailto:DigitalContent@ufs.ac.za). Failure to submit the proof of payment will result in an unsuccessful application.
7. All freelance photographers must adhere to the following conditions:
  - a. Freelance photographers may only use their own equipment.
  - b. Photographers are not allowed to set up any generators or make use of UFS electricity supply.
  - c. All photographers are required to adhere to the POPI Act (Protection of Personal Information Act of 2021).
  - d. No UFS branding may be used on photographs. The logos of the UFS are registered trademarks and it is the intellectual property of the UFS.
  - e. Do not block the procession as they leave the Callie Human Centre in an attempt to pursue potential clients.
  - f. Interference with official photographers and their clients is not allowed.
  - g. No freelance photographers are allowed inside the Callie Human Centre.
  - h. No video recordings are allowed inside the Callie Human Centre.
  - i. Photographers are only allowed in the demarcated areas – as indicated during the graduation ceremonies.



## OCCUPATIONAL SAFETY

The UFS complies, as far as is reasonably practicable, with the provisions of the Occupational Health and Safety Act and Regulations (Act 85 of 1993). The UFS expects all renters of specific university venues to familiarize themselves with the Act and to comply with it, with particular reference to Section 37 (c). Only authorized UFS staff members may perform work or make changes related to services (water, electricity, irrigation, etc.) on campus.

## PAYMENT DETAILS

A payment of **R 2,000.00** (Two-Thousand Rand and Zero Cent) should be made to the account below. It is a once-off registration fee for graduation ceremonies (No daily registration).

**Account name:** University of the Free State

**Bank:** ABSA

**A/c No:** 1570 850 071

**Reference:** 148308423

Proof of payment must be sent to [DigitalContent@ufs.ac.za](mailto:DigitalContent@ufs.ac.za).

## CONTRACT

I,  with ID number ,

hereby declare that I:

1. have read through the guidelines and procedures,
2. understand the guidelines, procedures, and occupational safety,
3. undertake to comply with all rules and regulations pertaining to the use of the UFS's facilities,
4. and that I undertake to comply with the guidelines and procedures, as mentioned in this document.

**Signature**

**Date**



## APPLICATION FORM

**Title**

**Surname**

**Full Names**

**ID Number**

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**Cell Number**

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**Postal or Residential Address:**


**Email Address**

**Telephone Number**

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***For Office Use***

With the signature of the Director (or representative) or the Department of Communication and Marketing, this document will serve as a binding contract between the applicant and the UFS.

**Signature: Communication and Marketing**

**Date**



## MEDIA TAG COLLECTION

A specified date will be communicated to all registered freelance photographers for them to pick up their media accreditation tag from the Visitors Centre on the UFS Bloemfontein Campus.

**The media tag must always be visible during the event.**

Collect at:

**Visitors Centre,  
DF Malherbe Drive,  
Gate 5,  
Bloemfontein**

## EMERGENCY INFORMATION

### Bloemfontein Campus

**Protection Services:** [+27 51 401 2911](tel:+27514012911) | [+27 51 401 2634](tel:+27514012634) | [0800 204 682](tel:0800204682)

**Student Counselling and Development:** [+27 51 401 2853](tel:+27514012853) | [HerbstP@ufs.ac.za](mailto:HerbstP@ufs.ac.za)

**Health and Wellness (Kovsie Health):** [+27 51 401 2603](tel:+27514012603) (Office hours)

### Qwaqwa Campus

**Protection Services:** [+27 58 718 5460](tel:+27587185460) | [+27 58 718 5175](tel:+27587185175) | [+27 58 718 5360](tel:+27587185360)

**Student Counselling and Development:** [+27 58 718 5033](tel:+27587185033) | [+27 58 718 5029](tel:+27587185029) | [+27 58 718 5032](tel:+27587185032)

**Health and Wellness (Kovsie Health):** [+27 58 718 5210](tel:+27587185210) (Office hours)

### South Campus

**Protection Services:** [+27 51 505 1217](tel:+27515051217)

**Student Counselling and Development:** [+27 51 401 2853](tel:+27514012853) | [HerbstP@ufs.ac.za](mailto:HerbstP@ufs.ac.za)

### General

**Ambulance Response:** [10177](tel:10177)

**Cell Phone Emergency:** [112](tel:112). (Can be called from any cell phone in SA. Will route you to the emergency service closest to you.)

**South African Police Services:** [10111](tel:10111)

**ER24:** [084 124](tel:084124)

**Aids Helpline:** [0800 012 322](tel:0800012322)

**Mangaung Fire Station:** [+27 51 406 6666](tel:+27514066666)

**Phuthaditjaba Fire Station:** [+27 58 713 1777](tel:+27587131777)